Hernando School District

School Board Regular Meeting

Agenda - Final

Tuesday, July 26, 2022 **6:00 PM** **District Office-Board Room**
919 N. Broad Street
Brooksville, FL

CALL TO ORDER

REFLECTION

by Kay Hatch, Board Member

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

1. 23-0777 Approval to adopt the agenda dated July 26, 2022.

ELECTED OFFICIALS

APPROVAL OF THE MINUTES

2. 23-0778 Approval of the Minutes from the Informal, Workshop and Regular School Board Meeting of June 28, 2022.

PUBLIC HEARING ITEMS

3. 23-0764 Public Hearing and Final Approval of Policy 2341, Non-School Related Trips that Received Tentative Approval at the May 24, 2022 Workshop

4. 23-0770 Public hearing and final approval of the Revised Safe Driver Plan for the 2022-23 School Year that received tentative approval at the June 14, 2022 workshop.

5. 23-0775 Public hearing and final approval of the Student Code of Conduct for the 2022-2023 School Year. This item received tentative approval at the June 14, 2022 Workshop.

6. 23-0809 Public Hearing and Final Approval of the Simpson Technical College Handbook. This item received tentative approval at the June 14, 2022 Workshop.

EXPULSION RECOMMENDATIONS

7. 23-0767 Enter a Final Order Expelling the Student in Case No. E2022-06-01 for one (1) year through May, 2023.

8. 23-0768 Enter a Final Order Expelling the Student in Case No. E2022-06-02 for one (1) year through May, 2023.

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

9. 23-0779 Citizen Input on agenda items for this meeting (Green Form)

ADOPTION OF CONSENT AGENDA

Personnel Recommendations

10. 23-0817 Approval of the Personnel Recommendations

All Other Teaching & Learning Agenda Items

11. 23-0766 Approve the Memorandum of Understanding (MOU) Between Hernando County Community Anti-Drug Coalition DBA Hernando Community Coalition (HCC) and Hernando County Schools for the 2022-2023 School Year.

12. 23-0785 Approve the Agreement Between Hernando County School Board and the Early Learning Coalition for Voluntary Pre-Kindergarten (VPK) Program Services

13. 23-0799 Approve the Hernando County school District Mental Health Plan for the 2022-2023 School Year

All Other Business Services Agenda Items

Job Descriptions

14. 23-0772 Approve the Revised Job Description for District Technology Support Specialist

15. 23-0776 Approval of the Reorganization Plan for the Assessment and Accountability Department in Academic Services.

16. 23-0795 Approve the Job Descriptions changes that were affected by the reorganization of Business Services.

All Other Purchase Order/Bid Agenda Items

17. 23-0732 Approve renewing bid no. 20-946-11 RN, NSF Check and Delinquent Account Collection Services, to Envision Payment Solutions Inc. for NSF check and delinquent account collections and authorize the purchase at no cost to the District.

18. 23-0762 Approve the Purchase of Instructional Materials for High School Intensive Reading Classes from Achieve3000 and Authorize the Issuance of a Purchase Order for an Estimated Amount of $95,690.00

19. 23-0763 Approve the Renewal of Frontline Evaluation Program and Analytics Solutions and approve the issuance of purchase orders for an estimated spending of $69,340.00.

20. 23-0765 Approval to amend the contract piggybacking The School District of Palm Beach County, Bid #21C-10F, Cafeteria & Culinary Arts Equipment, for OEM Parts, Installation & Repairs awarded to multiple vendors (see vendor list attached) to increase the estimated spending and authorize purchases for up to $1,000,000.00 as needed over the remaining term of the bid.

21. 23-0773 Approve the Renewal of Bid No. 21-805-03 RN: Physical Education/Athletic Supplies, Clothing & Equipment to Multiple Vendors and Authorize the Purchase of the Goods and/or Services for an Estimated Annual Amount of $250,000.00

22. 23-0786 Approve the 2022-2023 Dual Enrollment (DE) Articulation Agreement Between Pasco-Hernando State College (PHSC) and the Hernando County School Board and Issuance of a Purchase Order for an Estimated Annual Amount of $575,303.00

23. 23-0789 Approve the Agreement with Equal Opportunity Schools (EOS) and the Purchase of Services for All High Schools and Issuance of a Purchase Order in an Estimated Amount of $113,500.00

24. 23-0797 Approve the piggyback of the School District of Osceola County, Florida bid no. SDOC-22-B-065-KP, Grease Trap Pumping, awarded to Southwaste Disposal, LLC and authorize the purchase of services for an estimated annual spending of $25,000.

25. 23-0803 Approve the closeout/final acceptance of the Central High School Exterior Lighting Project per the contract with J. F. Electric.

26. 23-0805 Approve the Food Service software annual renewal fee for Titan School Solutions and approve the issuance of a purchase order for an estimated amount of $86,010.40.

27. 23-0806 Approve the Deletion of Surplus Property from District Inventory Records.

28. 23-0808 Approve the Final Renewal of the Piggyback of the School Board of Volusia County, Florida RFP IS-800KM, Online Digital Educational Curriculum Provider, awarded to Imagine Learning, LLC (FKA Edgenuity, Inc.) and Issuance of a Purchase Order in an Estimated Annual Amount of $107,630.45

29. 23-0810 Approve the Sub recipient agreement and authorize the agreement for the CRRSA GEER II-Workforce Education Initiatives - Registered Apprenticeships and Preapprenticeship Grant from the Florida Department of Education bearing TAPS number 22B108 for $1,173,900.00.

30. 23-0811 Approve the renewal of Bid No. 21-060/929-11 Buses, District Wide Vehicles and Equipment: Specialized Repairs, Parts and Accessories to Multiple Vendors and Authorize the Purchase of Goods And/Or Services for an Estimated Annual Amount of $939,000.

31. 23-0816 Approve renewing bid no. 19-968-32 RN, Excavating & Site Work, to M. Daniel Construction, Inc. and Stine Construction for excavating and site work services and authorize the purchase for estimated annual amount of $350,000.00.

All Other School Board Agenda Items

32. 23-0759 Designate a School Board Member as the Florida School Board Association (FSBA) Advocacy Committee Representative and an Alternate for the 2022-23 School Year.

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

33. 23-0780 Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

INFORMATIONAL AGENDA ITEMS

GENERAL COUNSEL

SCHOOL BOARD COMMENTS

ADJOURNMENT

The next School Board Meetings are scheduled for August 16, 2022:
1:00 PM - Informal
2:30 PM - Workshop
6:00 PM - Regular Meeting

Hernando School District

School Board Regular Meeting

Agenda Item # 1. 23-0777 7/26/2022

Title and Board Action Requested
Approval to adopt the agenda dated July 26, 2022.

Executive Summary
The Superintendent of Schools, hereby requests the Board adopt the agenda dated July 26, 2022.

My Contact
John Stratton
Superintendent of Schools

2018-23 Strategic Focus Area
Other

Financial Impact
The cost for this agenda item is $ 0, see attached budget sheet. The cost for the previous fiscal year was $ 0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Hernando School District

School Board Regular Meeting

Agenda Item # 2. 23-0778 7/26/2022

Title and Board Action Requested
Approval of the Minutes from the Informal, Workshop and Regular School Board Meeting of June 28, 2022.

Executive Summary
The Superintendent of Schools, hereby requests the Board approve the minutes.

My Contact
Kelly A. Pogue
Secretary to the School Board and General Counsel
352-797-7253

2018-23 Strategic Focus Area
Other

Financial Impact
The cost for this agenda item is $ 0, see attached budget sheet. The cost for the previous fiscal year was $ 0. If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved.

Hernando School District

School Board Informal Meeting

Minutes - Draft

Tuesday, June 28, 2022 | **1:00 PM** | **District Office-Board Room, 919 N. Broad Street, Brooksville, FL**

CALL TO ORDER

Present	Board Chair Gus Guadagnino Vice Chair Susan Duval Board Member Kay Hatch Board Member Linda Prescott
Absent	Board Member Jimmy Lodato

The Informal Meeting was called to order at 1:04 P.M. Also present were John Stratton, Superintendent of Schools and Dennis Alfonso, School Board Attorney.

GENERAL DISCUSSION

An informal meeting of the School Board has been scheduled for general discussion among Board Members on Educational Matters

Topics of Discussion:

1. *FSBA Advocacy Representative: Kay Hatch*
   FSBA Advocacy Representative Alternate: Linda Prescott

2. *BEST Safety Update was requested by Ms. Duval. Mr. Alfonso mentioned it may have to be brought into the shade depending on how detailed the discussion will be.*

3. *School Health Advisory Committee Meeting Update*

4. *Nat'l Education Association magazine article*

5. *Transportation department has been all over looking for drivers*

6. *Goodside Health Update was requested by Ms. Duval.*

7. *Vacant Land - Mr. Alfonso mentioned there is a process to declare property as surplus, etc. (Handout provided)*

8. *Missing Property Explanation*

9. *Mr. Stratton was invited to be the Keynote Speaker at the AP Conference in Orlando*

10. *Back to School Kick Off is scheduled for August 3rd at Crosspoint Church*

11. *HUSW Contract was ratified*

12. *Staff Shortages*

22-0769 Handouts from the Informal Meeting of June 28, 2022

Attachments: 06-28-22 Informal Handout by S. Duval ACC

ADJOURNMENT

The meeting adjourned at 2:15 P.M.

Superintendent **Board Chair**

Hernando School District

School Board Workshop

Minutes - Draft

Tuesday, June 28, 2022 **2:30 PM** **District Office-Board Room**
919 N. Broad Street
Brooksville, FL

CALL TO ORDER

Present: Gus Guadagnino
Susan Duval
Kay Hatch
Linda Prescott

Absent: Jimmy Lodato

The Workshop was called to order at 2:31 P.M. Also present were John Stratton, Superintendent of Schools and Dennis Alfonso, School Board Attorney.

PRESENTATIONS

1. **22-0725** Presentation on the Update of the New Generation Healthy Relationships and Epiphany Project

Attachments: Infograph ANG ACC
HS Student Survey ACC
YNA ACC
HS SESS 9 12 SCRIPT ACC
HS SESS 5-8 SCRIPT ACC
8th PPT ACC
HS SESS 1 4 SCRIPT ACC
Outline 12 Session ACC
Epiphany Session Summary ACC
Budget Sheet Sept 2021 Revised NO Financial Impact ACC

John Morris, Supervisor of Secondary Programs came forward to present this item. Ed Murray and Cheryl Bennett from A New Generation were also present. Mrs. Prescott asked to see the survey results. She would also like to be informed of the presentations given to middle and high school students so that she can attend.

GENERAL COUNSEL

Mr. Alfonso stated that he found the statute that Ms. Duval asked for at the Informal Meeting, regarding FRS and the one year wait period.

ADDENDUM ITEMS

GOOD OF THE ORDER/BOARD DISCUSSION

School Board Comments

ADJOURNMENT

The meeting adjourned at 2:50 P.M.

Superintendent **Board Chair**

Hernando School District

School Board Regular Meeting

Minutes - Draft

Tuesday, June 28, 2022 **6:00 PM** **District Office-Board Room**
919 N. Broad Street
Brooksville, FL

CALL TO ORDER

Present: Board Chair Gus Guadagnino
Vice Chair Susan Duval
Board Member Kay Hatch
Board Member Linda Prescott

Absent: Board Member Jimmy Lodato

The Regular Meeting was called to order at 6:02 P.M. Also present were John Stratton, Superintendent of Schools and Dennis Alfonso, School Board Attorney.

REFLECTION

by John Mitten

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

1. 22-0753 Approval to adopt the agenda dated June 28, 2022.

RESULT: **ADOPTED**
MOVER: Linda Prescott
SECONDER: Kay Hatch
AYES: Guadagnino, Duval, Hatch, Prescott

ELECTED OFFICIALS

No one came forward to speak on this item.

PRESENTATIONS

2. 22-0390 Recognize the graduation of the inaugural Citizens Academy Class of 2022.

Attachments: Budget Sheet NO Financial Impact ACC

Karen Jordan, Public Information Officer came forward to present this item.

APPROVAL OF THE MINUTES

3. **22-0754** Approval of the Minutes from the Special Meeting, Employee Disciplinary Appeal Hearing, Workshop and Regular School Board Meetings of June 14, 2022.

Attachments: 06-14-22 Special Mtg Minutes ACC
06-14-22 Employee Appeal Hearing Minutes ACC
06-14-22 Workshop Minutes ACC
06-14-22 Meeting Minutes ACC

RESULT: **ADOPTED**
MOVER: Kay Hatch
SECONDER: Linda Prescott
AYES: Guadagnino, Duval, Hatch, Prescott

CITIZEN INPUT ON AGENDA ITEMS (GREEN FORMS)

4. **22-0755** Citizen Input on agenda items for this meeting (Green Form)

Attachments: Citizen Input Speaker Green Form 110917 ACC

No one came forward to speak on this item.

ADOPTION OF CONSENT AGENDA

RESULT: **APPROVED THE CONSENT AGENDA**
MOVER: Kay Hatch
SECONDER: Linda Prescott
AYES: Guadagnino, Duval, Hatch, Prescott

Personnel Recommendations

5. **22-0731** Approval of the Personnel Recommendations

Attachments: June 28 2022 ACC
2022 Noninst PTS Adm Supplements for June 28 2022 ACC
2022 Inst Supplements Differentiated Pay for June 28 2022 ACC
Administrative Reappointment Recommendations June 28 2022 ACC
Confidential Reappointment Recommendations ACC
Instructional Reappointment Recommendations ACC
Noninstruct Reappointment Recommendations ACC
PTS Reappointment Recommendations ACC

All Other Teaching & Learning Agenda Items

6. **22-0701** Approval of NCTHS Cheer Team to attend Cheer Camp in Sarasota, FL 7/24/22 - 7/27/22.

Attachments: Budget Sheet Cheer ACC

7. **22-0733** Approval of NCTHS Football Team to attend the Webber International University's Grind it Out Camp in Babson, FL 7/21/22-7/23/22.

Attachments: Budget Sheet Football ACC

All Other Business Services Agenda Items

8. **22-0722** Ratify changes to the contract between Hernando United School Workers (HUSW) and the Hernando County School District and approve a salary increase for all positions to a minimum of $15.00 per hour.

Attachments: Article x Promotions Transfers - TA 2 ADA acc
Base Rate Increase - TA 5 ADA acc
New Placement Salary Schedule - TA 4 ADA acc
Sec 2 Allowances - TA 1 ADA acc
Starting Hourly Rates Schedule - TA 3 ADA acc
Budget Sheet Food Service Non Instructional ADA acc
Budget Sheet General Fund Non Instructional ADA acc
Budget Sheet Special Revenue Non Instructional ADA acc

9. **22-0727** Approval of the salary increase for all positions to a minimum of $15.00 per hour for Confidential Employees and the Non-Instructional Substitute Salary Schedule in compliance with minimum wage increase.

Attachments: Confidential Placement Schedule ADA acc
NoninstructionalSubSalary May 22 ADA acc
Budget Sheet General Fund Confidential ADA acc
Budget Sheet Special Revenue Confidential ADA acc

10. **22-0729** Approve Ordinary Expenditures Between July 1 and the Date the Tentative Budget is Adopted

Attachments: Budget NO Financial Impact ACC

11. **22-0752** Approve the Final Order that Received Board Approval at the June 14, 2022 Employee Disciplinary Appeal Hearing

Attachments: dft - final order 20220621 rev ACC
Budget Sheet Sept 2021 Revised NO Financial Impact ACC
Final Order - Nathaniel Brown 062822

Job Descriptions

12. **22-0714** Approve Job Description changes for Fire Safety Inspector.

Attachments: Fire Safety Inspector with changes Markup ada
Fire Safety Inspector with changes Clean ada
220714 Budget Sheet ada

All Other Support Operations Agenda Items

13. **22-0713** Accept notification of compliance and required issuance of certifications for all schools and facilities for the 2021-2022 school year.

Attachments: 220713 Budget Sheet ACC

14. **22-0728** Approve the Deletion of Missing Property from District Inventory Records.

Attachments: Missing Property List ACC
Budget Sheet Sept 2021 Revised NO Financial Impact ACC 2

All Other Purchase Order/Bid Agenda Items

15. **22-0706** Approve the renewal of BID #22-485-07 SS RN: Buckeye Cleaning & Sanitizing Products (Warehouse) and approve purchases for an estimated annual amount of $275,000.

Attachments: 22 485 07 SS RN Buckeye Sanitizing Products 062822_ACC.pd
Buckeye Sanitizing Products - ACC 2
Budget Sheet ACC

16. **22-0707** Approve additional services from Voss & Associates and authorize the purchase for an additional amount of $17,500.00.

Attachments: Voss March 2022 to June 2022 ACC
Voss Standard Addendum ACC
Budget Sheet Voss ACC

17. **22-0718** Approve the renewal of the Bid No. 21-990-06 RN, Service of Fire Extinguishers/Fire Suppression Systems, Related Equipment, Inspections, and Repairs & Purchase of Parts/Equipment, awarded to All Florida Fire Equipment and authorize the purchase for an estimated annual amount of $37,000.00.

Attachments: 220718 Fire Extinguisher Services Bid Tabulation ADA
220718 Budget Sheet ada

18. **22-0719** Approve the renewal of the piggyback of Board of County Commissioners Clay County, Florida RFP No. 19/19-2, Various Equipment and Amenities for Parks and Playgrounds, awarded to Musco Sports Lighting, LLC and authorize the purchase for an estimated annual amount of $300,000.00.

Attachments: 220719 Musco Bid Tabulation ACC
220719 2091212 PB RN Budget Sheet ada

19. **22-0720** Approve the renewal of the piggyback of OMNIA Partners/US Communities through City of Charlotte, NC, RFP No. 269-2017-28, Playground Equipment, Outdoor Fitness Equipment Site Accessories, Surfacing and Related Products and Services, awarded to Kompan, and authorize the purchase for repairs at estimated annual amount of $25,000.00 and $300,000.00 for capitalized replacement/installations based on the availability of future capital funds.

Attachments: 220720 Kompan Bid Tabulation ACC
220720 RFQ 2265036 PB RN Budget Sheet ACC

20. **22-0723** Approve the annual license, maintenance and hosting renewal(s) to Skyward and authorize the issuance of purchase orders for an estimated annual amount of $450,000.00.

Attachments: 17-920-44 Skyward License Renewal (06-28-22) - ACC
Budget Sheet-ACC

21. **22-0724** Approve the agreement and authorize the purchase of Virtual Curriculum from Florida Virtual School, Instructure-Canvas, and Multiple Vendors and authorize the issuance of Purchase Orders on an as needed basis for an estimated amount of $168,894.00.

Attachments: FLVS Contract Agreement 2022 2023 ACC
InstructureCanvas ACC
Standard Addendum to Agreements Instructure FINAL ACC
Budget Sheet Virtual Program 2022 2023 ACC

22. **22-0726** Approve renewing bid no. 20-393-01 RN, Beverage Vending Services, to Coca Cola Beverages Florida, LLC for School Vending Beverage Machines District-Wide.

Attachments: 20-393-01 RN Beverage Vending (6-28-22) - ACC
Budget Sheet- Coca Cola - ACC

23. **22-0730** Approve Piggybacking the School Board of Brevard County, Florida, ITB #21-159-B-HD: Books, Print & Non-Print Instructional, Library, Curriculum, AP & Collegiate Materials & Related Ancillary Items & Services, Awarded to Multiple Vendors and Authorize the Purchase of the Goods and Services for an Estimated Annual Amount of $100,000.00

Attachments: 22 998 59 PB Books Print and Non Print 06 28 22 ACC
Budget Sheet ACC

24. **22-0736** Approve the Renewal of the Risk Management Program Contract and Instructional Services Program Contract with Putnam County School Board on Behalf of the Northeast Florida Educational Consortium and Issuance of a PO in the Amount of $3,467,112.40 for the Contract and Non-Consortium Member fee.

Attachments: NEFEC 2022-2023 Membership ADA acc
Budget Sheet NEFEC 22-0736 ADA acc

ITEMS REMOVED FROM CONSENT AGENDA FOR ACTION

ADDENDUM ITEMS

CITIZEN INPUT ON GENERAL TOPICS (PINK FORMS)

25. **22-0756** Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Attachments: Citizen Input Speaker Pink Form 110917 ACC

Dennis Alfonso, School Board Attorney read the instructions for this item. The following people came forward to speak:
Patricia Greenwood, Wendy Porter, Nadine Casatelli, Jack Martin and Jennifer Cook.

INFORMATIONAL AGENDA ITEMS

GENERAL COUNSEL

SCHOOL BOARD COMMENTS

Board members made comments and shared different types of event happenings around our district. Mr. Stratton explained the agenda item regarding missing property. He stated that any district laptop that a student uses will have the same access as they do while in the classroom. Students will not be able to access any inappropriate websites. Mr. Stratton also made the public aware of his concerns with staff shortages, including teachers, substitutes and bus drivers.

ADJOURNMENT

The meeting adjourned at 6:37 P.M.

Superintendent **Board Chair**

Hernando School District

School Board Regular Meeting

Agenda Item # 3. 23-0764 7/26/2022

Title and Board Action Requested

Public Hearing and Final Approval of Policy 2341, Non-School Related Trips that Received Tentative Approval at the May 24, 2022 Workshop

Executive Summary

The Assistant Superintendent of Teaching and Learning, on behalf of the Superintendent of Schools, hereby requests the Board to give final approval for Policy 2341, Non-School Related Trips that received tentative approval at the May 24, 2022 Workshop.

My Contact

Gina Michalicka
Assistant Superintendent of Teaching and Learning
352-797-7000 ext. 404
michalicka_g@hcsb.k12fl.us

2018-23 Strategic Focus Area

Pillar 5: Fiscal Responsibility & Organizational Effectiveness

Financial Impact

The cost for this agenda item is $0, see attached budget sheet. The cost for the previous fiscal year was $0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Book	Policy Manual
Section	2000 Program
Title	Non-School Related Trips
Code	po2341gm3.24 mc per gm updated June 3 2022
Status	

The following provisions shall apply to trips **out of the country and/or trips in which students and teachers voluntarily and individually participate and which are not sponsored, endorsed, or supported by the School Board or within the scope of the regular instructional program.**

(1) Trips shall be organized between the individual participants and any sponsoring agency.

(2) The School Board shall not be involved in the curriculum, itinerary, or selection of advisors for the trip.

(3) Promotional activities shall not include the name of the individual school or School Board.

(4) Class time may not be used for planning or advertising such trips.

(5) ~~**Participation in such travel by employees and students shall be subject to the District's leave and attendance policies.**~~

5. Non-school related trips may only be taken when school is not in session.

6. Student absences from school that result from non-school related trips will be unexcused.

7. Employees who are absent from duty due to non-school related trips will be subject to district leave policy.

8. Meeting pertaining to non-school related trips may not be held on school campus unless a use of facilities form is completed and approved.

Legal	1001.43
	1001.42
	1001.41

Last Modified by Maria Cain on June 3, 2022

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 4. 23-0770 7/26/2022

Title and Board Action Requested

Public hearing and final approval of the Revised Safe Driver Plan for the 2022-23 School Year that received tentative approval at the June 14, 2022 workshop.

Executive Summary

The Manager of Risk, Benefits and Compliance, on behalf of the Superintendent of Schools, hereby requests the Board to approve the revised Safe Driver Plan for the 2022-23 School Year.

My Contact

Awilda R. Fonte
Manager of Risk, Benefits and Compliance
352-797-7070 ext. 430
Email: fonte_a@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 2: People

Financial Impact

The cost for this agenda item is $ 0, see attached budget sheet. The cost for the previous fiscal year was $ 0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Hernando County School District
Safe Driver Plan

INTRODUCTION:

This plan is designed to meet the requirements of Florida Administrative Code and to prevent the hiring of unqualified applicants by requiring that driver's license checks be conducted on potential School District employees. The plan also prevents existing employees with poor driving records from driving a School District vehicle.

Statistics indicate that the Hernando County School District will significantly reduce the potential for injuries and lawsuits resulting from vehicular accidents through its Safe Driver Plan.

CDL License holders need to be aware that points assigned by the Court System are not affected by this plan and cannot be removed by participation in a state sponsored Driver's School.

PURPOSE:

The purpose of the Safe Driver Plan and Safe Driver Committee is to improve safety throughout the School District by reviewing traffic accidents and incidents, tracking points accumulated through this plan, and recommending corrective action to a driver's supervisor. The responsibility for taking corrective action is the sole responsibility of the driver's supervisor. Any corrective action taken by a supervisor must follow all School Board policies and procedures.

DEFINITIONS:

Accident: shall be defined as when a motor vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, that may result in property damage, injury and/or death.

Driver: shall be defined as any employee of the School District regardless of job description or, during the performance of his/her job assignments, operates a School District vehicle or personal vehicle and receives reimbursement for the use of their personal vehicle for School District use.

Designeee: shall be defined as a Transportation employee assigned by Transportation Administration.

Incident: shall be defined as a planned or unplanned event which disrupts the driving &/or the driver's process and has the potential of resulting in injury, harm or damage to persons or property. Shall also include any violation of School Board policy, school district/department procedure or practice.

Motor Vehicle: Any self-propelled vehicle not operated upon rails or guideway, not including any bicycle, motorized scooter, electric personal assistive mobility device, or moped.

Video Review: Review of video from security cameras mounted on buses. At any time video from security cameras mounted in buses can be reviewed. If it is determined a violation of school board policy, safe driver plan &/or procedure was violated by an employee, the employee is subject to discipline, up to and including termination.

Effective Date: This plan became effective and was approved by the District School Board of Hernando County on October 6, 1998. The plan is reviewed annually and will be submitted to the School Board for approval with an effective date of July 1 beginning with the 2007-08 school year and each year thereafter.

ADMINISTRATION:

The Superintendent will establish a procedure which will include establishing a schedule for the annual review of the driver's records and the Safe Driver Plan.

At the beginning of the school year, all employees shall receive a copy or be given the location of the electronic version of the Safe Driver Plan as part of the Annual Procedures Review and be given an opportunity to view the plan and have all his/her questions answered. All new employees shall be directed to the District's website to read the plan and have all his/her questions answered at the time of employment. All employees are required to sign the Safe Driver Acknowledgement Form indicating that he/she has read and understand the plan. The original signed forms will be retained in the Human Resources Department.

Changes in the plan will be recommended as needed for operational reasons or to clarify the rules under which the Safe Driver Committee operates. Changes to the plan may not be implemented without Board approval per article 15 of the union contract

PLAN:

All drivers shall strive to establish and maintain a driving record which exemplifies careful driving habits. Regard must be shown for their own personal safety and property and the safety and property of others.

All employees and/or employees who volunteer to drive for the School District, shall be required to hold and maintain a valid driver's license and will have their driving record reviewed periodically. Any change in status through accumulation of points either from the Department of Highway Safety or as assigned through this plan will result in an employee's driving record being forwarded to their supervisor with a recommended action plan.

ADDITIONAL REQUIREMENTS TO TRANSPORT STUDENTS IN SCHOOL DISTRICT OWNED OR RENTAL VEHICLES:

- Only DOE approved passenger vehicles may be used; no SUV's, full size vans, or trucks.
- Passengers must be limited to the number for which the vehicle is designed.
- All passengers must have available, and use, seat belts.
- Large or heavy items may not be transported in the passenger compartment of the vehicle unless properly tie down and secured.

All potential employees who, during the performance of their job assignments, will operate a School District vehicle or who will regularly receive reimbursement for the use of their personal vehicle for School District use shall be required to hold a valid Florida driver license of the proper type and class for the vehicle they drive. The site administrator who offers a position to an applicant who will be required to drive during the performance of their job assignment must submit the license information to the Transportation Department to perform a license check. Driving records will be reviewed and position offer will be revoked if the following is determined:

1. Department of Highway Safety Motor Vehicle records show they have had more than five (5) points in the last year and more than ten (10) points in the last three years assigned to their driving record. This includes incidents that appear on driving record without points assessed due to an adjudication process that withholds adjudication or does not eliminate guilt/fault.

2. The potential employee has ever been terminated as a result of his/her driving record, he/she will not be considered for employment unless he/she has established at least one 12-month period of zero points and a 3 year period with no more than 5 points in accordance with this plan. This includes incidents that appear on driving record without points assessed due to an adjudication process that withholds adjudication or does not eliminate guilt/fault.

REPORTING RESPONSIBILITY:

It shall be the duty of drivers to report the occurrence of any of the following events to their site administrator, designee and/or dispatch immediately at time of incident and~~&~~/or accident, before leaving the scene of the incident and~~&~~/or accident if during normal working hours. If the incident and~~&~~/or accident occurs after normal working hours it must be reported immediately at the time of the incident and~~&~~/or accident, before leaving the scene of the incident and~~&~~/or accident, to your immediate supervisor and/or designee, if required, local law enforcement.

~~**Please n**~~**Note: the district's expectation is that an employee must report an accident/incident immediately to their supervisor and/or designee regardless of the time of day or if the main office is closed.**

1. Any traffic related incident and~~&~~/or accident in which the driver was involved as an operator of a School District vehicle or personal vehicle on authorized School District business.
2. Any traffic citations received on the job regardless of the ownership of the vehicle, or off the job if in a School District owned vehicle.
3. Any traffic citations or arrests received on or off the job regardless of the ownership of the vehicle which might lead to the suspension, or revocation of driver's license.
4. Expiration, suspension, or revocation of driver's license.
5. Any and all visible damage to an assigned vehicle.
6. All CDL License holders must report ALL traffic citations, on or off the job, regardless of the ownership of the vehicle.

Failure to follow the reporting requirements listed above, or making a false or misleading report may result in the Safe Driver Committee making a recommendation up to the employee's termination to their supervisor.

POST-INCIDENT AND/OR ACCIDENT INVESTIGATION:

A post-incident ~~&~~and/or accident investigation shall be conducted as soon as possible any incident ~~&~~and/or accident or violation. The Transportation Department and/or the Facilities Department will conduct this interview / investigation.

Note: During the course of an investigation, if a violation of the safe driver plan is documented, the violation will be reported to the Safe Driver Committee for review.

The main tasks of this investigation are:

1. To assess and record all the specific information related to the incident &/or accident.
2. To assure the driver has prepared the incident and~~&~~/or accident report satisfactorily.
3. To determine whether, in the driver's opinion, the incident and~~&~~/or accident was preventable or non-preventable on his/her part.
4. To determine if the facts stated in the driver's report are accurate to the best of the investigator's ability.
5. Driver must submit completed incident and~~&~~/or accident report within 24 hours following or by the next business day to their supervisor/investigator. Report should include details necessary to appropriately assess what happened.

A copy of the investigative report will be provided to the driver, if requested.

SAFE DRIVER COMMITTEE

The Safe Driver Committee will consist of five members appointed by the Superintendent's designee:

1- Facilities Department employee
1- —Maintenance employee assigned by the HUSW

2- Transportation Department employees, (1) assigned by the HUSW with no financial impact for serving on the Safe Driver Committee
1- – Risk Management employee

- All Committee Members must sign a confidentiality form
- Accident Investigators cannot be assigned as Safe Driver Committee members

The Safe Driver Committee will be organized and trained to perform the following duties:

Establish a schedule for the review of violations, incidents and~~&~~/or accidents.

Investigate, review and respond to all incidents and~~&~~/or accidents, in a timely manner that involve School District drivers or vehicles for School District use.

Determine whether the accident and~~&~~/or incident was preventable or unpreventable.

Assess points for any violation or incident and~~&~~/or accidents from 0 through 10 following the approved point system as outlined in this plan.

Make a recommendation to an employee's supervisor of corrective actions to be taken based on points assigned through this plan. Recommendations for disciplinary action by the Safe Driver Committee will not exceed the discipline and discharge policy as set forth by School Board Policy.

Make recommendation of reassignment to site supervisor until review is completed.

Meet monthly if necessary, and more often if required, to perform reviews.

Recommend changes to this plan as needed (in accordance with Page 2, paragraph 3) to assure the review process remains fair and efficient.

ASSIGNMENT OF POINTS:

All points shall be assigned by the Safe Driver Committee. The driver has the right to appear at this Safe Driver Committee meeting, and he/she will be provided with all documentation available.

The assignment of points will be made by a majority of votes of the attending members of the Safe Driver Committee or their attendee's. At least three voting members must be present to review any incident and~~&~~/or accident and assign points. If attending Safe Driver Committee members cannot reach a simple majority while assigning points, then the two options receiving the greatest number of votes will be used as the available options in a runoff vote. If there are more than two options available because of a tie, then the top three options will be used and one or two runoff votes will be held until a majority of the members agree on a point assignment.

If a majority cannot be reached using this method the Safe Driver Committee may postpone its vote until the next regular Safe Driver Committee meeting date and ask the driver involved in the incident to attend the meeting and clarify any questions the Safe Driver Committee may have.

If a driver is assigned points, he/she will be informed of the assignment of points by the Safe Driver Committee in writing within two business days. The driver may then accept the point assignment or he/she may appeal the assignment of points to the Superintendent's designee following the appeals process.

NUMBER OF POINTS	TIME PERIOD	RECOMMENDED TO DRIVER'S SITE ADMINISTRATOR
1-3 points within	12-month period	coaching notes w/re-training
4 points within	12-month period	letter of reprimand w/re-training
5-6 points within	12-month period	1 day suspension w/o pay w/re-training
7-9 points within	12-month period	3 day's suspension w/o pay w/re-training
10 points within	12-month period	recommendation for termination
16 points within	18-month period	recommendation for termination

Note: When any points are assigned re-training is required.

If the recommendation from the Committee to the Supervisor involves suspension without pay or termination, the Supervisor must submit their recommendation to the Office of Professional Standards for review and discussion with the Superintendent prior to notifying the employee of the discipline. In the event a driver is assigned 10 points by the Safe Driver Committee or in the event the driver has accumulated enough points in the last 12 months to equal 10 points, or in the last 18 months to equal 16 points, the driver shall not drive until the conclusion of the disciplinary process.

SAFE DRIVER COMMITTEE POINT ASSIGNMENT

CATEGORIES		MAXIMUM POINTS ASSIGNED
1.	Driving while intoxicated (DWI), driving under the influence (DUI) or driving with unlawful blood alcohol level (DUBAL) will result in a mandatory recommendation for termination as a School District employee if a valid Florida driver's license is required in the job description	10
2.	Operating without a valid driver's license or improper (revoked, suspended, etc.) license	10
3.	Failure to report an incident and~~&~~/or accident or citation, no matter how minor or whether or not a citation was issued by law enforcement, while operating a School District vehicle immediately at time of incident before leaving the scene if during regular working hours. If the incident and~~&~~/or accident occurs after normal working hours, it must be reported immediately at the time of the incident and~~&~~/or accident, Before leaving the scene of the incident and~~&~~/or accident, to your immediate supervisor and, if required, local law enforcement.	10
4.	Fleeing or attempting to elude police officer	10
5.	Leaving the scene of an incident, accident &/or crash	10
6.	Vehicular Homicide (convicted of)	10
7.	Failure to stop at a railroad crossing (when required to do so by law)	10
8.	Texting While Operating a vehicle for School District use	10
9.	Talking on a wireless device while operating a school bus with or without students	9
10.	Speeding involving a crash	7
11.	Speeding 15 mph or more over posted limit	4
12.	Careless driving	4
13.	Reckless driving	4
14.	Failure to obey stop sign	4
15.	Failure to obey red traffic light signal	4

CATEGORIES		MAXIMUM POINTS ASSIGNED
16.	Improper lane changing	4
17.	Failure to have vehicle under control	4
18.	Failure to properly secure a load	4
19.	Failure to yield- right of way	3
20.	Improper passing	3
21.	Speeding 10 mph over posted limit but less than 15 mph over posted limit	3
22.	Failure to use seat belt during operation of School District vehicle	2
23.	Crossing private property to avoid traffic light or stop sign	2
24.	Improper turn	2
25.	Failure to yield – entering through highway	2
26.	Improper backing	2
27.	Following too close	2
28.	Failure to use parking brake as required (school buses, standard shift vehicles, vehicles without "Park", etc.)	2
29.	Driving with a door open	2
30.	Failure to yield to a driver backing up	2
31.	All other at fault accidents and~~&~~/or incidents	2
32.	Speeding 6 mph over posted limit but less than 10 mph over posted limit	2
33.	Failure to obey traffic instruction sign	2
34.	Not at fault	0
35.	Unable to determine	0
36.	Failure to obey any other driving law, regulation, or School District procedure points to be established 0 – 10 by the Safe Driver Committee using the above schedule as a guide to determine the number of points according to similar severity	

APPEALS PROCESS:

An appeal will not automatically be granted. If the driver can demonstrate to the Superintendent's designee that an error was made by the Safe Driver Committee an appeal can be requested. Grounds for appeal include the following:

1. Error in the investigation not shared with the Safe Driver Committee
2. The evidence presented did not support the points assigned
3. The Safe Driver Committee abused its discretion in assigning points
4. The Safe Driver Committee failed to allow union representation.

The driver must inform his/her supervisor and the Safe Driver Committee in writing of the decision to appeal within five (5) working days of notification of assigned points. The request shall state the driver's basis for appeal to include evidence supporting one or more of the grounds for appeal. The supervisor shall then forward the request for appeal to the Superintendent's designee. All drivers have the right to representation at the appeals meeting. The Superintendent's designee will notify the Supervisor whether or not the driver's request for an appeal will be granted. If an appeal is granted an appeals meeting will be scheduled and the driver will have the right to representation at the meeting.

After the Safe Driver Committee's final recommendation of administrative action is made and any driver's appeal is heard, all disciplinary action taken by the driver's supervisor must follow the School Board approved disciplinary policy.

If the recommendation from the Committee to the Supervisor involves suspension without pay or termination, the Supervisor must submit their recommendation to the Office of Professional Standards for review and discussion with the Superintendent prior to notifying the employee of the discipline. In the event a driver is assigned 10 points by the Safe Driver Committee or in the event the driver has accumulated enough points in the last 12 months to equal 10 points, or in the last 18 months to equal 16 points, the driver shall not drive until the conclusion of the disciplinary process.

The following job categories shall require a valid Florida driver's license.

Superintendent of Schools
Assistant Superintendent
Executive Director
Director
Principal
Assistant Principal

Managers
Supervisors
Coordinators
Professional Technical Worker (if listed as a requirement in the job description)
Attendance Assistants
Warehouse Worker
Environmental Service Technician III
Food Service Worker (as assigned)
Bookkeeper
Maintenance Worker (if listed as a requirement in the job description)
Bus Operator
Any and all employees who operate a motorized vehicle for school district business including itinerant employees

~~REVISED: April, 2019~~
~~Board approved: 6/25/19~~

Incident ~~&/or~~ and/or Accident Procedures

1. If you are involved in an incident ~~&/or~~ and/or accident, report it to your supervisor, accident investigator on duty or the Transportation Department Dispatch (transportation drivers) immediately.

2. If possible move the vehicle out of the lane of traffic but do not move the vehicle from the scene of the accident/incident until directed to by Law Enforcement or the Transportation Department Dispatch (transportation drivers) or immediate supervisor for non-transportation drivers.

3. Collect all information from the other driver if there is one and from local law enforcement.

4. Post-accident drug screening is required for the following reasons:
    a. Anyone is transported to an emergency medical facility
    b. When vehicle or equipment is towed or removed not by its own power
    c. Employee receives a citation

5. After returning to your site completely fill out a traffic crash report indicating on the report in the description area whether you feel the accident was or was not preventable. Forward it along with all information collected to the School District investigator assigned to the accident/incident.

6. After the Safe Driver Committee meets and you are notified of their action you have a right to appeal their decision.

7. Within 5 working days of the receipt of the Safe Driver Committee's decision you must notify your supervisor in writing that you wish to appeal the point assignment. In this written notification you must state your reason for believing points should not have been assigned.

8. You will be notified of the date of your appeal meeting by the Superintendent's designee.

9. You must bring all documents, witnesses and statements with you to the appeal meeting. You have the right to representation.

10. After the meeting you will be notified in writing of the final results.

I acknowledge receipt of The Hernando County Schools Safe Driver Plan. I have been given the opportunity to read the Plan and to have my questions answered. I further acknowledge that I will abide by the Reporting Responsibility detailed on Page 3 of the Plan and repeated below:

It shall be the duty of drivers to report the occurrence of any of the following events to their site administrator and or dispatch immediately at time of incident and~~&~~/or accident, before leaving the scene of the incident and~~&~~/or accident if during normal working hours. However, if the incident and~~&~~/or accident occurs after normal working hours it must be reported immediately at the time of the incident and~~&~~/or accident, before leaving the scene of the incident &/or accident, to local law enforcement and to your immediate supervisor.

1. Any traffic related incident and~~&~~/or accident in which the driver was involved as an operator of a School District vehicle or personal vehicle on authorized School District business.
2. Any traffic citations received on the job regardless of the ownership of the vehicle, or off the job if in a School District owned vehicle.
3. Any traffic citations or arrests received on or off the job regardless of the ownership of the vehicle which might lead to the suspension, or revocation of driver's license.
4. Expiration, suspension, or revocation of driver's license.
5. Any and all visible damage to an assigned vehicle.
6. All CDL License holders must report any traffic citations, on or off the job, regardless of the ownership of the vehicle, to their immediate supervisor.

Failure to follow the reporting requirements listed above, or making a false or misleading report may result in the Safe Driver Committee making a recommendations, up to employee's termination to their supervisor.

Employee Signature	Date
Printed Employee Name	Employee Number
School / Department	

After you have signed and dated this page, please detach and return to your Site Administrator.

Hernando County School District
Safe Driver Plan

INTRODUCTION:

This plan is designed to meet the requirements of Florida Administrative Code and to prevent the hiring of unqualified applicants by requiring that driver's license checks be conducted on potential School District employees. The plan also prevents existing employees with poor driving records from driving a School District vehicle.

Statistics indicate that the Hernando County School District will significantly reduce the potential for injuries and lawsuits resulting from vehicular accidents through its Safe Driver Plan.

CDL License holders need to be aware that points assigned by the Court System are not affected by this plan and cannot be removed by participation in a state sponsored Driver's School.

PURPOSE:

The purpose of the Safe Driver Plan and Safe Driver Committee is to improve safety throughout the School District by reviewing traffic accidents and incidents, tracking points accumulated through this plan, and recommending corrective action to a driver's supervisor. The responsibility for taking corrective action is the sole responsibility of the driver's supervisor. Any corrective action taken by a supervisor must follow all School Board policies and procedures.

DEFINITIONS:

Accident: shall be defined as when a motor vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, that may result in property damage, injury and/or death.

Driver: shall be defined as any employee of the School District regardless of job description or, during the performance of his/her job assignments, operates a School District vehicle or personal vehicle and receives reimbursement for the use of their personal vehicle for School District use.

Designeee: shall be defined as a Transportation employee assigned by Transportation Administration.

Incident: shall be defined as a planned or unplanned event which disrupts the driving &/or the driver's process and has the potential of resulting in injury, harm or damage to persons or property. Shall also include any violation of School Board policy, school district/department procedure or practice.

Motor Vehicle: Any self-propelled vehicle not operated upon rails or guideway, not including any bicycle, motorized scooter, electric personal assistive mobility device, or moped.

Video Review: Review of video from security cameras mounted on buses. At any time video from security cameras mounted in buses can be reviewed. If it is determined a violation of school board policy, safe driver plan &/or procedure was violated by an employee, the employee is subject to discipline, up to and including termination.

Effective Date: This plan became effective and was approved by the District School Board of Hernando County on October 6, 1998. The plan is reviewed annually and will be submitted to the School Board for approval with an effective date of July 1 beginning with the 2007-08 school year and each year thereafter.

ADMINISTRATION:

The Superintendent will establish a procedure which will include establishing a schedule for the annual review of the driver's records and the Safe Driver Plan.

At the beginning of the school year, all employees shall receive a copy or be given the location of the electronic version of the Safe Driver Plan as part of the Annual Procedures Review and be given an opportunity to view the plan and have all his/her questions answered. All new employees shall be directed to the District's website to read the plan and have all his/her questions answered at the time of employment. All employees are required to sign the Safe Driver Acknowledgement Form indicating that he/she has read and understand the plan. The original signed forms will be retained in the Human Resources Department.

Changes in the plan will be recommended as needed for operational reasons or to clarify the rules under which the Safe Driver Committee operates. Changes to the plan may not be implemented without Board approval per article 15 of the union contract

PLAN:

All drivers shall strive to establish and maintain a driving record which exemplifies careful driving habits. Regard must be shown for their own personal safety and property and the safety and property of others.

All employees and/or employees who volunteer to drive for the School District, shall be required to hold and maintain a valid driver's license and will have their driving record reviewed periodically. Any change in status through accumulation of points either from the Department of Highway Safety or as assigned through this plan will result in an employee's driving record being forwarded to their supervisor with a recommended action plan.

ADDITIONAL REQUIREMENTS TO TRANSPORT STUDENTS IN SCHOOL DISTRICT OWNED OR RENTAL VEHICLES:

- Only DOE approved passenger vehicles may be used; no SUV's, full size vans, or trucks.
- Passengers must be limited to the number for which the vehicle is designed.
- All passengers must have available, and use, seat belts.
- Large or heavy items may not be transported in the passenger compartment of the vehicle unless properly tie down and secured.

All potential employees who, during the performance of their job assignments, will operate a School District vehicle or who will regularly receive reimbursement for the use of their personal vehicle for School District use shall be required to hold a valid Florida driver license of the proper type and class for the vehicle they drive. The site administrator who offers a position to an applicant who will be required to drive during the performance of their job assignment must submit the license information to the Transportation Department to perform a license check. Driving records will be reviewed and position offer will be revoked if the following is determined:

1. Department of Highway Safety Motor Vehicle records show they have had more than five (5) points in the last year and more than ten (10) points in the last three years assigned to their driving record. This includes incidents that appear on driving record without points assessed due to an adjudication process that withholds adjudication or does not eliminate guilt/fault.

2. The potential employee has ever been terminated as a result of his/her driving record, he/she will not be considered for employment unless he/she has established at least one 12-month period of zero points and a 3 year period with no more than 5 points in accordance with this plan. This includes incidents that appear on driving record without points assessed due to an adjudication process that withholds adjudication or does not eliminate guilt/fault.

REPORTING RESPONSIBILITY:

It shall be the duty of drivers to report the occurrence of any of the following events to their site administrator, designee and/or dispatch immediately at time of incident and/or accident, before leaving the scene of the incident and/or accident if during normal working hours. If the incident and/or accident occurs after normal working hours it must be reported immediately at the time of the incident and/or accident, before leaving the scene of the incident and/or accident, to your immediate supervisor and/or designee, if required, local law enforcement. **Note: the district's expectation is that an employee must report an accident/incident immediately to their supervisor and/or designee regardless of the time of day or if the main office is closed.**

1. Any traffic related incident and/or accident in which the driver was involved as an operator of a School District vehicle or personal vehicle on authorized School District business.
2. Any traffic citations received on the job regardless of the ownership of the vehicle, or off the job if in a School District owned vehicle.
3. Any traffic citations or arrests received on or off the job regardless of the ownership of the vehicle which might lead to the suspension, or revocation of driver's license.
4. Expiration, suspension, or revocation of driver's license.
5. Any and all visible damage to an assigned vehicle.
6. All CDL License holders must report ALL traffic citations, on or off the job, regardless of the ownership of the vehicle.

Failure to follow the reporting requirements listed above, or making a false or misleading report may result in the Safe Driver Committee making a recommendation up to the employee's termination to their supervisor.

POST-INCIDENT AND/OR ACCIDENT INVESTIGATION:

A post-incident and/or accident investigation shall be conducted as soon as possible any incident and/or accident or violation. The Transportation Department and/or the Facilities Department will conduct this interview / investigation.

Note: During the course of an investigation, if a violation of the safe driver plan is documented, the violation will be reported to the Safe Driver Committee for review.

The main tasks of this investigation are:

1. To assess and record all the specific information related to the incident &/or accident.
2. To assure the driver has prepared the incident and/or accident report satisfactorily.
3. To determine whether, in the driver's opinion, the incident and/or accident was preventable or non-preventable on his/her part.
4. To determine if the facts stated in the driver's report are accurate to the best of the investigator's ability.
5. Driver must submit completed incident and/or accident report within 24 hours following or by the next business day to their supervisor/investigator. Report should include details necessary to appropriately assess what happened.

A copy of the investigative report will be provided to the driver, if requested.

SAFE DRIVER COMMITTEE

The Safe Driver Committee will consist of five members appointed by the Superintendent's designee:

1- Facilities Department employee

1- Maintenance employee assigned by the HUSW

2- Transportation Department employees, (1) assigned by the HUSW with no financial impact for serving on the Safe Driver Committee

1- Risk Management employee

- All Committee Members must sign a confidentiality form
- Accident Investigators cannot be assigned as Safe Driver Committee members

The Safe Driver Committee will be organized and trained to perform the following duties:

Establish a schedule for the review of violations, incidents and/or accidents.

Investigate, review and respond to all incidents and/or accidents, in a timely manner that involve School District drivers or vehicles for School District use.

Determine whether the accident and/or incident was preventable or unpreventable.

Assess points for any violation or incident and/or accidents from 0 through 10 following the approved point system as outlined in this plan.

Make a recommendation to an employee's supervisor of corrective actions to be taken based on points assigned through this plan. Recommendations for disciplinary action by the Safe Driver Committee will not exceed the discipline and discharge policy as set forth by School Board Policy.

Make recommendation of reassignment to site supervisor until review is completed.

Meet monthly if necessary, and more often if required, to perform reviews.

Recommend changes to this plan as needed (in accordance with Page 2, paragraph 3) to assure the review process remains fair and efficient.

ASSIGNMENT OF POINTS:

All points shall be assigned by the Safe Driver Committee. The driver has the right to appear at this Safe Driver Committee meeting, and he/she will be provided with all documentation available.

The assignment of points will be made by a majority of votes of the attending members of the Safe Driver Committee or their attendee's. At least three voting members must be present to review any incident and/or accident and assign points. If attending Safe Driver Committee members cannot reach a simple majority while assigning points, then the two options receiving the greatest number of votes will be used as the available options in a runoff vote. If there are more than two options available because of a tie, then the top three options will be used and one or two runoff votes will be held until a majority of the members agree on a point assignment.

If a majority cannot be reached using this method the Safe Driver Committee may postpone its vote until the next regular Safe Driver Committee meeting date and ask the driver involved in the incident to attend the meeting and clarify any questions the Safe Driver Committee may have.

If a driver is assigned points, he/she will be informed of the assignment of points by the Safe Driver Committee in writing within two business days. The driver may then accept the point assignment or he/she may appeal the assignment of points to the Superintendent's designee following the appeals process.

NUMBER OF POINTS	TIME PERIOD	RECOMMENDED TO DRIVER'S SITE ADMINISTRATOR
1-3 points within	12-month period	coaching notes w/re-training
4 points within	12-month period	letter of reprimand w/re-training
5-6 points within	12-month period	1 day suspension w/o pay w/re-training
7-9 points within	12-month period	3 day's suspension w/o pay w/re-training
10 points within	12-month period	recommendation for termination
16 points within	18-month period	recommendation for termination

Note: When any points are assigned re-training is required.

If the recommendation from the Committee to the Supervisor involves suspension without pay or termination, the Supervisor must submit their recommendation to the Office of Professional Standards for review and discussion with the Superintendent prior to notifying the employee of the discipline. In the event a driver is assigned 10 points by the Safe Driver Committee or in the event the driver has accumulated enough points in the last 12 months to equal 10 points, or in the last 18 months to equal 16 points, the driver shall not drive until the conclusion of the disciplinary process.

SAFE DRIVER COMMITTEE POINT ASSIGNMENT

CATEGORIES		MAXIMUM POINTS ASSIGNED
1.	Driving while intoxicated (DWI), driving under the influence (DUI) or driving with unlawful blood alcohol level (DUBAL) will result in a mandatory recommendation for termination as a School District employee if a valid Florida driver's license is required in the job description	10
2.	Operating without a valid driver's license or improper (revoked, suspended, etc.) license	10
3.	Failure to report an incident and/or accident or citation, no matter how minor or whether or not a citation was issued by law enforcement, while operating a School District vehicle immediately at time of incident before leaving the scene if during regular working hours. If the incident and/or accident occurs after normal working hours, it must be reported immediately at the time of the incident and/or accident, Before leaving the scene of the incident and/or accident, to your immediate supervisor and, if required, local law enforcement.	10
4.	Fleeing or attempting to elude police officer	10
5.	Leaving the scene of an incident, accident &/or crash	10
6.	Vehicular Homicide (convicted of)	10
7.	Failure to stop at a railroad crossing (when required to do so by law)	10
8.	Texting While Operating a vehicle for School District use	10
9.	Talking on a wireless device while operating a school bus with or without students	9
10.	Speeding involving a crash	7
11.	Speeding 15 mph or more over posted limit	4
12.	Careless driving	4
13.	Reckless driving	4
14.	Failure to obey stop sign	4
15.	Failure to obey red traffic light signal	4

CATEGORIES		MAXIMUM POINTS ASSIGNED
16.	Improper lane changing	4
17.	Failure to have vehicle under control	4
18.	Failure to properly secure a load	4
19.	Failure to yield- right of way	3
20.	Improper passing	3
21.	Speeding 10 mph over posted limit but less than 15 mph over posted limit	3
22.	Failure to use seat belt during operation of School District vehicle	2
23.	Crossing private property to avoid traffic light or stop sign	2
24.	Improper turn	2
25.	Failure to yield – entering through highway	2
26.	Improper backing	2
27.	Following too close	2
28.	Failure to use parking brake as required (school buses, standard shift vehicles, vehicles without "Park", etc.)	2
29.	Driving with a door open	2
30.	Failure to yield to a driver backing up	2
31.	All other at fault accidents and/or incidents	2
32.	Speeding 6 mph over posted limit but less than 10 mph over posted limit	2
33.	Failure to obey traffic instruction sign	2
34.	Not at fault	0
35.	Unable to determine	0
36.	Failure to obey any other driving law, regulation, or School District procedure points to be established 0 – 10 by the Safe Driver Committee using the above schedule as a guide to determine the number of points according to similar severity	

APPEALS PROCESS:

An appeal will not automatically be granted. If the driver can demonstrate to the Superintendent's designee that an error was made by the Safe Driver Committee an appeal can be requested. Grounds for appeal include the following:

1. Error in the investigation not shared with the Safe Driver Committee
2. The evidence presented did not support the points assigned
3. The Safe Driver Committee abused its discretion in assigning points
4. The Safe Driver Committee failed to allow union representation.

The driver must inform his/her supervisor and the Safe Driver Committee in writing of the decision to appeal within five (5) working days of notification of assigned points. The request shall state the driver's basis for appeal to include evidence supporting one or more of the grounds for appeal. The supervisor shall then forward the request for appeal to the Superintendent's designee. All drivers have the right to representation at the appeals meeting. The Superintendent's designee will notify the Supervisor whether or not the driver's request for an appeal will be granted. If an appeal is granted an appeals meeting will be scheduled and the driver will have the right to representation at the meeting.

After the Safe Driver Committee's final recommendation of administrative action is made and any driver's appeal is heard, all disciplinary action taken by the driver's supervisor must follow the School Board approved disciplinary policy.

If the recommendation from the Committee to the Supervisor involves suspension without pay or termination, the Supervisor must submit their recommendation to the Office of Professional Standards for review and discussion with the Superintendent prior to notifying the employee of the discipline. In the event a driver is assigned 10 points by the Safe Driver Committee or in the event the driver has accumulated enough points in the last 12 months to equal 10 points, or in the last 18 months to equal 16 points, the driver shall not drive until the conclusion of the disciplinary process.

The following job categories shall require a valid Florida driver's license.

Superintendent of Schools
Assistant Superintendent
Executive Director
Director
Principal
Assistant Principal

Managers
Supervisors
Coordinators
Professional Technical Worker (if listed as a requirement in the job description)
Attendance Assistants
Warehouse Worker
Environmental Service Technician III
Food Service Worker (as assigned)
Bookkeeper
Maintenance Worker (if listed as a requirement in the job description)
Bus Operator
Any and all employees who operate a motorized vehicle for school district business including itinerant employees

Incident and/or Accident Procedures

1. If you are involved in an incident and/or accident, report it to your supervisor, accident investigator on duty or the Transportation Department Dispatch (transportation drivers) immediately.

2. If possible move the vehicle out of the lane of traffic but do not move the vehicle from the scene of the accident/incident until directed to by Law Enforcement or the Transportation Department Dispatch (transportation drivers) or immediate supervisor for non-transportation drivers.

3. Collect all information from the other driver if there is one and from local law enforcement.

4. Post-accident drug screening is required for the following reasons:
    a. Anyone is transported to an emergency medical facility
    b. When vehicle or equipment is towed or removed not by its own power
    c. Employee receives a citation

5. After returning to your site completely fill out a traffic crash report indicating on the report in the description area whether you feel the accident was or was not preventable. Forward it along with all information collected to the School District investigator assigned to the accident/incident.

6. After the Safe Driver Committee meets and you are notified of their action you have a right to appeal their decision.

7. Within 5 working days of the receipt of the Safe Driver Committee's decision you must notify your supervisor in writing that you wish to appeal the point assignment. In this written notification you must state your reason for believing points should not have been assigned.

8. You will be notified of the date of your appeal meeting by the Superintendent's designee.

9. You must bring all documents, witnesses and statements with you to the appeal meeting. You have the right to representation.

10. After the meeting you will be notified in writing of the final results.

I acknowledge receipt of The Hernando County Schools Safe Driver Plan. I have been given the opportunity to read the Plan and to have my questions answered. I further acknowledge that I will abide by the Reporting Responsibility detailed on Page 3 of the Plan and repeated below:

It shall be the duty of drivers to report the occurrence of any of the following events to their site administrator and or dispatch immediately at time of incident and/or accident, before leaving the scene of the incident and/or accident if during normal working hours. However, if the incident and/or accident occurs after normal working hours it must be reported immediately at the time of the incident and/or accident, before leaving the scene of the incident &/or accident, to local law enforcement and to your immediate supervisor.

1. Any traffic related incident and/or accident in which the driver was involved as an operator of a School District vehicle or personal vehicle on authorized School District business.
2. Any traffic citations received on the job regardless of the ownership of the vehicle, or off the job if in a School District owned vehicle.
3. Any traffic citations or arrests received on or off the job regardless of the ownership of the vehicle which might lead to the suspension, or revocation of driver's license.
4. Expiration, suspension, or revocation of driver's license.
5. Any and all visible damage to an assigned vehicle.
6. All CDL License holders must report any traffic citations, on or off the job, regardless of the ownership of the vehicle, to their immediate supervisor.

Failure to follow the reporting requirements listed above, or making a false or misleading report may result in the Safe Driver Committee making a recommendations, up to employee's termination to their supervisor.

Employee Signature	Date
Printed Employee Name	Employee Number

School / Department

After you have signed and dated this page, please detach and return to your Site Administrator.

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 5. 23-0775 7/26/2022

Title and Board Action Requested
Public hearing and final approval of the Student Code of Conduct for the 2022-2023 School Year. This item received tentative approval at the June 14, 2022 Workshop.

Executive Summary
The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board approve the Student Code of Conduct for the 2022-2023 School Year.

My Contact
Jill Kolasa,
Director of Student Services
(352) 797-7008

2018-23 Strategic Focus Area
Pillar 1: Student Achievement

Financial Impact
The cost for this agenda item is $ 3,000.00, see attached budget sheet. The cost for the previous fiscal year was $ 306.00. Due to the pandemic, 100 booklets were printed in addition to the misconduct cards and pre-expulsion posters.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

OUTLINE OF REVISIONS

Student Code of Conduct

2022 - 2023

Cover Page	**Year updated**	
Superintendent message updated		
Page II	**Verbiage added and deleted**	
Page 4	**Verbiage added under Bus Driver's Authority – Parent/Guardian**	
Page 7	**Level I**	**AA – deleted, TA / moved to Level II – verbiage deleted**
	Level II	**PC – moved to Level III**
	Level III	**PV (provoking a fight) new code, Diamond symbol added to DRU & SXO – verbiage deleted**
	Level IV	**Verbiage added and deleted**
	Verbiage added after FL Statute at bottom of page	
Page 8	**Disciplinary Actions in alphabetical order** **Deleted codes M and SE**	
Page 11	**Deleted AA code** **Verbiage added to CD**	
Page 12	**Verbiage added and deleted under Ear Bud/Headphones – Second offense**	
Page 13	**New verbiage added to codes PI and TR**	
Page 14	**Verbiage added and deleted under CI**	
Page 15	**Verbiage added and deleted under codes PC moved to Level III**	
Page 16	**New verbiage added and deleted**	
Pages 19/20	**New verbiage added under code OMC**	
Page 26	**Verbiage deleted from IX. Alternative School/Expulsion Procedures**	
Page 27	**Verbiage added and deleted B. Alternative School**	
Page 43	**D. S. Parrott Middle School no longer requires uniforms**	

PARENT AND STUDENT ACKNOWLEDGMENT

Student Code of Conduct is available on-line at hernandoschools.org

This Student Code of Conduct has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Student Code of Conduct.

I have read/**viewed on-line** and acknowledge:

→ Bullying/Harassment/Teen Dating Violence Policy & Procedures (Appendix A)
→ Bus Expectations (Appendix B)
→ Dress Code Policy (Appendix C)
→ Annual notification of Family Educational Rights and Privacy Acts (FERPA) (Appendix D)
→ Network/Internet acceptable use agreement (Appendix E)
→ Opt Out Pledge of Allegiance (F)
→ Participation in Interscholastic and Intrascholastic Extracurricular Activities (Appendix G)
→ Student Code of Conduct

_____ _____
Parent(s)/Guardian(s) Signature Date

_____ _____
Student's Signature (Middle & High School) Date

_____ _____
(Print) Student's Name/Student ID # Grade

I request a copy of the Student Code of Conduct in Spanish ☐

Photograph/Video/Student Work Permission:
Hernando County Schools may use photographs or videotapes in which your child appears as well as your child's project materials (i.e. artwork, written materials, class projects, computer projects). These images may be used for Hernando County Schools in publications such as newsletters, brochures and/or display on social media. The publication of any picture in which your child appears will not be labeled with his/her name or any other personal facts.

PLEASE INITIAL

_____ Yes, I give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials.

_____ No, I do NOT give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials.

PLEASE HAVE YOUR CHILD RETURN THIS PAGE TO SCHOOL AFTER SIGNING THE ACKNOWLEDGEMENT AND INITIALING THE PHOTO/VIDEO/WORK PERMISSION SECTION

HERNANDO COUNTY SCHOOL DISTRICT
STUDENT CODE OF CONDUCT

~~2021 - 2022~~ 2022 - 2023

John Stratton, Superintendent of Schools

Hernando County School District, 919 North Broad Street, Brooksville, FL 34601, (352) 797-7000

A MESSAGE FROM THE SUPERINTENDENT

Dear Parents and Guardians;

The Hernando School District's Student Code of Conduct has been updated for the 2022-23 school year. The Student Code of Conduct is a framework that outlines school rules and expectations for student behavior. It is an integral part of our commitment to ensuring schools are safe for students, staff and parents.

The Student Code of Conduct goes through careful review each year. Before receiving school board approval, the school district invites stakeholders, including parents, students, teachers and school administrators to consider proposed changes and to offer recommendations. The goal is to create a thoughtful and clear set of expectations and procedures as a guidepost for administrators, students and parents.

There are no shortcuts when it comes to school safety but the commitment to prioritizing campus safety is one we make together. I encourage you to spend a few moments with your student reviewing the 2022- 23 Student Code of Conduct and share your own expectations for behavior while at school. With the cooperation of students, staff and parents, the Hernando School District will continue leading in school safety and in creating successful academic outcomes for our students.

~~Dear Parents and Students;~~

~~Schools are important shared spaces. Designed for students and adults to collaborate, discover, perform and learn together, schools are active and busy places where students can reach academic success and prepare for a world after graduation. The Student Code of Conduct is essential to keeping the focus on learning and ensures our schools remain safe places for both students and staff.~~

~~The Student Code of Conduct was reviewed and updated by a committee of parents, teachers and administrators who offered recommendations to ensure the document aligns to current School Board policy and serves as a framework to invite engagement and retain mutual respect in the classroom. Please take a few minutes to review the rules and procedures contained in the Student Code of Conduct. By joining together, we can create a rewarding and safe learning experience.~~

~~Thank you for being part of our school district. I hope the 2021-2022 school year, brings personal enrichment and educational success for all of our students!~~

Thank you.

Respectfully,

John Stratton
Superintendent

Mission

The Hernando County School District collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

Vision

To inspire and support the pursuit of individual greatness.

TABLE OF CONTENTS

	Introduction		I
	Notice		II
	Zero Tolerance		III
	Pillar 1: Objectve A, Equity Statement		IV
I.	Students' Rights & Responsibilities		1-2
II.	Educational Authority		3
	A.	School Administration Authority	3
	B.	Teacher Authority/Procedures/Teacher authority to remove a student from class	3
	C.	Bus Driver's Authority/Parent(s)/Guardian(s)	4
III.	Interviews/Investigations		4
	A.	Administrative	4
	B.	Criminal Offenses on School Campus	4
	C.	Criminal Offenses off School Campus	4-5
	D.	Child Abuse	5
	E.	Removal of a Student from School	5
IV.	Searches		5
	A.	Locker/Vehicle Search	5
	B.	Personal Search	5-6
	C.	Canine Search	6
	D.	Cell Phones/Wireless Communication Devices	6
V.	Misconduct that will Result in Discipline		7
VI.	Disciplinary Actions		8
	Interventions & Corrective Action Chart		9
	Guiding Principals		10
VII.	Infractions with General and Specific Disciplinary Actions		10-20
VIII.	Out of School Suspension Procedures/ Students with Disabilities Flow Chart		20-23
IX.	Alternative School/Expulsion Procedures		24-26

APPENDIX A

Bullying and Harassment School Board Policy & Procedures	27-35
Dating Violence and Abuse School Board Policy & Procedures	36-38

APPENDIX B

Hernando County School District Bus Expectations	39

APPENDIX C

Dress Code 40-41

APPENDIX D
Student Records 42-43

APPENDIX E
Student Network and Internet Acceptable Use and Safety Agreement 44-46

APPENDIX F
Opt Out Pledge of Allegiance 47

APPENDIX G 48
Interscholastic and Intrascholastic Extracurricular Activities.

Introduction

The Hernando County School District collaborates with parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world. With this vision in mind, The Hernando County School District has developed the Student Code of Conduct to clearly communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

The Student Code of Conduct applies to all students enrolled in the Hernando County School District.

Students enrolled in the Hernando County School District are subject to the law, rules, regulations, and policies of the State of Florida and the School Board of Hernando County, Florida, anytime:

1. a student is on school board-owned property;
2. a student is attending school;
3. a student is being transported to or from school or school-sponsored events at public or school expense;
4. and a student is in attendance at, or participating in, a school-sponsored activity.

All students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal or the principal's designee.

** PARENT NOTICE **

If your child commits two or more Level III violations, or one ~~or more~~ Level IV violation~~s~~, ~~it will~~the result ~~in~~ will be immediate administrative action, removal of your child from school and/or possible expulsion. Please refer to page 7 of this Student Code of Conduct for specific offenses covered under these levels.

Furthermore, any student who has been determined to have committed a repeat offense of bullying will be subject to this same administrative action. Refer to Appendix A.

Students will be disciplined as outlined in the Student Code of Conduct. Some acts may warrant law enforcement investigation, and there may be additional consequences for acts that violate the law.

Electronic communication and all other forms of communication that take place on or off of school grounds, with students' personal property (non-school property) and causes a ~~significant~~ major disruption on school campus, ~~may~~ will result in disciplinary action.

Zero Tolerance:

Zero Tolerance for School Related Violent Crimes: The Hernando County School District believes that all students are entitled to attend schools that are safe and orderly and which provide an environment that fosters learning and high academic achievement. The district will not tolerate the presence of persons who engage in violent criminal acts on school property, on school sponsored transportation, or during school sponsored activities.
(F.S 1006.13)

The School Board has determined that the following acts constitute threats to school safety:

- Aggravated battery
- Armed robbery
- Arson
- Battery or aggravated battery on a teacher or other school personnel
- False Alarms, including but not limited to, pulling fire alarms
- Homicide
- Possession, use or sale of any explosive device
- Possession, use or sale of any firearm
- Sexual battery
- Victimization

**Any student who has been found to have committed one of the enumerated felony offenses in Florida Statutes and has a No Contact Order issued by a judge, will be removed from the school of attendance and transferred to a different school in the district, or must be separated from the victims and the victims' siblings in school and on school transportation.*

Infractions that require Expulsion or One Year Placement in an Alternative Setting:
Per Florida Statute 1006.07

- False reporting of bomb or explosive
- Possession of Firearms/Weapons

Anti-Bullying, Harassment, and Dating Violence Policy

The policy of the Hernando County School District is that all students have an educational setting that is safe, secure and free from harassment, bullying, dating violence or abuse of any kind. This policy shall be applied

consistently with all applicable school board, state and federal laws. Conduct that constitutes bullying, harassment, dating violence or abuse as defined herein, is prohibited. Students who persistently engage in substantiated bullying behavior will be subject to possible expulsion. See Appendix A.

III

The Hernando County School District Strategic Plan, Pillar 1 Student Achievement.

Objective A:
Engage all students by increasing flexible learning options and providing a caring learning environment.

Equity Statement

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex (including sexual orientation, transgender status or gender identity), marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English.

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

Compliance officers for Employee related issues are Ray Pinder, Director of Human Resources 352-797-7005 and Matthew Goldrick, Supervisor of Professional Standards 352-797-7019. Compliance officer for student related issues is Jill Kolasa, Director of Student Services 352-797-7008.

IV

I. STUDENTS' RIGHTS AND RESPONSIBILITIES:

Attendance	
Students' Rights	**Students' Responsibilities**
Students have the right to attend school and be informed of the school rules and county policies on attendance and makeup work.	Students have the responsibility to participate in classes regularly, be on time, and adhere to the school's attendance policy and makeup policy.
Bullying	
Students' Rights	**Students' Responsibilities**
Students have the right to attend school free of harassment, bullying, or sexting.	Students have the responsibility to report any and all acts of harassment, bullying, or sexting to school personnel.
Counseling	
Students' Rights	**Students' Responsibilities**
Students have the right to receive counseling for personal, academic, or career oriented reasons.	Students have the responsibility to seek this counseling.
Dress Code	
Students' Rights	**Students' Responsibilities**
Students have the right to dress comfortably in a way appropriate to the school setting.	Students have the responsibility to dress in a non-offensive manner to others that is compliant with school, classroom, and extracurricular rules.
Due Process	
Students' Rights	**Students' Responsibilities**
Students have a right to due process in all disciplinary actions	Students have the responsibility to cooperate with school personnel in cases involving disciplinary actions, follow the process correctly, and accept the final decisions and consequences of their actions.
Education	
Students' Rights	**Students' Responsibilities**
Students have the right to receive an education.	Students have the responsibility to participate in educational opportunities, complete all assignments expected from them, and complete work to the best of their abilities and strive for academic growth and their personal best.
Students have the right to know in advance how grades in their class will be determined.	Students have a responsibility to understand the grading system and monitor their own progress.
Students have the right to attend school in a positive, safe, and clean learning environment free from bias, discrimination, and verbal or physical threats.	Students have the responsibility to maintain an attitude and actions that promotes a positive learning environment.
Students have the right to have school personnel who are receptive to student needs and concerns.	Students have the responsibility to express their needs and concerns in an appropriate manner.
Electronics	
Students' Rights	**Students' Responsibilities**
Students have the right to use electronic media legally for academic purposes in accordance with the district electronics policy and state statutes.	Students have the responsibility to follow and adhere to the district electronic policy during school hours and at school functions.
Free Speech	
Students' Rights	**Students' Responsibilities**
Students have the right to hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression.	Students have the responsibility to be considerate and respectful of divergent points of view, and to not cause major disturbances on campus through their expression of their point of views to others or to school property.

Students have the right to express their views through reading and writing, but without being obscene, disruptive, or slanderous to the school, students, or employees.	Students have the responsibility to respect the right of others in their expression of their views, and to do this (and express their own) in a polite manner.
Materials	
Students' Rights	**Students' Responsibilities**
Students have the right to be provided with district adopted textbooks and use school facilities and property appropriately.	Students have the responsibility to respect all school property and materials and return them or pay for them in cases of damage at appropriate times.
Participation	
Students' Rights	**Students' Responsibilities**
Students have the right to participate in extracurricular activities dependent upon state and district eligibility requirements. Students have the right to participate in school affiliated clubs and organizations.	Students have the responsibility to abide by all school rules when participating in school sponsored activities on or off campus. Students have the responsibility to take an active interest in the club or organization and fulfill all membership responsibilities.
Students have the right to participate in school government based on democracy.	Students have the responsibility to take an active interest in student government and provide their input.
Students have the right to choose whether to participate in patriotic or religious activities	Students have the responsibility to respect the rights of others to participate in religious or patriotic activities.
Students have the right to assemble peaceful on school grounds.	Students have the responsibility to assemble in a way that does not disrupt education.
Privacy and Property Rights	
Students' Rights	**Students' Responsibilities**
Students have the right to enjoy a reasonable degree of personal privacy.	Students have the responsibility to understand that privacy is not guaranteed with regard to use of the internet and electronic devices.
Students have the right to have personal property respected, unless school personnel have reason to believe a student is in possession of materials prohibited according to school and state rules.	Students have the responsibility to respect others private possessions and to keep prohibited items away from school and school related activities.
School Rules and Regulations	
Students' Rights	**Students' Responsibilities**
Students have a right to be informed of the school's rules and regulations and the consequences of breaking them.	Students have a responsibility to know and follow the school rules and accept the consequences of their actions in breaking the rules.
Students have the right to be treated in a fair and equitable way from school employees and have school rules that are enforced in a consistent and fair manner.	Students have the responsibility to treat school employees in a fair and equitable way, and to also treat the school grounds in a respectful manner.
Student Records	
Students' Rights	**Students' Responsibilities**
Students have the right to have access to student records	Students have the responsibility to provide the school with all information relevant to making educational decisions.

This list is intended as a general illustration of some rights and responsibilities recognized by law, and does not create or expand any rights or responsibilities beyond those specifically provided by State or Federal law or School Board Policy.

II. EDUCATIONAL AUTHORITY

A. School Administration Authority

The school administration shall have authority and control over all students at school, at a school sponsored activity and during times when students are on a school bus. School administration has the authority to direct students and can impose reasonable requirements that are consistent with the Student Code of Conduct. (F.S 1006.09)

Electronic communication that takes place off school grounds with student's personal property (non-school property) and causes a significant disruption on school campus may result in disciplinary action.

B. Teacher Authority/Procedures

In accordance with Section 1003.32, Florida Statutes http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.32.html, teachers and other instructional personnel shall have the authority to undertake actions in managing student behavior and ensuring the safety of all students in their classes and school and their opportunity to learn in an orderly and disciplined classroom.

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable.

1. The school-based Placement Review Committee consists of three (3) teacher representatives [one (1) selected by the school's faculty and one (1) selected by the teacher who removed the student] and one (1) teacher appointed by the principal. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee.
2. If no teacher volunteers to participate in the Placement Review Committee, then the Hernando Classroom Teachers' Association (HCTA) President will appoint members to serve on that school's committee.
3. The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.
4. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
5. If the Placement Review Committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent of Schools.
6. If the student is in Special Education, then the student should be referred to the Individual Education Plan (IEP) Committee for review per due process. If the IEP Committee feels that the most appropriate placement is with the referring teacher, that decision, with meeting minutes, is presented to the Placement Review Committee to serve as documentation.

C. Bus Driver's Authority

The bus driver shall have authority of students when they are on the bus. The driver *shall not have authority* when students are waiting at the bus stop, or when they are en route to the bus stop except when the bus is present at the bus stop and students are loading or unloading from the bus. If a student's behavior jeopardizes the safety of others on the bus, law enforcement shall be contacted by the driver or the Transportation Department. (F.S. 1006.10)

Parent(s)/Guardian(s) shall:

1. Ensure that their students ride only on their assigned school bus and get on and off only at assigned bus stops, except when the district has pre-approved an alternative bus or other arrangements.
2. Ensure that their child follows the district's adopted Student Code of Conduct while at the school bus stop and provide necessary supervision during times the bus is not present.
3. Provide assistance if necessary to their students with disabilities to help them get on and off the bus at their stop, as required by the student's Individualized Education Plan.
4. ~~Be present~~Meet ~~for~~ their ~~students in~~ PK – ~~grade 2~~ 2nd grade students at the bus door for all Elementary and K-8 schools, or have an adult or older sibling listed on the child's bus registration card designated to ~~be present at the stop~~ meet the student at the bus door. If the person designated is an older sibling, then the parent(s)/guardian(s) must send in a notarized letter authorizing this action.

III. INTERVIEWS/INVESTIGATIONS

A. Administrative

School administration, which may include the School Resource Officer, has the right and duty to interview students who are subjects and/or potential witnesses to possible violations of the Student Code of Conduct **without** notifying parent(s)/guardian(s). The identity of witnesses will be protected to the greatest extent possible.

B. Criminal Offenses On School Campus

School administration has the right to request the assistance of law enforcement to investigate crimes or allegations of a crime committed at school, on a school bus or at a school sponsored activity. If school administration requests assistance, a law enforcement officer may conduct a general investigation and interview students (witnesses and suspects) during the school day. School administration shall be present during the interviews. If the investigation determines that a particular student is a suspect then the parent(s)/guardian(s) will be notified.

C. Criminal Offenses Off School Campus

The school administrator shall make every attempt to contact the student's parent(s)/guardian(s) before permitting law enforcement to interview a child when the student is a suspect in a criminal investigation for an offense that occurred off school property. When the parent(s)/guardian(s) can be reached they will be informed that law enforcement is planning to interview the student and be given a reasonable time to appear before the student is interviewed. School administration shall be present

during the interview if the parent(s)/guardian(s) cannot be contacted. At the high school level, the student has the right to request that school administration not be present during the interview.

When a student is being interviewed as a victim or witness in a criminal case that occurred off campus, the parent(s)/guardian(s) must be notified before permitting the child to be interviewed. Attempts must be documented and if the parent(s)/guardian(s) cannot be contacted the school administration shall be present during the interview.

D. Child Abuse

If a student is a suspected victim in a child abuse investigation, school administration may **not** contact the parent(s)/guardian(s). This is the sole responsibility of the Department of Children and Family investigator. School administration or their designee may be present, in accordance with Florida statutes, if requested by the student and approved by the DCF /law enforcement official conducting the interview.

E. Removal of a Student from School

A student has certain rights when an officer of the court (law enforcement, Department of Children and Families Investigator/Case Worker) wishes to remove the student from school premises.

1. A student can be removed from campus by law enforcement under the following circumstances:
    a. With consent from the parent/guardian
    b. To ensure compliance with a subpoena requiring the student to appear in a court proceeding
    c. In response to a court order authorizing the student's being taken into custody; OR
    d. When the student is subject to criminal arrest due to probable cause.

   School administration should verify the time of removal and that the School Resource Officer has informed the parent(s)/guardian(s).
2. When a law enforcement officer/DCF investigator informs school administration that the child needs to be removed pursuant to Florida Statutes, the officer/investigator shall be permitted to do so. The officer/investigator will be responsible for notifying the parent(s)/guardian(s). The officer/investigator should follow established sign out procedures. School administration should document the time of removal.

IV. SEARCHES

A. Locker/Vehicle Search

School administration retains control over lockers, storage spaces and desk space loaned to students and has authority to regulate admission and parking of all vehicles on school grounds. School administration has the duty and authority to inspect and search students' lockers, desks or vehicles with reasonable suspicion that prohibited or illegal items are contained therein.

B. Personal Search

Students and their possessions may be searched by school administration with or without the student's permission, if school administration has reasonable suspicion that the safety and well-being of that

student or other people in the school are in jeopardy, or if the student is suspected to be in possession of prohibited items. If illegal items are located by school administration, these items will be turned over to law enforcement for investigation.

C. Canine Search

The principal or designee may request a canine search through the Director of Safe Schools.

Trained sniff-screening dogs are allowed on school grounds to prevent drugs and weapons at school. They are an element of safety measures intended to provide students a safe and healthy school in which to learn. A trained sniff-screening dog may be walked around school lockers, school grounds or vehicles in the school parking lot without violating student's constitutional rights provided that students themselves are not being detained (without reasonable suspicion) while the dog is sniffing.

For example, walking a trained sniff-screening dog around a student's car in a school parking lot while the student is in class is permissible; however, detaining the same student in the school parking lot, without reasonable suspicion, while a trained sniff-screening dog walks around the student's car is not permissible. An alert by a trained sniff-screening dog that drugs or weapons may be present in a particular location provides school officials reasonable suspicion and law enforcement officers probable cause to conduct a search of the place to which the dog alerted.

Vehicles brought on school grounds by students are subject to the same criteria for searches as students' personal belongings. If a request to search a vehicle on school premises is denied by the student, parent, guardian or vehicle owner, administration has the right to terminate the student's privilege of bringing a motor vehicle on to school premises.

D. Cell Phones/Wireless Communication Devices (WCD)

School administration may search a cell phone or other wireless communication devices if they have reasonable suspicion that such a device has been used in violation of the Student Code of Conduct.

V. MISCONDUCT THAT WILL RESULT IN DISCIPLINE

Level I

~~Multiple Level I offenses may result in Level II disciplinary action.~~

CODE	OFFENSE
~~AA~~	~~All other violations not covered~~
C D	Disrespectful behavior/class disruption
CF	Cell phone/ Wireless Communication devices (WCDs)
DS	Dress code violation
HP	Horseplay
NS	No show detention
PI	Possession of inappropriate items
FR	Failure to report a code of conduct violation
SE	Selling/buying/trading items
~~TA~~	~~Taunting~~
TR	Tardies
UF	Undue familiarity
VV	Motorized Vehicle Violations

Level II

~~Multiple Level II offenses may result in Level III disciplinary action.~~

CODE	OFFENSE
BV	Bus violations
CH	Cheating/plagiarizing
CI	Classroom insubordination
FL	False information
MD	Misuse of cell phone/wireless communication devices (WCDs)
MV	Medication violation
IM	Intermediate offenses
~~PC~~	~~Physical contact, hitting, kicking, scratching, biting spitting~~
PR	General Profanity
PU	Pushing/shoving~~/provoking a mutual fight~~
SR	Skipping/unauthorized area/trespassing on school ground
TA	Taunting
TBC*	Tobacco/possession/sale/use/distribution (vaping)
TH	Theft less than $750.00
TRS*	Trespassing on school campus
TV	Testing violation
VI	Vandalism less than $1,000.00

Level III

~~Multiple Level III offenses may result in Level IV disciplinary action.~~

CODE	OFFENSE
♦ALC*	Alcohol possession, use or sale
BRK*	Burglary
♦BUL*	Bullying
♦DRU*	Drug possession/use
♦FA	False accusations
♦FIT*	Fighting~~/physical contact~~ (injury~~, requiring restraints~~)
♦GI	Gross insubordination
♦HAR*	Harassment/teen dating violence
♦HAZ*	Hazing
IF	Interference or physical contact with school personnel
OB	Profanity directed toward staff
♦OMC*	Other major (includes gang activities, hazing)
PC	Physical contact, hitting, kicking, scratching, biting spitting
♦PHA*	Physical attack (Battery)
PV	Provoking a fight
♦STL*	Theft - greater than $750.00
♦SXA*	Sexual assault
♦SXH*	Sexual harassment
♦SXO*	Sex offenses
TI	Extortion/coercion/blackmail
♦TRE*	Threats/intimidation
VAN*	Vandalism – greater than $1,000.00
WI	Possession/use or display of an object

Level IV

~~*Multiple* A~~ *Level IV offense~~s may~~ will result in a referral for pre-expulsion.*

All level IV codes are reported and referred to Law Enforcement

CODE	OFFENSE
♦ARS*	Arson
♦BAT*	Aggravated Battery
♦DOC*	Major disruption on campus (e.g. bomb threat, false fire alarm)
♦DRD*	Drug sale/distribution
♦HOM*	Homicide
♦KID*	Kidnapping
♦ROB*	Robbery (using force to take something)
♦SXB*	Sexual battery
♦WPO*	Weapon possession

SESIR/State reportable offense

Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

***Multiple disciplines in any level will result in the next level discipline action.**
***Administration has the final say on the disciplinary action for each discipline.**

PROHIBITED ITEMS AT SCHOOL: The following are examples of items that are prohibited per Florida Statute 790.001 and will result in a one- year expulsion and/or placement in an alternative school: gun, knife, box cutter, razor blade, tear gas, electronic weapon or device, or chemical weapon.

VI. DISCIPLINARY ACTIONS

CODE	ACTION	LEVEL
AC	Conference with administrator	1
AD	Administrative detention	1, 2
AH	After hours school	2
AL	Alternative school – weapons, drugs, serious bodily harm	Multiple 3, 4
AM	Anger management	2, 3
AS	Alternative school – all other offenses	4
AW	Administrative warning	1
BA	Change assigned seat (bus)	1
BC	Behavioral contract	1
BS	Bus suspension	2
BW	Bus warning	1
CM	Check-in check-out/mentoring (Behavioral Expectations Plan)	1, 2
CR	Counseling referral	1
CS	Change student's schedule	1
DI	Referral to District Student Intervention Committee (D.S.I.C.)	Multiple 1, 2
EE	Referral to staffing committee for possible 45 day home instruction	3, 4
GC	Group counseling	2
HC	Daily or weekly home-school communication	1
IS	In school suspension	1, 2, 3
LA	Letter of apology	1
LD	Lunch detention	1, 2
LE	Loss of eligibility for extracurricular activities	2, 3
LP	Loss of privileges	1, 2
~~M~~	~~Mechanical restraint~~	~~3, 4~~
MH	Mental health referral resource	3, 4
OA	Outside agency referral	1, 2, 3, 4
OS	Out of school suspension	3, 4 & Multiple 2*
PC	Parent conference	1
PM	Assignment of peer or adult mentor	1
R	Physical restraint Crisis Prevention Intervention (CPI)	3, 4
RE	Restitution	2, 3, 4
RJ	Restorative justice activities	1, 2
SA	Substance Abuse Program	2,3
~~SE~~	~~Expulsion without educational services~~	~~Multiple 3, 4~~
SR	School Resource Officer referral	1, 2, 3, 4
SS	Saturday school	1, 2, 3
ST	Bullying/harassment group	3
TB	Tobacco class with parent consent	2, 3
TC	Conference with teacher	1
TD	Teacher detention	1
TG	Participate in targeted skills group	2
TO	Time out/classroom removal	1, 2
WD	Work detail	2, 3
WR	Written reflection	1

AC	Conference with administrator	1
AW	Administrative warning	1
BA	Change assigned seat (bus)	1
BC	Behavioral contract	1
BW	Bus warning	1
CR	Counseling referral	1
CS	Change student's schedule	1
HC	Daily or weekly home-school communication	1
LA	Letter of apology	1
OA	Outside agency referral	1, 2, 3, 4
PC	Parent conference	1
PM	Assignment of peer or adult mentor	1
SR	School Resource Officer referral	1
TC	Conference with teacher	1
TD	Teacher detention	1
WR	Written reflection	1
DI	Referral to District Student Intervention Committee (D.S.I.C.)	Multiple 1, 2
AD	Administrative detention	1, 2
CM	Check-in-check-out/mentoring (Behavioral Expectations Plan)	1, 2
LD	Lunch detention	1, 2
LP	Loss of privileges	1, 2
RJ	Restorative justice activities	1, 2
TO	Time out/classroom removal	1, 2
AH	After hours school	2
BS	Bus suspension	2
GC	Group counseling	2
IS	In school suspension	1, 2, 3
LE	Loss of eligibility for extracurricular activities	2
SA	Substance Abuse Program	2
SS	Saturday school	2
TB	Tobacco class	2
TG	Participate in targeted skills group	2
AM	Anger management	2, 3
RE	Restitution	2, 3
WD	Work detail	2, 3
ST	Bullying/harassment group	3
OS	Out of school suspension	3, 4 & Multiple 2*
EE	Referral to staffing committee for possible 45 day home instruction	3, 4
M	Mechanical restraint	3, 4
R	Physical restraint Crisis Prevention Intervention (CPI)	3, 4
SE	Expulsion without educational services	Multiple 3, 4
AL	Alternative school – weapons, drugs, serious bodily harm	Multiple 3, 4
AS	Alternative school – all other offenses	4
MH	Mental health referral resource	3, 4

***OSS is also specified for some specific Level I and Level II infractions, see section VIII.**

A Multi-Tiered System of Supports (MTSS) refers to framework that includes all of the instructional strategies, interventions, and supports that are used to help all students achieve.

INTERVENTIONS

Interventions may include, but are not limited to, the following strategies

LEVEL I

- Referral to MTSS/Response to intervention team
- Four step problem solving process
- Monthly/Quarterly positive incentives
- Class Assemblies to review behavior expectations
- Classroom Interventions/supports
- School/Class Behavior Expectations posted
- Conference with student and administrator
- Re-teach school & classroom expectations
- Social Worker Referral

LEVEL II

- Conference with student, Counselor and/or Administrator
- Daily or weekly home school communication
- Functional Behavioral Assessment, Positive Behavioral Intervention Plan
- Parent conference with teacher and/or administrator
- Parent Workshop
- Peer Mediation
- Participate in targeted skills group
- Check-In / Check-out
- Referral to community agency
- Re-teach Behavioral expectations
- Increase frequency of incentives
- Social Worker Referral

LEVEL III & IV

- Functional Behavioral Assessment, Positive Behavioral Intervention Plan
- Re-teach behavioral expectation(s)
- Review classroom expectations
- Referral for Mental Health Supports
- Check-In / Check-out (BIP)
- Targeted skills group
- Individual counseling
- Wrap around services
- Referral to community agency
- Social Worker Referral

LEVELS OF DISCIPLINARY ACTION SUMMARY

Interventions and corrective actions should be selected that will have a positive impact on student behavior, and when at all possible, minimize student's time away from classroom instruction. Corrective actions are designed for consistency and to protect the learning environment for all students.

LEVEL I

- Reteach behavioral expectation(s)
- Conference with Teacher
- Conference with Principal
- Counseling referral
- Conference with School and Parents
- Referral to Community Agency
- Adjustment of Student's schedule
- Assignment of peer or adult mentor
- Written reflection
- Daily or weekly home-school communication
- Letter of apology
- Lunch detention
- Administrative warning
- Loss of privilege
- Change assigned seat (bus)
- Work detail
- Teacher detention
- Restorative justice activities

LEVEL II & III

- Detention (Administrative)
- Timeout
- Work detail
- After-hours school
- In-school suspension
- Out of school suspension
- Saturday school
- Lunch detention
- Loss of eligibility for extracurricular activities
- Loss of privileges
- Restitution/restorative justice
- Participate in targeted skills group
- Check-In/Check-out – Behavioral Education Plan
- Group counseling
- District Intervention Committee referral (D.I.C)
- Restitution
- Social Worker Referral

LEVEL IV

Pre-Expulsion Hearing will be held

- Out of School Suspension
- Expulsion-Alternative placement
- Social Worker Referral

A Pre-Expulsion hearing to review student's record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at or immediately following the hearing.

Guiding Principles

Student success is not impeded by race, color, sex, age, nationality, political beliefs, disability, sexual orientation, social, and family background. When misbehavior occurs, teachers and support staff work together to identify risk factors contributing to student misconduct. Through the use of direct instruction and positive reinforcement, replacement behaviors can be achieved. Student success is reliant on collaboration among staff, students and community stakeholders. In order to eliminate disparate rates of discipline and suspensions, each school will implement a school wide Positive Behavior Intervention and Supports Plan that provides interventions and a tiered system of supports to promote preventive measures that engage students and families as part of the process.

VII. INFRACTIONS WITH GENERAL AND SPECIFIC DISCIPLINARY ACTIONS AS INDICATED:

The Hernando County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Students are expected to comply with established rules, follow directions, and respond respectfully to those in authority. In addition, students should be recognized and praised for demonstrating good conduct, self- discipline, good citizenship, and academic success.

A. Level I

~~**[AA] ALL OTHER VIOLATIONS NOT COVERED.**~~

[CD] DISRESPECTFUL/DISRUPTIVE BEHAVIOR/CLASS DISRUPTION: To include isolated inappropriate language. **Any actions which interrupt classroom instruction to include isolated inappropriate language. Examples include, but not limited to being up out of seats, distracting other students, repeated verbal outbursts, etc.**

[CF] CELL PHONE / WIRELESS COMMUNICATION DEVICES (WCDs): Referred to as "device" includes but is not limited to a privately/owned laptop, tablet computing device, net book, notebook, e-Reader, iPod touch, smart watch, gps tracker with recording and/or transmitting capability, and/or smart phone. However, such devices can only be used with permission and under the direct supervision of a staff member. **When permission is not given**, such devices must be turned off and put away during the school day or on the bus. Smart watches may be on the wrist in sight, but shall not be utilized for recording or transmitting without permission. The student is fully responsible, at all times, for the personally owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally owned device. As such, students should not share devices. Device use is exclusively limited to schools participating in the Bring Your Own Device (BYOD) program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.

Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

Ear Bud/Headphones will only be permitted in labs or lab type settings on a school campus with the approval of administration or classroom teacher.

Refusal to turn over a device including a cell phone's sim card and battery when directed is considered Gross Insubordination.

First Offense – School personnel may use their discretion to direct the student to turn off the device and put it away. This discretion is permitted for the purpose of limiting interruptions of classroom instructional time. Administration must instruct teachers on how to notify them for first offenses. Teachers must follow the procedures set by administration.

Second Offense – The device will be confiscated by school personnel, labeled and turned into administration. A conference will be held between the student and an administrator. ~~The administrator has the option of administering a "Discipline Referral."~~ Parent notification/contact will be made. The device will be returned to the student at the end of the day. A second cell phone offense will result in a level II discipline action.

Third Offense – The device will be confiscated by the school personnel, labeled and turned into administration. A Discipline Referral must be written and should also include "Gross Insubordination" [GI] as an additional infraction to the [CF] code. Parent conference must be held to return device and discuss future incidents which may lead to banning the device.
Any additional offenses will result in the device being confiscated and student will be prohibited from carrying a device during the school day. Parent conference must be held and device returned to parent.

Taking pictures of school staff or students without their permission is prohibited. WCDs may not be used for illegal purposes, nor used for transmitting, retrieving, or storing any communications of an obscene, discriminatory, harassing nature, or for any other purpose that is against school board policy.

NOTE: The taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.) may constitute a crime under state and/or federal law. Any person taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

[DS] **DRESS CODE VIOLATION:** (Appendix C outlines the dress code expectations): Any student who violates the dress code policy, such as; wearing clothing that exposes undergarments or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

1. **First Offense** – A student shall be given a verbal warning and the administrator or their designee shall call the student's parent or guardian to bring a change of clothes.

2. **Second Offense** – The student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days, may lose a privilege and the school administrator or their designee shall call, meet with the student's parent or guardian and ask them to bring a change of clothes.

3. **Third or Subsequent Offense** – A student shall receive an in-school suspension pursuant to s.1003.01(5) for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, may lose additional privileges and the school administrator or their designee shall call the student's parent or guardian to bring a change of clothes, send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities. (Section 1006.07, Florida Statutes.)

[HP] **HORSEPLAY:** Jumping on, wrestling with, slapping on head, etc. Note: Pulling down another student's pants may be considered "horseplay" or "harassment" depending on the situation, students present, and the location of the incident. Horseplay that results in unintentional injury may result in out of school suspension.

[NS] **NO SHOW DETENTION.**

[PI] **POSSESSION OF INAPPROPRIATE (Non-approved) ITEMS**: Items banned at school, for example, any outside food or drink.

[FR] **FAILURE TO REPORT**: Any student who knowingly fails to report any violation of the Student Code of Conduct. Intentionally withholding valid information from an HCSD employee, contracted personnel, volunteer, or authorized adult.

[SE] **SELLING/BUYING/TRADING ITEMS.**

[TA] **TAUNTING**: Unwanted teasing, an isolated incident that is insulting or hurtful to others. Multiple incidents of this nature may be considered bullying/harassment.
Level II consequences can be applied.

[TR] **TARDIES:** Each school will have uniform agreement on what is defined as "tardy to class." Violations one (1) to five (5) are Level I offenses. Each school may develop its own procedures and consequences for tardy six (6) and beyond as long as it has been approved by their School Advisory Council and submitted to the Superintendent. ~~(See Attendance Handbook for secondary consequences)~~

Number	Consequence
Tardies 1-3	Teacher/Student conference and parent phone call
4th and 5th tardy per period	Discipline referral written by teacher with lunch detention assigned by administrator
6th tardy per period	Discipline referral written by teacher and 1 day of ISS
7th tardy per period	Discipline referral written by teacher and 2 days of ISS
8th tardy per period	Discipline referral written by teacher and 3 days of ISS. Request parent conference
9th tardy per period	Discipline referral written by teacher and 4 days of ISS assigned by administrator
10th + tardy per period	Discipline referral written by teacher. Considered Gross Insubordination at this point. Consequences may range from loss of privileges to OSS

Unexcused tardy from class for ten (10) or more minutes will be considered skipping (SR), a Level 2 offense in the Student Code of Conduct and will result in ISS.

[UF] **UNDUE FAMILIARITY:** Inappropriate public display of affection marked by welcomed physical contact. Includes but not limited to hugging, kissing etc.

[VV] **MOTORIZED VEHICLES VIOLATIONS:**
Improper or unsafe operation of any means of transportation on school campus by a student, including failure to comply with school parking policies.

1. **First Offense** - Level I or revocation of parking permit
2. **Repeat Offense** - Denial of parking/driving privileges

B. Level II

[BV] **BUS VIOLATIONS:** Failure to adhere to bus safety regulations. This may include but not limited to changing seats while the bus is in motion, getting on or off the bus at the wrong stop, having any part(s) of the body hanging out the window, or any other behavior deemed unsafe by the driver, school administrator, or designee. Multiple Level II referrals may result in Level III consequences.

[CH] **CHEATING/PLAGIARISM/FALSIFYING DOCUMENTS:** To influence by deceit, fraud, dishonesty/to steal and pass off the ideas or words of another as one's own, without crediting the source. Including but not limited to:

1. Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test
2. Unlawfully accessing tests or answer keys through physical or electronic means
3. Providing or receiving questions, answers or work to or from another student
4. Incorporating the words, sentences, paragraphs, or part of another person's writings
   a. First Offense: Zero (0) or reduced credit on the assignment
   b. Repeat Offenses: Withdrawal from course (eSchool/FLVS), ISS

[CI] **CLASSROOM INSUBORDINATION: ~~Repeated r~~Refusal to complete or participate in classwork ~~that~~ and/or ~~is~~ causes a ~~disrupting~~ disruption to the learning environment.**

[FL] **FALSE INFORMATION:** Reporting untrue or misleading information with reckless disregard, which may disrupt the orderly process of the school or which may slander or libel others.
NOTE: Any instance where a student intentionally makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff is a Level III offense.

[MD] **MISUSE OF ALL WIRELESS COMMUNICATION DEVICES (WCDs) OR ONLINE SERVICES:** Electronic media may not be used for illegal purposes including transmitting, retrieving or storing any communications of an obscene, discriminatory, harassing nature, academic dishonesty, or for any purpose that is against school board policy (i.e. accessing school district Wi-Fi or any password protected site). Furthermore, no student may use electronic media to attempt access to restricted data nor bypass network security or filtering through the use of a VPN or other methods. Students are to connect only to the guest/student Wi-Fi which is not password protected. Students are prohibited from connecting to any password protected Wi-Fi. See (Appendix E) for Acceptable Use Agreement.

Prohibited use(s) of a device include, but are not limited to, taking inappropriate pictures, inappropriate video /audio recording, inappropriate receiving or sending text messages, sexting, or distribution of school misbehavior. These violations may be considered a Level III or Level IV offense depending on location (i.e. locker room, restroom) and subject of violation. It is prohibited and against the law to photograph or audio/video record a person without their permission. Violations will immediately be referred to law enforcement if they involve any nude images of children or adults, should be coded as [OMC] and will result in out-of-school suspension (one (1) to ten (10) days) and possible recommendation for expulsion. Parents will be notified once law enforcement has completed their investigation. To help prevent misuse, school personnel reserves the right to collect devices during classroom assessments.

Refusal to give a prohibited item(s) to any school staff will result in an immediate Out of School Suspension. A parent/guardian conference may be required before a student may return to school. Each school may develop its own procedure for confiscating electronic devices.

[MV] **MEDICATION VIOLATION:** Students who bring their medication to school in violation of the District Medication Policy will be given one (1) day OSS and a parent(s)/guardian(s) is/are contacted. Repeat violations will be treated under the Drug Violation section.

[IM] **INTERMEDIATE OFFENSES**: Any offenses to include but not limited to racially charged slurs, comments of a sexual connotation, tampering with food/drink, tampering with school facilities causing disruption without causing damage, etc. If monetary damages occur please see Vandalism or another appropriate code.

~~**[PC] PHYSICAL CONTACT:** May include but not limited to hitting, kicking, scratching, biting, spitting, or throwing objects at another student or staff member. This infraction could be considered a Level III [PHA*] if injuries result, or Level IV if injuries are serious in nature and law enforcement involvement becomes necessary, which could be coded as Battery [BAT].~~

[PR] **GENERAL PROFANITY**: Blatant use of profane, obscene, vulgar, or otherwise offensive language or gestures in the presence of other students or school staff. (Moved from level I)

[PU] PUSHING/SHOVING/~~PROVOKING A FIGHT~~: Verbal confrontation or physical contact that does not involve serious injury (pushing/shoving) between two (2) or more students which is harmful and/or disruptive. ~~May also include inciting others to engage in behavior that causes a disruption or encourages others to violate the Student Code of Conduct (i.e. inciting others to engage in a fight or two (2) persons engage in a physical conflict, blows are exchanged, students separate on their own and no injuries result). This infraction may result in out-of-school suspension and/or referral to law enforcement.~~

~~**[PU] PUSHING/SHOVING/PROVOKING A FIGHT:** Verbal confrontation or physical contact that does not involve serious injury (pushing/shoving) between two (2) or more students which is harmful and/or disruptive. May also include inciting others to engage in behavior that causes a disruption or encourages others to violate the Student Code of Conduct (i.e. inciting others to engage in a fight or two (2) persons engage in a physical conflict, blows are exchanged,~~

~~students separate on their own and no injuries result). This infraction may result in out-of-school suspension and/or referral to law enforcement.~~

[SR] **SKIPPING/UNAUTHORIZED AREA:** Student not in assigned classroom or authorized area within the school, without permission.

[TBC*]TOBACCO POSSESSION, SALE, USE, DISTRIBUTION: The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. **This includes products used for smoking, chewing, snuffing, or vaping, including but not limited to E-cigarettes and hookah pens.**

1. **First Offense:** One (1) t~~o~~ three (3) days ISS/OSS or any combination of both and referral to the Tobacco Abuse Program. Failure to attend tobacco program will result in two (2) additional days OSS. Note: If it has been more than one school year, student may repeat tobacco class. *For elementary school, one (1) day of OSS and referral to substance abuse staff for an individual tobacco education program.*

2. **Second Offense:** Five (5) days ISS/OSS or any combination of both and referral to second offender drug program conducted by Student Services. *For elementary school, three (3) to five (5) days ~~ISS~~/OSS or any combination of both.* A second offense will be considered a level III discipline and will have level III disciplinary action.

3. **Third Offense:** Ten (10) days OSS and possible recommendation for alternative school placement.

Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be given a five to ten day OSS and a possible recommendation for expulsion. (Will be coded as OMC and TBC)

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.

NOTE: Students who are caught using or in possession of tobacco products within 1,000 feet of a school building are to be given written notice that a subsequent offense will result in referral to the State Attorney for violation of the Clean Indoor Act, (Florida Statutes, 386.212) punishable by a fine of $25.00 or 50 hours of community service. The School Board prohibits the use of any form of tobacco products by anyone in any area at all times utilized by students or designated for student activities. Additionally, and in accord with law and other governing regulations, prohibits the use of tobacco products in any form in facilities, vehicles, and areas designated for the various student programs and activities. Consult with law enforcement.

[TH] THEFT (Less than $750 threshold): The unauthorized taking, carrying, riding away with, or concealing the property of another person less than $750 value, including motor vehicles, without threat, violence, or bodily harm.

[TRS*] TRESPASSING: To enter or remain on school grounds, school transportation, or at a school sponsored event, without authorization or invitation and with no lawful purpose for entry. **Report to law enforcement**

[TV] TESTING VIOLATION: Failure to follow stated directions on any state and/or district standardized assessment. This includes possession or use of electronic devices (including cell phones), talking to any other student, looking at another student's computer or any other behavior to be deemed disruptive or inappropriate by the school administrator or their designee. This infraction will result in two (2) days OSS and possible test invalidation, which could result in a score of zero (0) for the assessment.

[VI] VANDALISM: The destruction, damage or defacing of school or personal property less than $1,000.00.

C. Level III

[ALC*]♦ALCOHOL POSSESSION, USE OR SALE: Possession, sale, purchase or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.

EXAMPLES:

1. Student testing positive for alcohol by law enforcement.
2. Student possessing, using, or selling alcohol.

Report to law enforcement

[BRK*] BURGLARY: Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
Report to law enforcement

[BUL*] ♦BULLYING: Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying.

**SESIR/State reportable offense*
**Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.*
♦**F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.**

1. **First Offense:** Three (3) to five (5) days of OSS and attend the District Bullying/ Harassment Prevention Program. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. Failure to attend will result in additional consequences or days of suspension. *For elementary schools, one (1) to three (3) days of OSS and referral to Certified School Counselor for an individual bullying/harassment program.*
2. **Second offense** for any student will result in ten (10) days suspension and recommendation to superintendent for expulsion.
   Consult with law enforcement
   Hope Scholarship documented

[DRU*] ♦**DRUG USE POSSESSION**: The use or possession of any drug, narcotic, controlled substance, any substance used for chemical intoxication., Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Possession or use will result in three (3) to five (5) days OSS or combination of both OSS/ISS and enrollment in an approved Substance Abuse Program through the Hernando County School District Substance Abuse Educator. Failure to attend the substance abuse program will result in additional consequences or days of suspension. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. *For elementary school, no more than three (3) days of ISS/OSS and referral to Substance Abuse Staff for an individual Substance Abuse Program.*
Report to law enforcement

[FA] ♦**FALSE ACCUSATION:** Any instance where a student knowingly or with reckless disregard makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff is three (3) to ten (10) days Out of School Suspension and possible recommendation for expulsion.

[FIT*] ♦**FIGHTING**: When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

ELEMENTARY: First Offense: one (1) to three (3) days of OSS and referral to Certified School Counselor for individual Anger Management Program. **Second Offense:** three (3) to five (5) days OSS. **Third Offense:** five (5) to ten (10) days OSS.

SECONDARY: First Offense: two (2) to five (5) days OSS and attend an anger management group. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. **Second Offense:** five (5) to ten (10) days OSS and possible recommendation for expulsion. ***Note***: Failure to attend anger management may result in additional consequences or days of suspension.
Hope Scholarship documented

[GI] ♦**GROSS INSUBORDINATION: Repeated** refusal to respond to or carry out reasonable and/or lawful directions of authorized school personnel. Student with multiple [GI] infractions can be recommended for expulsion with documentation of interventions for individual.

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[HAR*]♦HARASSMENT: Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

1. **First Offense:** three (3) to five (5) days of OSS and attend the District Bullying/Harassment Prevention Program. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. *For elementary, one (1) to three (3) days of OSS and referral to Certified School Counselor for an individual Bullying/Harassment Program*.
2. **Second Offense:** Ten (10) days of OSS and an investigation should be initiated. May result in recommendation for expulsion. ***Note***: Failure to attend District Bullying/Harassment Prevention Program may result in additional consequences or days of suspension.

Consult with law enforcement
Hope Scholarship documented

[HAZ*]♦HAZING: Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
Report to law enforcement

[IF] INTERFERENCE OR PHYSICAL CONTACT WITH SCHOOL PERSONNEL: Preventing or attempting to prevent school personnel from engaging in their lawful duties. This may include blocking an exit or entry route of school personnel or physical contact with school personnel that is deliberate.
Note: Any instance of unintentional physical contact with school personnel is a level II offense of Physical Contact.

[PC] PHYSICAL CONTACT: May include but not limited to hitting, kicking, scratching, biting, spitting, or throwing objects at another student. This infraction could be considered a Level III [PHA*] if injuries result, Level III intermediate offense if staff member is hit and no injury or Level IV if injuries are serious in nature and law enforcement involvement becomes necessary, which could be coded as Battery [BAT].

PV] PROVOKING A FIGHT: Encouraging others, in person or digitally, to violate the Student Code of Conduct (i.e. inciting others to engage in a fight or two (2) persons engage in a physical conflict, blows are exchanged, students separate on their own and no injuries result). This infraction includes aggressively confronting or challenging another student(s) and/or

video recording up to and/or during a physical altercation. This infraction may result in out-of-school suspension and/or referral to law enforcement. Violation of this code may also be considered a level three violation if student actions result in a student interaction or altercation.

[OB] PROFANITY DIRECTED TOWARD STAFF: Use of profane, obscene, vulgar, or abusive language or gestures directed at or referring to a staff member/ volunteer/ chaperone. Student with multiple [OB] infractions can be recommended for expulsion with documentation of interventions for individual.

[OMC*]♦OTHER MAJOR: Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified.
Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be given a five to ten day OSS and a possible recommendation for expulsion. (Will be coded as OMC and TBC)
Report to law enforcement

[PHA*]♦PHYSICAL ATTACK (BATTERY): An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
Report to law enforcement

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[STL*]♦LARCENY/ THEFT ($750+): The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. Incidents that fall below the $750 threshold are not reportable in SESIR, but instead should be reported as locally defined incidents according to district policies.
Report to law enforcement

~~***SESIR/State reportable offense***~~
~~***Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.***~~
~~**♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.**~~

[SXA*]♦SEXUAL ASSAULT: An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.

[SXH*]♦SEXUAL HARASSMENT: Unwanted verbal, nonverbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. {6A-19.008(1) SBE Rule} An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequences.
ELEMENTARY: First Offense: one (1) to three (3) days of OSS and referral to Certified School Counselor for an individual Sexual Harassment Program. **Second Offense:** three (3) to five (5) days OSS. **Third Offense:** five (5) to ten (10) days OSS.
SECONDARY: First Offense – One (1) to three (3) days OSS and attend the District Sexual Harassment Prevention Program. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. **Second Offense:** ten (10) days of OSS and an investigation should be initiated. May result in recommendation for expulsion. ***Note***: Failure to attend District Sexual Harassment Prevention Program may result in additional consequences or days of suspension.
Consult with law enforcement
Hope Scholarship documented

[SXO*]♦SEX OFFENSES: Other sexual conduct or contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.
Report to law enforcement to investigate

[TI] EXTORTION/COERSION/BLACKMAIL: Obtaining money or property (Something of value) from an unwilling person, or forcing an individual to act through use of force or threat of the use of force.

[TRE*]♦THREAT/INTIMIDATION: An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.
Report to Law Enforcement
Hope Scholarship documented

[VAN*] VANDALISM ($1,000+): The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. Incidents that fall below the $1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.
Report to Law Enforcement

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[WI] POSSESSION/USE OR DISPLAY OF OBJECT: Possession or display of any object including: BB gun, pellet gun, common pocket knife, lighters, chains, blunt knife, laser pointer, smoke bomb, bullet, shot gun shell or firecracker or any other object that could cause harm to another person is prohibited. Possession of a common pocket knife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, **law enforcement should be notified of any weapon or knife, including pocket knives, for investigation.**

Note: If a student threatens to use a common pocketknife or any other object to harm another person, it becomes a weapon under state statute.

~~***SESIR/State reportable offense***~~
~~***Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.***~~
~~**♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.**~~

D. Level IV

[ARS*]♦ARSON: To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.
Report to law enforcement

[BAT*]♦AGGRAVATED BATTERY: A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a

deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

[DOC*]♦MAJOR DISRUPTION ON CAMPUS: Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.
Report to law enforcement

[DRD*]♦DRUG SALE OR DISTRIBUTION: The manufacture, cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. **Report to law enforcement,** and refer to Substance Abuse Educator for the Substance Abuse program.

[HOM*]♦HOMICIDE: The unjustified killing of one human being by another.
Report to law enforcement

[KID*] ♦KIDNAPPING: Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
Report to law enforcement

[ROB*] ♦ROBBERY: The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
Report to law enforcement

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[SXB*] ♦SEXUAL BATTERY: Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.
Report to law enforcement

[WPO*] ♦WEAPONS POSSESSION: Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, as defined by Section 790.001, Florida Statutes, or district code of conduct. This includes such items as any knife, metallic knuckles, slingshot, club, tear gas gun, box cutter, electric weapon or device, razor blades, chemical weapon, destructive device or explosive device.
(*Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.;* ***however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation*.)**

~~***SESIR/State reportable offense***~~
~~***Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.***~~
~~**♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.**~~

Note: Firearms with the exception of approved school activities to include those for recreational activities such as hunting or target practice, shall not be displayed or in the possession of any student while on school premises or property, or taken upon school premises or property or property designated for school activities by students:

1. Regardless of intent or lack thereof.
2. With or without knowledge, whether advertently or inadvertently.
3. Whether on or about the person or property, to include vehicles.
4. Whether loaded, unloaded, operable, or inoperable.

Report to law enforcement

VIII. OUT OF SCHOOL SUSPENSION PROCEDURES

When administration selects OSS or bus suspension as the disciplinary action for a student, the following procedural (due process) steps are required:

A. The School Administration Shall:

1. Schedule a conference with the student giving him/her an opportunity to tell his/her side of the story and provide documentation or the names of witnesses. The conference shall occur prior to the suspension except in emergency situations, disruptive conditions or "serious" breaches of this Student Code of Conduct. In these situations, the school administration may suspend the student pending the conference, but it must still take place within two (2) school days except when waived by the student's parent or for good cause.
2. Provide reasons for recommending suspension.
3. The principal shall make good faith effort to immediately contact parent(s)/guardian(s) by telephone in the presence of the student, if possible, at the time of the suspension and explain the reasons for same.
4. Provide the student with a copy of the discipline referral.
5. Send a letter to the parent(s)/guardian(s) confirming the suspension and the reasons for same.

Notes: Procedures regarding "make-up work" due to suspension may be found in the School Procedures Manual located on the school district website. School administrators have the authority to permit the suspended student on campus for assessment or intervention activities as deemed appropriate.

B. Due Process

A student cannot be suspended and, thereby deprived of his or her free and appropriate education which is provided in the public schools, without appropriate due process of the law. While the appropriate level of procedural due process to be afforded to a student may depend upon circumstances, due process is guaranteed to every American citizen by the Fourteenth Amendment to the Constitution of the United States of America. These rights are not waived or relinquished by a child enrolled in a public school.

A student cannot be deprived of his/her constitutionally guaranteed rights to fair notice, fair hearing, and fair procedures. Personal and constitutional rights must be safeguarded within such rules.

A student may not participate in any athletic competition, extra-curricular activity or co-curricular performances/competition during a suspension (in-school or out-of-school), an investigation, a pending hearing or other appeal/review of any discipline matter. Students may resume participation in any athletic competitions, extra-curricular and co-curricular activities the next day following the suspension. Students may attend practice and rehearsal while assigned in-school suspension with approval from their school's administration.

C. Off Campus Felonies

A student who is formally charged by the State Attorney's Office with an offense that constitutes a felony for an incident which occurred off school property that may have an adverse impact on the educational program, school discipline, or welfare of the school, may be suspended pending court

determination of his or her guilt, innocence, or dismissal of the charges. School administration should provide written notice to the student and his or her parent(s)/guardian(s) that he or she is being temporarily suspended for a felony occurring off school campus and provide a date for an Administrative Hearing which shall not be less than two (2) school days or more than five (5) school days from the post-marked date or delivery. Appropriate personnel as determined by the Superintendent will be invited to any Administrative Hearing as per Florida Statute 1006.09. The school administration may recommend to the Board that the student be expelled if it is determined by the court the student committed the offense.

D. Students with Disabilities: In matters relating to the discipline of students with disabilities, the Hernando County School District shall abide by the Federal and State laws regarding suspension, expulsion and alternative placement.

In the case of some students with Individual Education Plans (IEP) or Section 504 Plans, inappropriate behavior may be related to a disabling condition. The behavior must be treated individually and sensitively which frequently requires the use of a wide range of interventions and/or alternatives. The following procedures will be utilized:

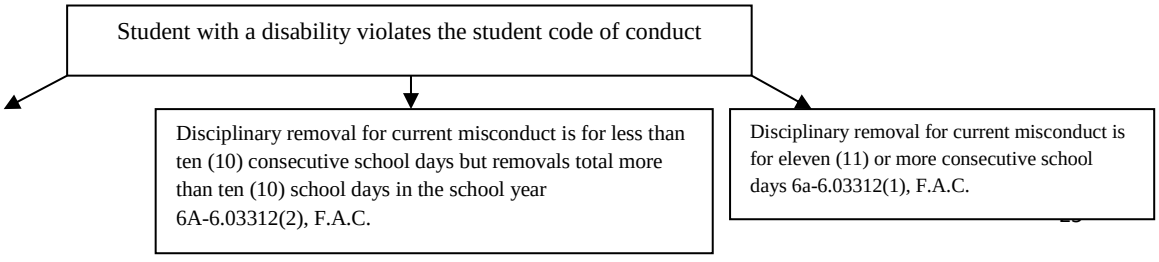
1. In all matters, including transportation, students with disabilities shall conform to the same rules outlined in the Student Code of Conduct as their non-disabled peers unless otherwise stated in their IEP or Section 504 Plan.
2. Students with disabilities may be suspended for infractions as defined for all students in the Student Code of Conduct.
3. Suspension for ten (10) days or less: Follow typical disciplinary procedures.
4. Suspension beyond ten (10) days: **Any student with a suspected or identified disability** shall not be suspended more than ten (10) days, either through a single suspension or cumulative shorter suspensions per school year without the IEP or Section 504 Committee meeting to evaluate the extent to which the misconduct has direct and & substantial relationship to the disabling condition and as permitted by state and federal law. Bus suspension and partial day removals may count as suspensions.
5. Before a school district can consider a student with disabilities with an IEP for expulsion:
    a. Convene an IEP meeting and conduct a manifestation determination within ten (10) school days of decision to remove the student for discipline reasons.
    b. If the IEP committee determines that the behavior is a manifestation of the student's disability, the IEP team will either conduct, review or revise a functional behavior assessment.
    c. If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior. If no behavioral intervention plan exists but one is needed, then develop one based on the current behaviors needing to be addressed.
    d. If the IEP committee determines that the behavior is not a manifestation of the student's disability, then relevant disciplinary procedures in the same manner and duration as for students without disabilities apply, however, educational services must continue.
    e. If the committee determines that the behavior is a manifestation of the students disability, except as described below under the sub-heading Special Circumstances, the school district must return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as part of the behavioral intervention plan.

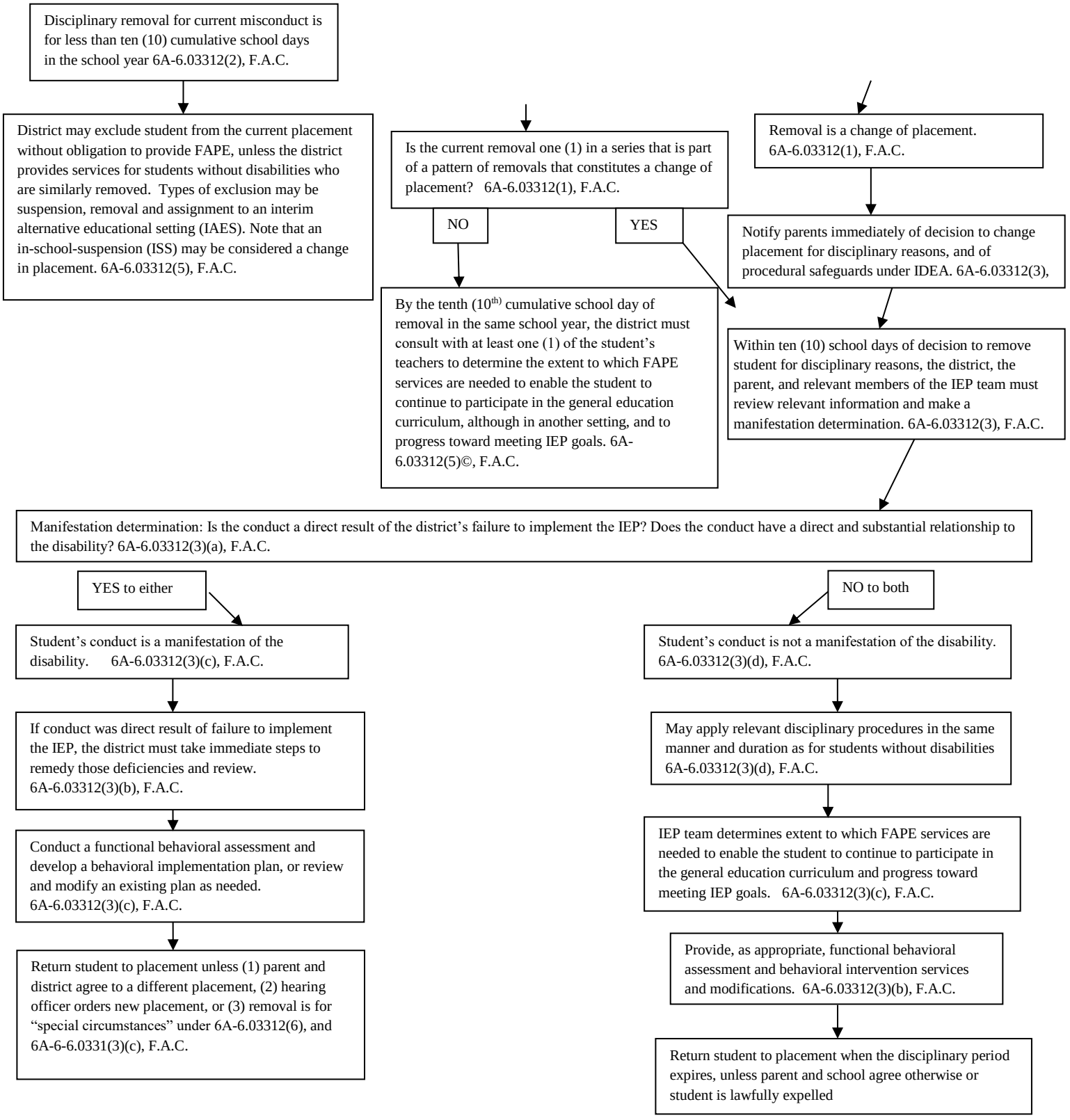
Special Circumstances
Whether or not the behavior was a manifestation of the student's disability, school personnel may

remove a student to an interim alternative educational setting (determined by the student's IEP team) for up to 45 school days, if the student:

1. Carries a weapon to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district;
2. Knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district; **or**
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district.

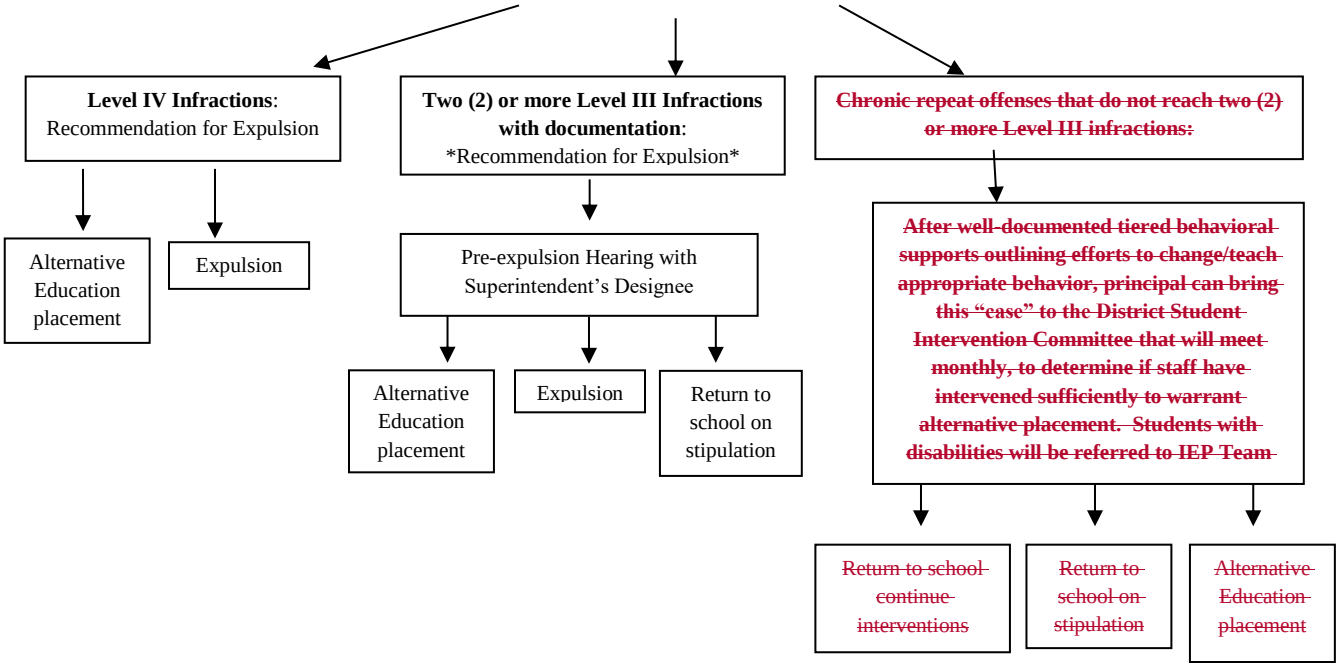
DISCIPLINE FOR STUDENTS WITH DISABILITIES FLOW CHART





IX. ALTERNATIVE SCHOOL / EXPULSION PROCEDURES

Current School



A. Expulsion:

Expulsion is the removal of the right to attend school in Hernando County, be on any school property, on school buses, on school-sponsored transportation or to attend any school. Students may be expelled for the remainder of a school year and one additional year with or without continuing education services.

Students who commit two (2) or more Level III or a Level IV offense may warrant expulsion from school. The principal must follow due process and suspension procedures, informing the parent that expulsion is being recommended. Within twenty-four (24) hours of the infraction, the school-based administrator will suspend the student for ten (10) days and notify the parent in writing that a hearing will be scheduled. A subsequent letter will be issued to the parent from the superintendent or designee notifying them to attend the pre-expulsion hearing with their student.

If the student who committed the infraction is a student with a disability, the school administrator will need to contact the Director of Exceptional Student Education (or designee) and schedule a meeting with an IEP team to conduct a manifestation determination.

If the student who committed the infraction is a student with a disability and has a 504 plan, the school administrator must request a meeting to conduct a 504 manifestation.

When the outcome of the superintendent's designee hearing is a recommendation to expel the student from school, parents will be notified by certified mail the date and time that this recommendation will be considered by the School Board. The letter shall also set forth the deadline by which the parents may request a hearing with the School Board.

If a hearing before the School Board is not requested, it will proceed as outlined in the parent letter.

If a hearing is requested, such will be scheduled. The decision that the Hernando County School Board reaches at the hearing is final. Florida Statute outlines that the superintendent's designee may extend the student's suspension beyond ten days while waiting for the next School Board meeting.

Students who are expelled may not re-enroll for the period of the expulsion. When their expulsion period is complete, students shall be assigned to the Alternative School prior to transitioning back to their zoned school. Upon successful completion of the Alternative School's prescribed interventions, the student may enroll in their zoned school.

~~**B. Alternative School**~~

~~Students who chronically commit repeated disciplinary infractions that do not reach Level IV or two (2) or more Level III status may be referred to the District Student Intervention Committee to consider a possible transfer to the Alternative School setting.~~

~~Prior to this decision, the school will document efforts to provide tiered behavioral supports/interventions aimed toward changing and teaching appropriate behaviors. Additionally, evidence-based individualized interventions (Tier III) should also be implemented with fidelity and supporting outcome data will be provided to the District Student Intervention Committee. A school-based MTSS Team will be instrumental in this effort and shall include on-going communication with the parent. The school will maintain documentation which will consist of a minimum of school-wide instruction of the Student Code of Conduct and school-wide expectations (Tier I), as well as supplemental, focused interventions aimed to re-teach expectations and deter negative behavior (Tier II).~~

~~If problematic behavior persists, the school administration will submit a District Student Intervention Committee. Alternative Education Program Referral Form, along with documentation that outlines the interventions implemented, as well as the results/evidence from the focused interventions, to the District Intervention Committee. It is the school's responsibility to inform the parent that a possible transfer to the Alternative School setting is being considered.~~

~~A meeting will be scheduled with the District Student Intervention Committee, the referring principal or designee, the student and the parent/guardian at which time the case will be presented. All supporting school sponsored/provided intervention information will be outlined. A question and answer session will follow.~~

~~The outcome, as determined by the District Student Intervention Committee, will be relayed to all parties involved within two (2) school days. The committee decision to transfer the student to the Alternative School setting is final.~~

~~C.~~B. Unsatisfactory Completion of Alternative Education Program

The general procedure for a student who enters or returns to the Hernando County School District without completing an assigned Alternative Education Program will be determined by the Superintendent or designee on a case-by-case basis.

~~D.~~C. Reciprocal Discipline

Hernando County School District will uphold and enforce disciplinary proceedings from other public school districts. If a student was expelled or alternatively placed in another district, Hernando County will enforce said expulsion or alternative placement. (F.S. 1006.07)

STUDENTS FROM COMMITMENT PROGRAMS AND THOSE EXPELLED FROM OTHER DISTRICTS

A. Commitment Programs

A student entering and/or returning to the Hernando County School District from court adjudicated commitment programs will be enrolled at their zoned school unless charged with a crime involving weapons, drug sale, sex or violence. Under these conditions, the student is entitled to an evaluation meeting to determine proper placement.

1. The Evaluation Meeting shall involve the student, parent(s)/guardian(s), the Department of Juvenile Justice (DJJ) Juvenile Probation Officer (JPO), the Director of Student Services or designee, as well as any other appropriate school staff. The purpose of the meeting is to consider the student's educational program, commitment charge, and determine a proper school placement.
2. The student and his/her DJJ JPO shall have all pertinent educational records available for the period of time the student was not in attendance at a public school.

B. Expelled From Other Districts

The final order of expulsion will be honored and student will not be admitted to school in Hernando County (F.S. 1006.07).

APPENDIX A

BULLYING AND HARASSMENT

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

A. during any education program or activity conducted by the District;
B. during any school-related or school-sponsored program or activity or on a school bus of the District;
C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District; or
D. through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school.

This policy has been developed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) revised Model Policy (July 2013).

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, District disciplinary policies, and violence prevention efforts.

Definitions

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation; and may involve:

A. teasing;
B. threats;
C. intimidation;
D. stalking;
E. cyberstalking;
F. physical violence;
G. theft;
H. sexual, religious, or racial harassment;
I. public or private humiliation;
J. destruction of property; and
K. social exclusion.

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Cyberstalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
C. has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

"Bullying" and **"harassment"** also encompass:

A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying of harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

1. incitement or coercion;
2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or

3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

"Within the scope of the District" means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

Expected Behavior

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the

collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6A-10.081)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. The alleged violations and acts must be reported by school employees to the principal within twenty-four (24) hours.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to, the following:

A. a description of the incident, the nature of the behavior, and the context in which the incident occurred;
B. how often the conduct occurred;
C. whether there were past incidents or past continuing patterns of behavior;
D. the relationship between the parties involved;
E. the characteristics of the parties involved;
F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
G. the number of alleged bullies/harassers;
H. the age of the alleged bully/harasser;
I. where the bullying and/or harassment occurred;
J. whether there have been other incidents in the school involving the same or other students;
K. whether the conduct adversely affected the student's education or educational environment;
L. the date, time, and method in which the parent(s) of all parties involved were contacted.

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any nonschool-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall make a determination based on all the facts and surrounding circumstances and shall include:

A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior; and
B. a written report to the principal.

A maximum of ten (10) days should be the limit for the completion of the investigative procedural steps and submission of the incident report. While ten (10) days is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond ten (10) days. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

Parent Notification

The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone or by personal conference and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by first class mail or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (No Child Left Behind (NCLB), Title IX, Part E, Subpart 2, Section 9532) that states, in pertinent part, as follows:

> "….a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

Appeals Process

If a parent disagrees with the outcome of their students bullying investigation, the parent may appeal the outcome by submitting a request in writing to the Director or Student Services within five (5) days of receiving notification of the bullying investigation outcome. Please note this does not stop the consequence from occurring.

Counseling Referral

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

A. A process by which the teacher or parent may request informal consultation with school staff (e.g., school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern;
B. A referral process to provide professional assistance or services that may include a process by which school personnel or parent/guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services (parent/guardian involvement is required at this point); or if a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian is required at this point).
C. A school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:
    1. Counseling and support to address the needs of the victim(s) of bullying or harassment;
    2. Interventions to address the behavior of students who bully and harass others (e.g., empathy training, anger management, etc.);
    3. Interventions which include assistance and support for parents, as may be deemed necessary or appropriate.

Data Report

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each alleged incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents, as well as any bullying-related incidents that have as a basis sex, race, or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts shall be integrated into District curriculum at the appropriate grade levels. The training and instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations. The programs of training and instruction authorized by the District shall include, but not be limited to:

A. Olweus Bullying Prevention Program
B. Monique Burr Foundation for Children's Inc.'s - Child Safety Matters
C. PBS/PBIS (Positive Behavior Support/Positive Behavior Interventions and Supports)

Victim's Parent Reporting
The principal shall report the occurrence of an incident of bullying as defined herein to the parent/guardian of students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). According to the level of infraction, the victim's parents will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

Policy Publication
At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

Immunity
A school employee, school volunteer, students, parent/guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Privacy/Confidentiality
The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

F.S. 110.1221
F.S. 784.048
F.S. 1002.20
F.S. 1006.13
F.S. 1006.147
Florida Department of Education Revised Model Policy (July 2013)
No Child Left Behind (NCLB), Title IX, Part E, Subpart 2, Section 9532

© NEOLA 2016

DATING VIOLENCE AND ABUSE

The School Board strictly prohibits any act of dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

Dating Violence and Abuse Defined

For purposes of this policy, dating violence and abuse shall be defined as emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past dating relationship by the other person in that dating relationship. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats, and/or acts of mental, physical, or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party.

Reporting Acts of Dating Violence and Abuse

Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the Principal or to any member of the school staff.

Any Board employee who receives a report of an act of dating violence and abuse, who directly observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse shall report such report, observations, or suspicions to the Principal.

Any resident of the community or other member of the school community, including students, parents, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is encouraged to report the matter to the Principal. These reports can be made either in person or anonymously.

Investigating Reports of Dating Violence and Abuse

Upon receiving a report of alleged dating violence and abuse, the Principal shall conduct an investigation of the allegation promptly. As part of the investigation, the Principal shall contact the parent(s) of the alleged victim and/or the parent(s) of the alleged perpetrator, if they are under the age of eighteen (18), to inform them of the report.

The investigation of the report should include interviews of the alleged victim, the individual accused of perpetrating the dating violence and abusive behavior, and any other person who may have witnessed the alleged act or who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

The Board reserves the right to investigate a report of dating violence and abuse regardless of whether the student who is allegedly the victim of the dating violence and abuse wants to pursue the matter.

Consequences

At the conclusion of the investigation, the Principal will determine whether or not the allegation of dating violence and abuse was substantiated. If the Principal determines that a student has committed an act of dating violence and abuse, that violation of this policy shall result in disciplinary action in accordance with the

Student Code of Conduct, which may include suspension, assignment to another school or program, or recommendation for expulsion. All disciplinary action shall be taken in accordance with State law and applicable Board policy. (See Policy 5500 and Policy 5600) When imposing discipline, the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved, shall be considered.

Suspensions for acts of teen violence and abuse may be appealed in accordance with the procedures set forth in the Student Code of Conduct. (See Policy 5500)

Further, the Department of Children and Families shall be notified if the student who is found to have perpetrated the act of dating violence and abuse is eighteen (18) years of age or older and the student who was the victim of the act of dating violence and abuse is a minor.

In those cases where teen dating violence and abuse is not substantiated, the Principal may consider whether the alleged conduct nevertheless warrants disciplinary action in accordance with the Student Code of Conduct or other Board policies.

Support and Reasonable Accommodations

If requested during or after the investigation, the Principal shall make reasonable accommodations for the student who is allegedly experiencing dating violence and abuse including, but not limited to the following:

A. Stay Away Contract, that is, a contract with the alleged perpetrator to stay away from the victim while on school grounds, on school transportation, and during school sponsored programs and events;
B. Class schedule changes;
C. Protection that will enable safe egress/regress from school, as well as movement within the school; and
D. Referrals for outside support or counseling.

Students should provide the Principal with a copy of an order of protection that has been issued by the court. The Principal shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. Further, the Principal shall notify law enforcement immediately if s/he knows or has reason to believe that a criminal or civil restraining order has been violated.

Other Violations of the Dating Violence and Abuse Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging dating violence and abuse, or who has participated as a witness in an investigation of such an allegation.
B. Filing a malicious or knowingly false report or complaint of dating violence and abuse.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of dating violence and abuse, when responsibility for reporting and investigating allegations of dating violence and abuse comprises part of one's supervisory duties.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of dating violence and abuse. The Superintendent shall require that the District's comprehensive health curriculum in grades 7-12 include a component about dating violence and abuse that is age appropriate and includes the content required by State law.

Further, the Superintendent shall provide appropriate training to all members of the School District staff related to dating violence and abuse, and the implementation of this policy.

F.S. 1003.42
F.S. 1006.148

© NEOLA 2010

APPENDIX B

HERNANDO COUNTY SCHOOL DISTRICT BUS EXPECTATIONS

All standards of behavior that apply on school grounds and at school activities also apply to the school bus. The rules found in the Student Code of Conduct shall be enforced on the bus. Students are expected to abide by the standards of the Student Code of Conduct in addition to but not limited to the bus expectations listed below.

1. Respect the driver and follow instructions.
2. Remain seated; head and arms inside bus and keep your hands to yourself.
3. Keep door and aisle clear of obstacles to include but not limited to: pets, glass or large items including large band instrument, skateboards or loose balloons.
4. Do not throw anything on the bus or out of the window at anytime.
5. Be absolutely quiet when the dome lights are on.
6. Do not eat, drink or chew gum on the bus.
7. Quiet conversations only.
8. After waiting for the driver's signal, cross the road in front of the bus.
9. A permission slip signed by the principal or designee is required for riding another bus or getting off at a different stop.
10. Complete silence shall be maintained at all railroad crossings.

Pre-K through 2nd grade students MUST be met at the bus door at the afternoon bus stop by an authorized adult or they will be returned to school.

Bus riding is a privilege, not a right.

APPENDIX C

I. DRESS CODE: The following procedures are established to promote discipline, maintain order and provide a healthy environment conducive to academic purposes.

Students are required to wear appropriate clothing and shoes according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program. Principals will enforce adherence to the dress code by those under their jurisdiction. School administrators have final authority to decide if clothing complies with district rules.

A. **Sun Protective Wear** – Students will be allowed to wear sunglasses, hats or other sun protective items while outdoors during and engaged in school related activities such as physical education or recess. No hats or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.

B. **Pants** – Pants are to be worn at the waist, not below the waist or in such a way to expose undergarments or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. Short shorts, boxer shorts, pajamas, see through items and other bedroom attire are not allowed. Spandex pants, leggings, or pants with rips may only be worn with a top that reaches mid-thigh or below as not expose undergarments or body parts in an indecent manner.

C. **Shirts and Blouses** – Must be long enough to remain tucked in at all times with no skin visible. Blouses with a neckline that dip below the line formed between the right and left armpit are prohibited. Spaghetti straps, tank tops, muscle shirts, and shirts with cut off sleeves are also prohibited.

D. **Shorts, Skirts, and Dresses** – To determine if shorts are too short: while student is standing with arms fully extended at side of his/her leg, shorts should reach to the student's fingertips. In other words, the longest finger should touch material, not skin. Students may wear skirts and dresses of a modest length of no more than three inches from the knee to the bottom on the hem. Dresses with a neckline that dip below the line formed between the left and right armpit are prohibited.

E. **Unacceptable Attire** – Any apparel that is determined inappropriate, disruptive to the educational environment, or offensive to good taste by principal or designee of the school such as; jewelry, tattoos, or markings must be covered, accessories or manner of grooming, which by virtue of color arrangement, trade mark, or other attributes that denotes membership in a gang, advocates drugs, tobacco products, alcohol, violence, sexual innuendo, profanity, or has caused disruption is prohibited.

1. Jewelry should be worn in such a way that doesn't present a safety or health hazard such as spiked jewelry or accessories
2. Wallet chains and dog chains are not permitted
3. Bandanas are not to be worn, displayed, or carried onto campus.

F. **Footwear** – Students must wear shoes that are safe and appropriate for the specific learning environment.

G. **Uniforms**: Brooksville Elementary School, Challenger (uniforms for K-5 only), Chocachatti Elementary School, Deltona Elementary School, Discovery, Eastside Elementary School, Endeavor Academy, J.D. Floyd Elementary School, Moton Elementary School, Pine Grove Elementary School, Spring Hill Elementary School and~~,~~ Suncoast Elementary School, ~~and D.S. Parrott Middle School~~ require uniforms.

Note: Students enrolled in vocational/technical/lab classes may be required to wear clothing appropriate to a specific training in which students will be participating.

APPENDIX D
STUDENT RECORDS

State and Federal law gives parents [and students over eighteen (18) years of age] certain rights concerning student school records.

Annual Notice About Your Rights Concerning Student Records: Parent(s)/ guardian(s) have the right to inspect and review all records and data related to their child who is under 18 years of age or over 18 years of age if claimed as a dependent under IRS rules. This includes print, computer media, microfilm, and microfiche records. This may be done by contacting the school administration for an appointment. All requests will be granted within a reasonable period, not to exceed 30 days. Students 18 years of age and older have the right to inspect and review their records by following the same procedure outlined above.

Parent(s)/guardian(s) have an opportunity to challenge the content of their child's record, to ensure that it is not inaccurate, misleading, or otherwise in violation of privacy. Parent(s)/guardian(s) of students over eighteen (18) years of age claimed as a dependent under IRS rules and students over eighteen (18) years of age not claimed as a dependent are provided the opportunity to correct or delete inaccurate, misleading, or inappropriate data by first requesting a meeting with the school administration or department responsible for developing that information. If the school administration or department responsible for developing the information agrees that it needs to be corrected, then it is done, and only a notation that the record has been corrected or deleted is placed in the file. If an agreement is not reached at this level, then the parent(s)/guardian(s) or student over the age of 18 years if not claimed as a dependent, has the right to request a formal hearing under School Board Policy.

You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. Exemptions to consent for disclosure:

i. School Board members, as part of an expulsion proceeding.
ii. School district employee or adult volunteer may see records if he or she needs information in the record in order to do his or her job as an employee or volunteer.
iii. Another educational institution even after a student has already enrolled or transferred if the purpose is related to the student's enrollment or transfer.
iv. Schools or institutions of post-secondary education to which a student seeks or intends to enroll.
v. Federal, state, and local authorities involved in an audit or evaluation of compliance with educational program requirements
vi. Financial aid institution, such as college loan personnel.
vii. Accrediting organizations.
viii. Persons who comply with lawfully issued order or subpoenas.
ix. Persons who deal with health or safety emergencies.
x. State or local officials in connection with serving the student's under juvenile justice systems in the accordance with an interagency agreement or cooperative agreement as mandate by section 1003.52 Florida Statute.

Some of the information in your child's school record is not confidential and may be released without your consent. This information is defined as "Directory Information". The primary purpose of directory information is to allow the District to include this type of information from your child's educational records in certain school publications.

Examples include: Yearbook, honor roll, graduation reports, sport publications, etc. The following records/reports are designated as Directory Information.

1. Student's name
2. Date of Birth
3. Dates of attendance
4. Address
5. Telephone number, if not unlisted or Restricted per state statute
6. Major field of study
7. Degrees, honors, and awards received
8. Most recent previous educational institution
9. Height & weight of members of athletic teams
10. Participation in recognized sports/activities

If you do not want directory information released, you must notify the school administration in writing specifying what types of directory information you do not want released. The written notice to the school administration must be received within two (2) weeks of the first day of the school year or entry into the school system, if you enroll after the school year has begun.

Military recruiters and institutions of higher education are entitled, under federal law, to a list of names, addresses, and telephone numbers of high school students, unless you object to such release. The Superintendent also authorizes release of this information to companies that manufacture class rings and publish yearbooks. You must notify your child's school administration in writing, if you do not wish this information released without your consent. Both parents have a right to see their child's record unless there is a certified copy of an order on file at the school that specifically denies the right of access to school records. Copies of school records are available for a minimum copying charge.

You have the right to inspect, upon request, any instructional material used as part of the educational curriculum. This does not include academic tests/ assessments.

You have the right to opt out of any physical examination or screening that is invasive in nature – any medical examination that involve exposure of private body parts, or any acts during examination that include incision, insertion, or injection into the body, but do not include a hearing, vision, scoliosis screening, or head lice exams.

"Note: The School District may permit School Resource Officer (SRO) to view live feed of School District risk-management surveillance videos (bus or schools) or playback of such videos. A subpoena is required if the officer requests a copy of the video."

APPENDIX E

Student Network and Internet Acceptable Use and Safety Agreement

Telecommunications advances in technologies and proliferations of online media have fundamentally altered ways in which information is accessed, communicated, and disseminated in society. These changes are driving the need for educators to adopt new resources, instructional methods and ways they approach student learning, to harness and utilize the vast, diverse and unique resources available on the Internet. Although the School Board authorizes Internet services to its students, the School Board directs that appropriate restrictions are implemented to assure that use of the District's network is utilized in accordance with legitimate educational purposes. Student use of the District's computers, network, and Internet services ("Network") will be governed by policy 7540.03 and subject to the Student Code of Conduct. The School Board encourages students to utilize the Network in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation and communication skills, and tools that are essential to both life and work. The instructional use of the Network will be guided by the School Board policies on instructional materials.

Technology advancements are such that the District may not always be able to protect access to services through the District's network/Internet connection to only those that have been deemed appropriate for education purposes. The District will strive to implement and sustain such protections, utilizing software and hardware measures that monitor, block and filter internet access to visual displays/depictions that are deemed obscene, child pornography and/or other materials that are harmful to minors as defined by the Children's Internet Protection Act (CIPA) as may be reasonably available. Parents/guardians are encouraged to discuss the appropriate use of the Internet and understand that there are risks associated with its use with their children. Parents/guardians assume risks by consenting to allow their child to participate in using the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Superintendent will implement procedures to configure District technology to prohibit access to other material deemed inappropriate for students to access. Protective hardware and software may not be disabled at any time that students may be using the Network. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the hardware and software. Determination of whether a material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material.

District Staff members will provide training to ensure awareness and compliance regarding this policy under their supervision, and for providing guidance and instruction to students on appropriate use of the District's Network. Pursuant to Federal law, students shall receive education on the following:

A. Safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
B. The dangers of students disclosing personally identifiable information online;
C. The consequences of unauthorized access and other unlawful or inappropriate activities by students online; and,
D. The authorized disclosures, use and dissemination of personal information regarding minors.

Students shall not access social media for personal use through the District's network. Students shall be permitted to access social media for educational use, in accordance with a teacher's pre-approved plan for use

of social media for educational purposes, consistent with School Board policies. Students are responsible for behavior in accordance with standards defined in the Student Code of Conduct on the District's computers and network just as they are in classrooms, school hallways and other school premises and during school sponsored events. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for inappropriate uses of the Internet as defined by this School Board policy. Users who disregard this policy may have user privileges suspended or revoked and may be disciplined.

Technology Privacy

Users have a limited expectation of privacy of the content of personal files and records of online activity while on the District's network. Monitoring may include, but will not be necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools, in coordination, with Information Technology (IT) personnel, to review browser history and network, server and computer logs.

Cyber-bullying

All students and employees will be provided a safe, secure, bullying and harassment free educational/work setting, in accordance with School Board 5517.01 Bullying and Harassment.

Student Communication

The School Board encourages positive and professional communication between staff, parents, and students by means which best protect all stakeholders' interests. The District staff shall comply with all Federal and State laws pertaining to electronic mail, and shall communicate electronically for school related matters through the District-approved parent portal. The School Board recognizes that appropriate use of electronic media may take place during times outside the school hours during school activities (i.e. sport events, FFA events, field trips) when it is useful to use mobile devices and social media to communicate with students. Staff communications with students via private electronic media concerning non-school-related matters may cause the appearance of inappropriate association, and are discouraged. The use of such communication technologies may lead to discipline.

Bring Your Own Device (BYOD)

BYOD is an acronym for Bring your Own Device, "device" includes but is not limited to a privately/owned laptop, tablet computing device, net book, notebook, e-Reader, iPod touch and/or smart phone. The District encourages students to use their own devices to further enhance their education in accordance with the following guidelines:

1. In order to utilize the District's network (specifically Internet access and related applications) as well as participate in the BYOD program, students and a parent/guardian must review and sign the Responsible Use Policy. This will be considered a legally-binding agreement for the privilege of use of the network.
2. The student is fully responsible, at all times, for the personally-owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally-owned device. As such, students should not share devices.
3. The student is responsible for the condition of the device brought to school, including but not limited to updates, antivirus software and repair.
4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
5. Device use is exclusively limited to schools participating in the BYOD program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.

6. Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

STATUTORY AUTHORITY: 1001.43, 1001.51, 1003.4205, 1006.147 F.S.
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.S. 254(h), (10), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

APPENDIX F

Opt Out Pledge of Allegiance

In accordance with Florida statute §1003.44:

A student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

APPENDIX G

1006.195 District School Board, Charter School Authority and Responsibility to Establish Student Eligibility Regarding Participation in Interscholastic and Intrascholastic Extracurricular Activities.

Notwithstanding any provision to the contrary in F.S. 1006.15, 1006.18, and 1006.20, regarding student eligibility to participate in interscholastic and intrascholastic extracurricular activities:
(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that:

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including F.S. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15 (3)(h).
3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20 (2)(b).

b) Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in, a public school pursuant to s. 1006.15 (3)(c)-(e) and (8), are subject to the district school board's code of student conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.
c) The provisions of this subsection apply to interscholastic and intrascholastic extracurricular activities conducted by charter schools and private schools, as applicable, except that the charter school governing board, or equivalent private school authority, is responsible for the authority and responsibility otherwise provided to district school boards.

(2)(a) The Florida High School Athletic Association (FHSAA) continues to retain jurisdiction over the following provisions in s. 1006.20, which may not be implemented in a manner contrary to this section: membership in the FHSAA; recruiting prohibitions and violations; student medical evaluations; investigations; and sanctions for coaches; school eligibility and forfeiture of contests; student concussions or head injuries; the sports medical advisory committee; and the general operational provisions of the FHSAA.

"As used in this document, 'F.S.' refers to 'Florida Statue',"
"As used in this document, 's' refers to 'subsection',"

PARENT AND STUDENT ACKNOWLEDGMENT

Student Code of Conduct is available on-line at hernandoschools.org

This Student Code of Conduct has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Student Code of Conduct.

I have read/**viewed on-line** and acknowledge:

→ Bullying/Harassment/Teen Dating Violence Policy & Procedures (Appendix A)
→ Bus Expectations (Appendix B)
→ Dress Code Policy (Appendix C)
→ Annual notification of Family Educational Rights and Privacy Acts (FERPA) (Appendix D)
→ Network/Internet acceptable use agreement (Appendix E)
→ Opt Out Pledge of Allegiance (F)
→ Participation in Interscholastic and Intrascholastic Extracurricular Activities (Appendix G)
→ Student Code of Conduct

_____ _____
Parent(s)/Guardian(s) Signature Date

_____ _____
Student's Signature (Middle & High School) Date

_____ _____
(Print) Student's Name/Student ID # Grade

I request a copy of the Student Code of Conduct in Spanish ☐

Photograph/Video/Student Work Permission:
Hernando County Schools may use photographs or videotapes in which your child appears as well as your child's project materials (i.e. artwork, written materials, class projects, computer projects). These images may be used for Hernando County Schools in publications such as newsletters, brochures and/or display on social media. The publication of any picture in which your child appears will not be labeled with his/her name or any other personal facts.

PLEASE INITIAL

_____ Yes, I give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials.

_____ No, I do NOT give permission to Hernando County Schools to use my child's photographs, videotapes and/or project materials.

PLEASE HAVE YOUR CHILD RETURN THIS PAGE TO SCHOOL AFTER SIGNING THE ACKNOWLEDGEMENT AND INITIALING THE PHOTO/VIDEO/WORK PERMISSION SECTION

HERNANDO COUNTY SCHOOL DISTRICT
STUDENT CODE OF CONDUCT

2022 - 2023

John Stratton, Superintendent of Schools

Hernando County School District, 919 North Broad Street, Brooksville, FL 34601, (352) 797-7000

A MESSAGE FROM THE SUPERINTENDENT

Dear Parents and Guardians;

The Hernando School District's Student Code of Conduct has been updated for the 2022-23 school year. The Student Code of Conduct is a framework that outlines school rules and expectations for student behavior. It is an integral part of our commitment to ensuring schools are safe for students, staff and parents.

The Student Code of Conduct goes through careful review each year. Before receiving school board approval, the school district invites stakeholders, including parents, students, teachers and school administrators to consider proposed changes and to offer recommendations. The goal is to create a thoughtful and clear set of expectations and procedures as a guidepost for administrators, students and parents.

There are no shortcuts when it comes to school safety but the commitment to prioritizing campus safety is one we make together. I encourage you to spend a few moments with your student reviewing the 2022- 23 Student Code of Conduct and share your own expectations for behavior while at school. With the cooperation of students, staff and parents, the Hernando School District will continue leading in school safety and in creating successful academic outcomes for our students.

Thank you.

Respectfully,

John Stratton
Superintendent

Mission

The Hernando County School District collaborates with students, parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world.

Vision

To inspire and support the pursuit of individual greatness.

TABLE OF CONTENTS

	Introduction		I
	Notice		II
	Zero Tolerance		III
	Pillar 1: Objectve A, Equity Statement		IV
I.	Students' Rights & Responsibilities		1-2
II.	Educational Authority		3
	A.	School Administration Authority	3
	B.	Teacher Authority/Procedures/Teacher authority to remove a student from class	3
	C.	Bus Driver's Authority/Parent(s)/Guardian(s)	4
III.	Interviews/Investigations		4
	A.	Administrative	4
	B.	Criminal Offenses on School Campus	4
	C.	Criminal Offenses off School Campus	4-5
	D.	Child Abuse	5
	E.	Removal of a Student from School	5
IV.	Searches		5
	A.	Locker/Vehicle Search	5-6
	B.	Personal Search	6
	C.	Canine Search	6
	D.	Cell Phones/Wireless Communication Devices	6
V.	Misconduct that will Result in Discipline		7
VI.	Disciplinary Actions		8
	Interventions & Corrective Action Chart		9
	Guiding Principals		10
VII.	Infractions with General and Specific Disciplinary Actions		10-20
VIII.	Out of School Suspension Procedures/ Students with Disabilities Flow Chart		20-23
IX.	Alternative School/Expulsion Procedures		24-25

APPENDIX A

Bullying and Harassment School Board Policy & Procedures 26-34

Dating Violence and Abuse School Board Policy & Procedures 35-37

APPENDIX B

Hernando County School District Bus Expectations 38

APPENDIX C

Dress Code 39-40

APPENDIX D

Student Records 41-42

APPENDIX E

Student Network and Internet Acceptable Use and Safety Agreement 43-45

APPENDIX F

Opt Out Pledge of Allegiance 46

APPENDIX G 47

Interscholastic and Intrascholastic Extracurricular Activities.

Introduction

The Hernando County School District collaborates with parents and other community stakeholders to effectively prepare all students for a successful transition into a diverse and changing world. With this vision in mind, The Hernando County School District has developed the Student Code of Conduct to clearly communicate the behavioral expectations necessary for maintaining a safe and orderly learning environment.

The Student Code of Conduct applies to all students enrolled in the Hernando County School District.

Students enrolled in the Hernando County School District are subject to the law, rules, regulations, and policies of the State of Florida and the School Board of Hernando County, Florida, anytime:

1. a student is on school board-owned property;
2. a student is attending school;
3. a student is being transported to or from school or school-sponsored events at public or school expense;
4. and a student is in attendance at, or participating in, a school-sponsored activity.

All students are subject to the immediate control and direction of teachers, staff members, or bus drivers to whom such responsibility has been assigned by the principal or the principal's designee.

** PARENT NOTICE **

If your child commits two or more Level III violations, or one Level IV violation, the result will be immediate administrative action, removal of your child from school and/or possible expulsion. Please refer to page 7 of this Student Code of Conduct for specific offenses covered under these levels.

Furthermore, any student who has been determined to have committed a repeat offense of bullying will be subject to this same administrative action. Refer to Appendix A.

Students will be disciplined as outlined in the Student Code of Conduct. Some acts may warrant law enforcement investigation, and there may be additional consequences for acts that violate the law.

Electronic communication and all other forms of communication that take place on or off of school grounds, with students' personal property (non-school property) and causes a major disruption on school campus, will result in disciplinary action.

II

Zero Tolerance:

Zero Tolerance for School Related Violent Crimes: The Hernando County School District believes that all students are entitled to attend schools that are safe and orderly and which provide an environment that fosters learning and high academic achievement. The district will not tolerate the presence of persons who engage in violent criminal acts on school property, on school sponsored transportation, or during school sponsored activities.
(F.S 1006.13)

The School Board has determined that the following acts constitute threats to school safety:

- Aggravated battery
- Armed robbery
- Arson
- Battery or aggravated battery on a teacher or other school personnel
- False Alarms, including but not limited to, pulling fire alarms
- Homicide
- Possession, use or sale of any explosive device
- Possession, use or sale of any firearm
- Sexual battery
- Victimization

**Any student who has been found to have committed one of the enumerated felony offenses in Florida Statutes and has a No Contact Order issued by a judge, will be removed from the school of attendance and transferred to a different school in the district, or must be separated from the victims and the victims' siblings in school and on school transportation.*

Infractions that require Expulsion or One Year Placement in an Alternative Setting: Per Florida Statute 1006.07

- False reporting of bomb or explosive
- Possession of Firearms/Weapons

Anti-Bullying, Harassment, and Dating Violence Policy

The policy of the Hernando County School District is that all students have an educational setting that is safe, secure and free from harassment, bullying, dating violence or abuse of any kind. This policy shall be applied consistently with all applicable school board, state and federal laws. Conduct that constitutes bullying, harassment, dating violence or abuse as defined herein, is prohibited. Students who persistently engage in substantiated bullying behavior will be subject to possible expulsion. See Appendix A.

The Hernando County School District Strategic Plan, Pillar 1 Student Achievement.

Objective A:
Engage all students by increasing flexible learning options and providing a caring learning environment.

Equity Statement

It is the policy of the School Board of Hernando County, Florida, not to discriminate on the basis of race, color, religion, national origin, age, sex, marital status, or handicap in its educational programs or employment practices. By operating in this manner, the School Board adheres to the provisions of Federal Law and other applicable laws.

Specifically, Hernando District Policy states, "It is the policy of the Hernando County School Board not to illegally discriminate or to allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex (including sexual orientation, transgender status or gender identity), marital status, disability, pregnancy, military status, ancestry, or Genetic Information Nondiscrimination Act of 2008 (GINA) in its educational programs or employment practice." The District also provides equal access to its facilities to the Boy Scouts and other identified Title 36 patriotic youth groups, as required with 34 C.F.R. 108.9.

In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English.

To file concerns, please follow the complaint procedures found in School Board Policies 1122, 3122 and 4122.

Compliance officers for Employee related issues are Ray Pinder, Director of Human Resources 352-797-7005 and Matthew Goldrick, Supervisor of Professional Standards 352-797-7019. Compliance officer for student related issues is Jill Kolasa, Director of Student Services 352-797-7008.

I. STUDENTS' RIGHTS AND RESPONSIBILITIES:

Students' Rights	Students' Responsibilities
Attendance	
Students have the right to attend school and be informed of the school rules and county policies on attendance and makeup work.	Students have the responsibility to participate in classes regularly, be on time, and adhere to the school's attendance policy and makeup policy.
Bullying	
Students have the right to attend school free of harassment, bullying, or sexting.	Students have the responsibility to report any and all acts of harassment, bullying, or sexting to school personnel.
Counseling	
Students have the right to receive counseling for personal, academic, or career oriented reasons.	Students have the responsibility to seek this counseling.
Dress Code	
Students have the right to dress comfortably in a way appropriate to the school setting.	Students have the responsibility to dress in a non-offensive manner to others that is compliant with school, classroom, and extracurricular rules.
Due Process	
Students have a right to due process in all disciplinary actions	Students have the responsibility to cooperate with school personnel in cases involving disciplinary actions, follow the process correctly, and accept the final decisions and consequences of their actions.
Education	
Students have the right to receive an education.	Students have the responsibility to participate in educational opportunities, complete all assignments expected from them, and complete work to the best of their abilities and strive for academic growth and their personal best.
Students have the right to know in advance how grades in their class will be determined.	Students have a responsibility to understand the grading system and monitor their own progress.
Students have the right to attend school in a positive, safe, and clean learning environment free from bias, discrimination, and verbal or physical threats.	Students have the responsibility to maintain an attitude and actions that promotes a positive learning environment.
Students have the right to have school personnel who are receptive to student needs and concerns.	Students have the responsibility to express their needs and concerns in an appropriate manner.
Electronics	
Students have the right to use electronic media legally for academic purposes in accordance with the district electronics policy and state statutes.	Students have the responsibility to follow and adhere to the district electronic policy during school hours and at school functions.
Free Speech	
Students have the right to hear, examine, and express divergent points of view, including freedom of speech, written expression, and symbolic expression.	Students have the responsibility to be considerate and respectful of divergent points of view, and to not cause major disturbances on campus through their expression of their point of views to others or to school property.

Students have the right to express their views through reading and writing, but without being obscene, disruptive, or slanderous to the school, students, or employees.	Students have the responsibility to respect the right of others in their expression of their views, and to do this (and express their own) in a polite manner.
Materials	
Students' Rights	**Students' Responsibilities**
Students have the right to be provided with district adopted textbooks and use school facilities and property appropriately.	Students have the responsibility to respect all school property and materials and return them or pay for them in cases of damage at appropriate times.
Participation	
Students' Rights	**Students' Responsibilities**
Students have the right to participate in extracurricular activities dependent upon state and district eligibility requirements. Students have the right to participate in school affiliated clubs and organizations.	Students have the responsibility to abide by all school rules when participating in school sponsored activities on or off campus. Students have the responsibility to take an active interest in the club or organization and fulfill all membership responsibilities.
Students have the right to participate in school government based on democracy.	Students have the responsibility to take an active interest in student government and provide their input.
Students have the right to choose whether to participate in patriotic or religious activities	Students have the responsibility to respect the rights of others to participate in religious or patriotic activities.
Students have the right to assemble peaceful on school grounds.	Students have the responsibility to assemble in a way that does not disrupt education.
Privacy and Property Rights	
Students' Rights	**Students' Responsibilities**
Students have the right to enjoy a reasonable degree of personal privacy.	Students have the responsibility to understand that privacy is not guaranteed with regard to use of the internet and electronic devices.
Students have the right to have personal property respected, unless school personnel have reason to believe a student is in possession of materials prohibited according to school and state rules.	Students have the responsibility to respect others private possessions and to keep prohibited items away from school and school related activities.
School Rules and Regulations	
Students' Rights	**Students' Responsibilities**
Students have a right to be informed of the school's rules and regulations and the consequences of breaking them.	Students have a responsibility to know and follow the school rules and accept the consequences of their actions in breaking the rules.
Students have the right to be treated in a fair and equitable way from school employees and have school rules that are enforced in a consistent and fair manner.	Students have the responsibility to treat school employees in a fair and equitable way, and to also treat the school grounds in a respectful manner.
Student Records	
Students' Rights	**Students' Responsibilities**
Students have the right to have access to student records	Students have the responsibility to provide the school with all information relevant to making educational decisions.

This list is intended as a general illustration of some rights and responsibilities recognized by law, and does not create or expand any rights or responsibilities beyond those specifically provided by State or Federal law or School Board Policy.

II. EDUCATIONAL AUTHORITY

A. School Administration Authority

The school administration shall have authority and control over all students at school, at a school sponsored activity and during times when students are on a school bus. School administration has the authority to direct students and can impose reasonable requirements that are consistent with the Student Code of Conduct. (F.S 1006.09)

Electronic communication that takes place off school grounds with student's personal property (non-school property) and causes a significant disruption on school campus may result in disciplinary action.

B. Teacher Authority/Procedures

In accordance with Section 1003.32, Florida Statutes http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.32.html, teachers and other instructional personnel shall have the authority to undertake actions in managing student behavior and ensuring the safety of all students in their classes and school and their opportunity to learn in an orderly and disciplined classroom.

The principal shall make provisions for students to be removed from class when the continued presence of the student in the classroom is intolerable.

1. The school-based Placement Review Committee consists of three (3) teacher representatives [one (1) selected by the school's faculty and one (1) selected by the teacher who removed the student] and one (1) teacher appointed by the principal. The principal must notify each teacher in that school about the availability, the procedures and the criteria for the Placement Review Committee.
2. If no teacher volunteers to participate in the Placement Review Committee, then the Hernando Classroom Teachers' Association (HCTA) President will appoint members to serve on that school's committee.
3. The teacher who does not wish the student readmitted to the class may not serve on the committee, nor may the principal serve on the Placement Review Committee. The teacher and the principal may speak before the committee. Neither may be present when the committee members deliberate to reach their decision.
4. The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
5. If the Placement Review Committee's decision is contrary to the decision of the teacher to withhold consent to the return of the removed student to the teacher's class, the teacher may appeal the committee's decision to the Superintendent of Schools.
6. If the student is in Special Education, then the student should be referred to the Individual Education Plan (IEP) Committee for review per due process. If the IEP Committee feels that the most appropriate placement is with the referring teacher, that decision, with meeting minutes, is presented to the Placement Review Committee to serve as documentation.

C. Bus Driver's Authority

The bus driver shall have authority of students when they are on the bus. The driver *shall not have authority* when students are waiting at the bus stop, or when they are en route to the bus stop except when the bus is present at the bus stop and students are loading or unloading from the bus. If a student's behavior jeopardizes the safety of others on the bus, law enforcement shall be contacted by the driver or the Transportation Department. (F.S. 1006.10)

Parent(s)/Guardian(s) shall:

1. Ensure that their students ride only on their assigned school bus and get on and off only at assigned bus stops, except when the district has pre-approved an alternative bus or other arrangements.
2. Ensure that their child follows the district's adopted Student Code of Conduct while at the school bus stop and provide necessary supervision during times the bus is not present.
3. Provide assistance if necessary to their students with disabilities to help them get on and off the bus at their stop, as required by the student's Individualized Education Plan.
4. Meet their PK – 2nd grade students at the bus door for all Elementary and K-8 schools, or have an adult or older sibling listed on the child's bus registration card designated to meet the student at the bus door. If the person designated is an older sibling, then the parent(s)/guardian(s) must send in a notarized letter authorizing this action.

III. INTERVIEWS/INVESTIGATIONS

A. Administrative

School administration, which may include the School Resource Officer, has the right and duty to interview students who are subjects and/or potential witnesses to possible violations of the Student Code of Conduct **without** notifying parent(s)/guardian(s). The identity of witnesses will be protected to the greatest extent possible.

B. Criminal Offenses On School Campus

School administration has the right to request the assistance of law enforcement to investigate crimes or allegations of a crime committed at school, on a school bus or at a school sponsored activity. If school administration requests assistance, a law enforcement officer may conduct a general investigation and interview students (witnesses and suspects) during the school day. School administration shall be present during the interviews. If the investigation determines that a particular student is a suspect then the parent(s)/guardian(s) will be notified.

C. Criminal Offenses <u>Off</u> School Campus

The school administrator shall make every attempt to contact the student's parent(s)/guardian(s) before permitting law enforcement to interview a child when the student is a suspect in a criminal investigation for an offense that occurred off school property. When the parent(s)/guardian(s) can be reached they will be informed that law enforcement is planning to interview the student and be given a reasonable time to appear before the student is interviewed. School administration shall be present during the interview if the parent(s)/guardian(s) cannot be contacted. At the high school level, the student has the right to request that school administration not be present during the interview.

When a student is being interviewed as a victim or witness in a criminal case that occurred off campus, the parent(s)/guardian(s) must be notified before permitting the child to be interviewed. Attempts must be documented and if the parent(s)/guardian(s) cannot be contacted the school administration shall be present during the interview.

D. Child Abuse

If a student is a suspected victim in a child abuse investigation, school administration may **not** contact the parent(s)/guardian(s). This is the sole responsibility of the Department of Children and Family investigator. School administration or their designee may be present, in accordance with Florida statutes, if requested by the student and approved by the DCF /law enforcement official conducting the interview.

E. Removal of a Student from School

A student has certain rights when an officer of the court (law enforcement, Department of Children and Families Investigator/Case Worker) wishes to remove the student from school premises.

1. A student can be removed from campus by law enforcement under the following circumstances:
    a. With consent from the parent/guardian
    b. To ensure compliance with a subpoena requiring the student to appear in a court proceeding
    c. In response to a court order authorizing the student's being taken into custody; OR
    d. When the student is subject to criminal arrest due to probable cause.

    School administration should verify the time of removal and that the School Resource Officer has informed the parent(s)/guardian(s).
2. When a law enforcement officer/DCF investigator informs school administration that the child needs to be removed pursuant to Florida Statutes, the officer/investigator shall be permitted to do so. The officer/investigator will be responsible for notifying the parent(s)/guardian(s). The officer/investigator should follow established sign out procedures. School administration should document the time of removal.

IV. SEARCHES

A. Locker/Vehicle Search

School administration retains control over lockers, storage spaces and desk space loaned to students and has authority to regulate admission and parking of all vehicles on school grounds. School administration has the duty and authority to inspect and search students' lockers, desks or vehicles with reasonable suspicion that prohibited or illegal items are contained therein.

B. Personal Search

Students and their possessions may be searched by school administration with or without the student's permission, if school administration has reasonable suspicion that the safety and well-being of that student or other people in the school are in jeopardy, or if the student is suspected to be in possession

of prohibited items. If illegal items are located by school administration, these items will be turned over to law enforcement for investigation.

C. Canine Search

The principal or designee may request a canine search through the Director of Safe Schools.

Trained sniff-screening dogs are allowed on school grounds to prevent drugs and weapons at school. They are an element of safety measures intended to provide students a safe and healthy school in which to learn. A trained sniff-screening dog may be walked around school lockers, school grounds or vehicles in the school parking lot without violating student's constitutional rights provided that students themselves are not being detained (without reasonable suspicion) while the dog is sniffing.

For example, walking a trained sniff-screening dog around a student's car in a school parking lot while the student is in class is permissible; however, detaining the same student in the school parking lot, without reasonable suspicion, while a trained sniff-screening dog walks around the student's car is not permissible. An alert by a trained sniff-screening dog that drugs or weapons may be present in a particular location provides school officials reasonable suspicion and law enforcement officers probable cause to conduct a search of the place to which the dog alerted.

Vehicles brought on school grounds by students are subject to the same criteria for searches as students' personal belongings. If a request to search a vehicle on school premises is denied by the student, parent, guardian or vehicle owner, administration has the right to terminate the student's privilege of bringing a motor vehicle on to school premises.

D. Cell Phones/Wireless Communication Devices (WCD)

School administration may search a cell phone or other wireless communication devices if they have reasonable suspicion that such a device has been used in violation of the Student Code of Conduct.

V. MISCONDUCT THAT WILL RESULT IN DISCIPLINE

Level I

CODE	OFFENSE
C D	Disrespectful behavior/class disruption
CF	Cell phone/ Wireless Communication devices (WCDs)
DS	Dress code violation
HP	Horseplay
NS	No show detention
PI	Possession of inappropriate items
FR	Failure to report a code of conduct violation
SE	Selling/buying/trading items
TR	Tardies
UF	Undue familiarity
VV	Motorized Vehicle Violations

Level II

CODE	OFFENSE
BV	Bus violations
CH	Cheating/plagiarizing
CI	Classroom insubordination
FL	False information
MD	Misuse of cell phone/wireless communication devices (WCDs)
MV	Medication violation
IM	Intermediate offenses
PR	General Profanity
PU	Pushing/shoving
SR	Skipping/unauthorized area/trespassing on school ground
TA	Taunting
TBC*	Tobacco/possession/sale/use/distribution (vaping)
TH	Theft less than $750.00
TRS*	Trespassing on school campus
TV	Testing violation
VI	Vandalism less than $1,000.00

Level III

CODE	OFFENSE
♦ALC*	Alcohol possession, use or sale
BRK*	Burglary
♦BUL*	Bullying
♦DRU*	Drug possession/use
♦FA	False accusations
♦FIT*	Fighting (injury)
♦GI	Gross insubordination
♦HAR*	Harassment/teen dating violence
♦HAZ*	Hazing
IF	Interference or physical contact with school personnel
OB	Profanity directed toward staff
♦OMC*	Other major (includes gang activities, hazing)
PC	Physical contact, hitting, kicking, scratching, biting spitting
♦PHA*	Physical attack (Battery)
PV	Provoking a fight
♦STL*	Theft - greater than $750.00
♦SXA*	Sexual assault
♦SXH*	Sexual harassment
♦SXO*	Sex offenses
TI	Extortion/coercion/blackmail
♦TRE*	Threats/intimidation
VAN*	Vandalism – greater than $1,000.00
WI	Possession/use or display of an object

Level IV

*A Level IV offense will result in a referral for pre-expulsion.*All level IV codes are reported and referred to Law Enforcement

CODE	OFFENSE
♦ARS*	Arson
♦BAT*	Aggravated Battery
♦DOC*	Major disruption on campus (e.g. bomb threat, false fire alarm)
♦DRD*	Drug sale/distribution
♦HOM*	Homicide
♦KID*	Kidnapping
♦ROB*	Robbery (using force to take something)
♦SXB*	Sexual battery
♦WPO*	Weapon possession

SESIR/State reportable offense*Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.

♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

***Multiple disciplines in any level will result in the next level discipline action.**

***Administration has the final say on the disciplinary action for each discipline.**

PROHIBITED ITEMS AT SCHOOL: The following are examples of items that are prohibited per Florida Statute 790.001 and will result in a one- year expulsion and/or placement in an alternative school: gun, knife, box cutter, razor blade, tear gas, electronic weapon or device, or chemical weapon.

VI. DISCIPLINARY ACTIONS

CODE	ACTION	LEVEL
AC	Conference with administrator	1
AD	Administrative detention	1, 2
AH	After hours school	2
AL	Alternative school – weapons, drugs, serious bodily harm	Multiple 3, 4
AM	Anger management	2, 3
AS	Alternative school – all other offenses	4
AW	Administrative warning	1
BA	Change assigned seat (bus)	1
BC	Behavioral contract	1
BS	Bus suspension	2
BW	Bus warning	1
CM	Check-in check-out/mentoring (Behavioral Expectations Plan)	1, 2
CR	Counseling referral	1
CS	Change student's schedule	1
DI	Referral to District Student Intervention Committee (D.S.I.C.)	Multiple 1, 2
EE	Referral to staffing committee for possible 45 day home instruction	3, 4
GC	Group counseling	2
HC	Daily or weekly home-school communication	1
IS	In school suspension	1, 2, 3
LA	Letter of apology	1
LD	Lunch detention	1, 2
LE	Loss of eligibility for extracurricular activities	2, 3
LP	Loss of privileges	1, 2
MH	Mental health referral resource	3, 4
OA	Outside agency referral	1, 2, 3, 4
OS	Out of school suspension	3, 4 & Multiple 2*
PC	Parent conference	1
PM	Assignment of peer or adult mentor	1
R	Physical restraint Crisis Prevention Intervention (CPI)	3, 4
RE	Restitution	2, 3, 4
RJ	Restorative justice activities	1, 2
SA	Substance Abuse Program	2,3
SR	School Resource Officer referral	1, 2, 3, 4
SS	Saturday school	1, 2, 3
ST	Bullying/harassment group	3
TB	Tobacco class with parent consent	2, 3
TC	Conference with teacher	1
TD	Teacher detention	1
TG	Participate in targeted skills group	2
TO	Time out/classroom removal	1, 2
WD	Work detail	2, 3
WR	Written reflection	1

***OSS is also specified for some specific Level I and Level II infractions, see section VIII.**

A Multi-Tiered System of Supports (MTSS) refers to framework that includes all of the instructional strategies, interventions, and supports that are used to help all students achieve.

INTERVENTIONS

Interventions may include, but are not limited to, the following strategies

LEVEL I

- Referral to MTSS/Response to intervention team
- Four step problem solving process
- Monthly/Quarterly positive incentives
- Class Assemblies to review behavior expectations
- Classroom Interventions/supports
- School/Class Behavior Expectations posted
- Conference with student and administrator
- Re-teach school & classroom expectations
- Social Worker Referral

LEVEL II

- Conference with student, Counselor and/or Administrator
- Daily or weekly home school communication
- Functional Behavioral Assessment, Positive Behavioral Intervention Plan
- Parent conference with teacher and/or administrator
- Parent Workshop
- Peer Mediation
- Participate in targeted skills group
- Check-In / Check-out
- Referral to community agency
- Re-teach Behavioral expectations
- Increase frequency of incentives
- Social Worker Referral

LEVEL III & IV

- Functional Behavioral Assessment, Positive Behavioral Intervention Plan
- Re-teach behavioral expectation(s)
- Review classroom expectations
- Referral for Mental Health Supports
- Check-In / Check-out (BIP)
- Targeted skills group
- Individual counseling
- Wrap around services
- Referral to community agency
- Social Worker Referral

LEVELS OF DISCIPLINARY ACTION SUMMARY

Interventions and corrective actions should be selected that will have a positive impact on student behavior, and when at all possible, minimize student's time away from classroom instruction. Corrective actions are designed for consistency and to protect the learning environment for all students.

LEVEL I

- Reteach behavioral expectation(s)
- Conference with Teacher
- Conference with Principal
- Counseling referral
- Conference with School and Parents
- Referral to Community Agency
- Adjustment of Student's schedule
- Assignment of peer or adult mentor
- Written reflection
- Daily or weekly home-school communication
- Letter of apology
- Lunch detention
- Administrative warning
- Loss of privilege
- Change assigned seat (bus)
- Work detail
- Teacher detention
- Restorative justice activities

LEVEL II & III

- Detention (Administrative)
- Timeout
- Work detail
- After-hours school
- In-school suspension
- Out of school suspension
- Saturday school
- Lunch detention
- Loss of eligibility for extracurricular activities
- Loss of privileges
- Restitution/restorative justice
- Participate in targeted skills group
- Check-In/Check-out – Behavioral Education Plan
- Group counseling
- District Intervention Committee referral (D.I.C)
- Restitution
- Social Worker Referral

LEVEL IV

Pre-Expulsion Hearing will be held

- Out of School Suspension
- Expulsion-Alternative placement
- Social Worker Referral

A Pre-Expulsion hearing to review student's record with an administrator, other appropriate school personnel, student, and the parent/legal guardian. The consequences for the infraction will be determined at or immediately following the hearing.

Guiding Principles

Student success is not impeded by race, color, sex, age, nationality, political beliefs, disability, sexual orientation, social, and family background. When misbehavior occurs, teachers and support staff work together to identify risk factors contributing to student misconduct. Through the use of direct instruction and positive reinforcement, replacement behaviors can be achieved. Student success is reliant on collaboration among staff, students and community stakeholders. In order to eliminate disparate rates of discipline and suspensions, each school will implement a school wide Positive Behavior Intervention and Supports Plan that provides interventions and a tiered system of supports to promote preventive measures that engage students and families as part of the process.

VII. INFRACTIONS WITH GENERAL AND SPECIFIC DISCIPLINARY ACTIONS AS INDICATED:

The Hernando County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Students are expected to comply with established rules, follow directions, and respond respectfully to those in authority. In addition, students should be recognized and praised for demonstrating good conduct, self- discipline, good citizenship, and academic success.

A. Level I

[CD] DISRESPECTFUL/DISRUPTIVE BEHAVIOR/CLASS DISRUPTION: To include isolated inappropriate language. Any actions which interrupt classroom instruction to include isolated inappropriate language. Examples include, but not limited to being up out of seats, distracting other students, repeated verbal outbursts, etc.

[CF] CELL PHONE / <u>WIRELESS COMMUNICATION</u> DEVICES <u>(WCDs)</u>: Referred to as "device" includes but is not limited to a privately/owned laptop, tablet computing device, net book, notebook, e-Reader, iPod touch, smart watch, gps tracker with recording and/or transmitting capability, and/or smart phone. However, such devices can only be used with permission and under the direct supervision of a staff member. **When permission is not given**, such devices must be turned off and put away during the school day or on the bus. Smart watches may be on the wrist in sight, but shall not be utilized for recording or transmitting without permission. The student is fully responsible, at all times, for the personally owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally owned device. As such, students should not share devices. Device use is exclusively limited to schools participating in the Bring Your Own Device (BYOD) program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.

Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

Ear Bud/Headphones will only be permitted in labs or lab type settings on a school campus with the approval of administration or classroom teacher.

Refusal to turn over a device including a cell phone's sim card and battery when directed is considered Gross Insubordination.

First Offense – School personnel may use their discretion to direct the student to turn off the device and put it away. This discretion is permitted for the purpose of limiting interruptions of classroom instructional time. Administration must instruct teachers on how to notify them for first offenses. Teachers must follow the procedures set by administration.

Second Offense – The device will be confiscated by school personnel, labeled and turned into administration. A conference will be held between the student and an administrator. Parent notification/contact will be made. The device will be returned to the student at the end of the day. A second cell phone offense will result in a level II discipline action.

Third Offense – The device will be confiscated by the school personnel, labeled and turned into administration. A Discipline Referral must be written and should also include "Gross Insubordination" [GI] as an additional infraction to the [CF] code. Parent conference must be held to return device and discuss future incidents which may lead to banning the device.
Any additional offenses will result in the device being confiscated and student will be prohibited from carrying a device during the school day. Parent conference must be held and device returned to parent.

Taking pictures of school staff or students without their permission is prohibited. WCDs may not be used for illegal purposes, nor used for transmitting, retrieving, or storing any communications of an obscene, discriminatory, harassing nature, or for any other purpose that is against school board policy.

NOTE: The taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, picture mail, etc.) may constitute a crime under state and/or federal law. Any person taking, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest and prosecution.

[DS] **DRESS CODE VIOLATION:** (Appendix C outlines the dress code expectations): Any student who violates the dress code policy, such as; wearing clothing that exposes undergarments or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment.

1. **First Offense** – A student shall be given a verbal warning and the administrator or their designee shall call the student's parent or guardian to bring a change of clothes.

2. **Second Offense** – The student is ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days, may lose a privilege and the school administrator or their designee shall call, meet with the student's parent or guardian and ask them to bring a change of clothes.

3. **Third or Subsequent Offense** – A student shall receive an in-school suspension pursuant to s.1003.01(5) for a period not to exceed three (3) days, the student is ineligible to participate in any extracurricular activity for a period not to exceed thirty (30) days, may lose additional privileges and the school administrator or their designee shall call the

student's parent or guardian to bring a change of clothes, send the parent or guardian a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities. (Section 1006.07, Florida Statutes.)

[HP] **HORSEPLAY:** Jumping on, wrestling with, slapping on head, etc. Note: Pulling down another student's pants may be considered "horseplay" or "harassment" depending on the situation, students present, and the location of the incident. Horseplay that results in unintentional injury may result in out of school suspension.

[NS] **NO SHOW DETENTION.**

[PI] **POSSESSION OF INAPPROPRIATE (Non-approved) ITEMS**: Items banned at school, for example, any outside food or drink.

[FR] **FAILURE TO REPORT**: Any student who knowingly fails to report any violation of the Student Code of Conduct. Intentionally withholding valid information from an HCSD employee, contracted personnel, volunteer, or authorized adult.

[SE] **SELLING/BUYING/TRADING ITEMS.**

[TA] **TAUNTING**: Unwanted teasing, an isolated incident that is insulting or hurtful to others. Multiple incidents of this nature may be considered bullying/harassment.
Level II consequences can be applied.

[TR] **TARDIES:** Each school will have uniform agreement on what is defined as "tardy to class." Violations one (1) to five (5) are Level I offenses. Each school may develop its own procedures and consequences for tardy six (6) and beyond as long as it has been approved by their School Advisory Council and submitted to the Superintendent.

Number	Consequence
Tardies 1-3	Teacher/Student conference and parent phone call
4th and 5th tardy per period	Discipline referral written by teacher with lunch detention assigned by administrator
6th tardy per period	Discipline referral written by teacher and 1 day of ISS
7th tardy per period	Discipline referral written by teacher and 2 days of ISS
8th tardy per period	Discipline referral written by teacher and 3 days of ISS. Request parent conference
9th tardy per period	Discipline referral written by teacher and 4 days of ISS assigned by administrator
10th + tardy per period	Discipline referral written by teacher. Considered Gross Insubordination at this point. Consequences may range from loss of privileges to OSS

Unexcused tardy from class for ten (10) or more minutes will be considered skipping (SR), a Level 2 offense in the Student Code of Conduct and will result in ISS.

[UF] **UNDUE FAMILIARITY:** Inappropriate public display of affection marked by welcomed physical contact. Includes but not limited to hugging, kissing etc.

[VV] **MOTORIZED VEHICLES VIOLATIONS:**
Improper or unsafe operation of any means of transportation on school campus by a student, including failure to comply with school parking policies.

1. **First Offense** - Level I or revocation of parking permit
2. **Repeat Offense** - Denial of parking/driving privileges

B. Level II

[BV] BUS VIOLATIONS: Failure to adhere to bus safety regulations. This may include but not limited to changing seats while the bus is in motion, getting on or off the bus at the wrong stop, having any part(s) of the body hanging out the window, or any other behavior deemed unsafe by the driver, school administrator, or designee. Multiple Level II referrals may result in Level III consequences.

[CH] CHEATING/PLAGIARISM/FALSIFYING DOCUMENTS: To influence by deceit, fraud, dishonesty/to steal and pass off the ideas or words of another as one's own, without crediting the source. Including but not limited to:

1. Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test
2. Unlawfully accessing tests or answer keys through physical or electronic means
3. Providing or receiving questions, answers or work to or from another student
4. Incorporating the words, sentences, paragraphs, or part of another person's writings
   a. First Offense: Zero (0) or reduced credit on the assignment
   b. Repeat Offenses: Withdrawal from course (eSchool/FLVS), ISS

[CI] CLASSROOM INSUBORDINATION: Refusal to complete or participate in classwork and/or causes a disruption to the learning environment.

[FL] FALSE INFORMATION: Reporting untrue or misleading information with reckless disregard, which may disrupt the orderly process of the school or which may slander or libel others.

NOTE: Any instance where a student intentionally makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff is a Level III offense.

[MD] MISUSE OF ALL WIRELESS COMMUNICATION DEVICES (WCDs) OR ONLINE SERVICES: Electronic media may not be used for illegal purposes including transmitting, retrieving or storing any communications of an obscene, discriminatory, harassing nature, academic dishonesty, or for any purpose that is against school board policy (i.e. accessing school district Wi-Fi or any password protected site). Furthermore, no student may use electronic media to attempt access to restricted data nor bypass network security or filtering through the use of a VPN or other methods. Students are to connect only to the guest/student Wi-Fi which is not password protected. Students are prohibited from connecting to any password protected Wi-Fi. See (Appendix E) for Acceptable Use Agreement.

Prohibited use(s) of a device include, but are not limited to, taking inappropriate pictures, inappropriate video /audio recording, inappropriate receiving or sending text messages, sexting, or distribution of school misbehavior. These violations may be considered a Level III or Level IV offense depending on location (i.e. locker room, restroom) and subject of violation. It is prohibited and against the law to photograph or audio/video record a person without their permission. Violations will immediately be referred to law enforcement if they involve any nude images of children or adults, should

be coded as [OMC] and will result in out-of-school suspension (one (1) to ten (10) days) and possible recommendation for expulsion. Parents will be notified once law enforcement has completed their investigation. To help prevent misuse, school personnel reserves the right to collect devices during classroom assessments.

Refusal to give a prohibited item(s) to any school staff will result in an immediate Out of School Suspension. A parent/guardian conference may be required before a student may return to school. Each school may develop its own procedure for confiscating electronic devices.

[MV] MEDICATION VIOLATION: Students who bring their medication to school in violation of the District Medication Policy will be given one (1) day OSS and a parent(s)/guardian(s) is/are contacted. Repeat violations will be treated under the Drug Violation section.

[IM] INTERMEDIATE OFFENSES: Any offenses to include but not limited to racially charged slurs, comments of a sexual connotation, tampering with food/drink, tampering with school facilities causing disruption without causing damage, etc. If monetary damages occur please see Vandalism or another appropriate code.

[PR] GENERAL PROFANITY: Blatant use of profane, obscene, vulgar, or otherwise offensive language or gestures in the presence of other students or school staff. (Moved from level I)

[PU] PUSHING/SHOVING: Verbal confrontation or physical contact that does not involve serious injury (pushing/shoving) between two (2) or more students which is harmful and/or disruptive.

[SR] SKIPPING/UNAUTHORIZED AREA: Student not in assigned classroom or authorized area within the school, without permission.

[TBC*]TOBACCO POSSESSION, SALE, USE, DISTRIBUTION: The possession, use, distribution, or sale of tobacco or nicotine products on school grounds, at school-sponsored events, or on school transportation by any person under the age of 21. **This includes products used for smoking, chewing, snuffing, or vaping, including but not limited to E-cigarettes and hookah pens.**

1. **First Offense:** One (1) t three (3) days ISS/OSS or any combination of both and referral to the Tobacco Abuse Program. Failure to attend tobacco program will result in two (2) additional days OSS. Note: If it has been more than one school year, student may repeat tobacco class. *For elementary school, one (1) day of OSS and referral to substance abuse staff for an individual tobacco education program.*

2. **Second Offense:** Five (5) days ISS/OSS or any combination of both and referral to second offender drug program conducted by Student Services. *For elementary school, three (3) to five (5) days /OSS or any combination of both*. A second offense will be considered a level III discipline and will have level III disciplinary action.

3. **Third Offense:** Ten (10) days OSS and possible recommendation for alternative school placement.

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be given a five to ten day OSS and a possible recommendation for expulsion. (Will be coded as OMC and TBC)

NOTE: Students who are caught using or in possession of tobacco products within 1,000 feet of a school building are to be given written notice that a subsequent offense will result in referral to the State Attorney for violation of the Clean Indoor Act, (Florida Statutes, 386.212) punishable by a fine of $25.00 or 50 hours of community service. The School Board prohibits the use of any form of tobacco products by anyone in any area at all times utilized by students or designated for student activities. Additionally, and in accord with law and other governing regulations, prohibits the use of tobacco products in any form in facilities, vehicles, and areas designated for the various student programs and activities. Consult with law enforcement.

[TH] THEFT (Less than $750 threshold): The unauthorized taking, carrying, riding away with, or concealing the property of another person less than $750 value, including motor vehicles, without threat, violence, or bodily harm.

[TRS*] TRESPASSING: To enter or remain on school grounds, school transportation, or at a school sponsored event, without authorization or invitation and with no lawful purpose for entry.
Report to law enforcement

[TV] TESTING VIOLATION: Failure to follow stated directions on any state and/or district standardized assessment. This includes possession or use of electronic devices (including cell phones), talking to any other student, looking at another student's computer or any other behavior to be deemed disruptive or inappropriate by the school administrator or their designee. This infraction will result in two (2) days OSS and possible test invalidation, which could result in a score of zero (0) for the assessment.

[VI] VANDALISM: The destruction, damage or defacing of school or personal property less than $1,000.00.

C. Level III

[ALC*]♦ALCOHOL POSSESSION, USE OR SALE: Possession, sale, purchase or use of alcoholic beverages. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation.
EXAMPLES:
1. Student testing positive for alcohol by law enforcement.
2. Student possessing, using, or selling alcohol.

Report to law enforcement

[BRK*] BURGLARY: Unlawful entry into or remaining in a dwelling, structure, or conveyance with the intent to commit a crime therein.
Report to law enforcement

[BUL*] ♦BULLYING: Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation. Bullying includes instances of cyberbullying.

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

1. **First Offense:** Three (3) to five (5) days of OSS and attend the District Bullying/ Harassment Prevention Program. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. Failure to attend will result in additional consequences or days of suspension. *For elementary schools, one (1) to three (3) days of OSS and referral to Certified School Counselor for an individual bullying/harassment program.*
2. **Second offense** for any student will result in ten (10) days suspension and recommendation to superintendent for expulsion.
   Consult with law enforcement
   Hope Scholarship documented

[DRU*] ♦**DRUG USE POSSESSION**: The use or possession of any drug, narcotic, controlled substance, any substance used for chemical intoxication. Use means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. Possession or use will result in three (3) to five (5) days OSS or combination of both OSS/ISS and enrollment in an approved Substance Abuse Program through the Hernando County School District Substance Abuse Educator. Failure to attend the substance abuse program will result in additional consequences or days of suspension. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. *For elementary school, no more than three (3) days of ISS/OSS and referral to Substance Abuse Staff for an individual Substance Abuse Program.*
Report to law enforcement

[FA] ♦**FALSE ACCUSATION:** Any instance where a student knowingly or with reckless disregard makes false accusations that jeopardize the professional reputation, employment, or certifications of school staff is three (3) to ten (10) days Out of School Suspension and possible recommendation for expulsion.

[FIT*] ♦**FIGHTING**: When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention. Lower-level fights, including pushing, shoving, or altercations that stop on verbal command are not required to be reported in SESIR.

ELEMENTARY: First Offense: one (1) to three (3) days of OSS and referral to Certified School Counselor for individual Anger Management Program. **Second Offense:** three (3) to five (5) days OSS. **Third Offense:** five (5) to ten (10) days OSS.

SECONDARY: First Offense: two (2) to five (5) days OSS and attend an anger management group. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. **Second Offense:** five (5) to ten (10) days OSS and possible recommendation for expulsion. ***Note***: Failure to attend anger management may result in additional consequences or days of suspension.
Hope Scholarship documented

[GI] ♦**GROSS INSUBORDINATION: Repeated** refusal to respond to or carry out reasonable and/or lawful directions of authorized school personnel. Student with multiple [GI] infractions can be recommended for expulsion with documentation of interventions for individual.

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[HAR*]♦HARASSMENT: Any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school, including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

1. **First Offense:** three (3) to five (5) days of OSS and attend the District Bullying/Harassment Prevention Program. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. *For elementary, one (1) to three (3) days of OSS and referral to Certified School Counselor for an individual Bullying/Harassment Program*.
2. **Second Offense:** Ten (10) days of OSS and an investigation should be initiated. May result in recommendation for expulsion. ***Note***: Failure to attend District Bullying/Harassment Prevention Program may result in additional consequences or days of suspension.

Consult with law enforcement
Hope Scholarship documented

[HAZ*]♦HAZING: Any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. Hazing includes, but is not limited to pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements.
Report to law enforcement

[IF] INTERFERENCE OR PHYSICAL CONTACT WITH SCHOOL PERSONNEL: Preventing or attempting to prevent school personnel from engaging in their lawful duties. This may include blocking an exit or entry route of school personnel or physical contact with school personnel that is deliberate.
Note: Any instance of unintentional physical contact with school personnel is a level II offense of Physical Contact.

[PC] PHYSICAL CONTACT: May include but not limited to hitting, kicking, scratching, biting, spitting, or throwing objects at another student. This infraction could be considered a Level III [PHA*] if injuries result, Level III intermediate offense if staff member is hit and no injury or Level IV if injuries are serious in nature and law enforcement involvement becomes necessary, which could be coded as Battery [BAT].

PV] PROVOKING A FIGHT: Encouraging others, in person or digitally, to violate the Student Code of Conduct (i.e. inciting others to engage in a fight or two (2) persons engage in a physical conflict, blows are exchanged, students separate on their own and no injuries result). This infraction includes aggressively confronting or challenging another student(s) and/or video recording up to and/or during a physical altercation. This infraction may result in out-of-school suspension and/or referral to law enforcement. **Violation of this code may also be considered a level three violation if student actions result in a student interaction or altercation.**

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[OB] PROFANITY DIRECTED TOWARD STAFF: Use of profane, obscene, vulgar, or abusive language or gestures directed at or referring to a staff member/ volunteer/ chaperone. Student with multiple [OB] infractions can be recommended for expulsion with documentation of interventions for individual.

[OMC*]♦OTHER MAJOR: Any serious, harmful incident resulting in the need for law enforcement consultation not previously classified. Sale/Distribution: Students found to be in possession of multiple vapes or distributing multiple vape/tobacco products will be given a five to ten day OSS and a possible recommendation for expulsion. (Will be coded as OMC and TBC)
Report to law enforcement

[PHA*]♦PHYSICAL ATTACK (BATTERY): An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.
Report to law enforcement

[STL*]♦LARCENY/ THEFT ($750+): The unauthorized taking, carrying, riding away with, or concealing the property of another person, including motor vehicles, without threat, violence, or bodily harm. Incidents that fall below the $750 threshold are not reportable in SESIR, but instead should be reported as locally defined incidents according to district policies.
Report to law enforcement

[SXA*]♦SEXUAL ASSAULT: An incident that includes threatened rape, fondling, indecent liberties, or child molestation. Both males and females can be victims of sexual assault.

[SXH*]♦SEXUAL HARASSMENT: Unwanted verbal, nonverbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. {6A-19.008(1) SBE Rule} An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequences.
ELEMENTARY: First Offense: one (1) to three (3) days of OSS and referral to Certified School Counselor for an individual Sexual Harassment Program. **Second Offense:** three (3) to five (5) days OSS. **Third Offense:** five (5) to ten (10) days OSS.
SECONDARY: First Offense – One (1) to three (3) days OSS and attend the District Sexual Harassment Prevention Program. Additional days may be assigned at the discretion of the administrator, not to exceed ten (10) days. **Second Offense:** ten (10) days of OSS and an investigation should be initiated. May result in recommendation for expulsion. ***Note***: Failure to attend District Sexual Harassment Prevention Program may result in additional consequences or days of suspension.
Consult with law enforcement
Hope Scholarship documented

[SXO*]♦SEX OFFENSES: Other sexual conduct or contact, including intercourse, without force or threat of force. Includes subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts in a lewd manner.
Report to law enforcement to investigate

[TI] EXTORTION/COERSION/BLACKMAIL: Obtaining money or property (Something of value) from an unwilling person, or forcing an individual to act through use of force or threat of the use of force.

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[TRE*]♦THREAT/INTIMIDATION: An incident where there was no physical contact between the offender and victim, but the victim felt that physical harm could have occurred based on verbal or nonverbal communication by the offender. This includes nonverbal threats (e.g., brandishing a weapon) and verbal threats of physical harm which are made in person, electronically or through any other means.
Report to Law Enforcement
Hope Scholarship documented

[VAN*] VANDALISM ($1,000+): The intentional destruction, damage, or defacement of public or private/personal property without consent of the owner or the person having custody or control of it. Incidents that fall below the $1,000 threshold are not reportable in SESIR, but instead should be reported as locally-defined incidents according to district policies.
Report to Law Enforcement

[WI] POSSESSION/USE OR DISPLAY OF OBJECT: Possession or display of any object including: BB gun, pellet gun, common pocket knife, lighters, chains, blunt knife, laser pointer, smoke bomb, bullet, shot gun shell or firecracker or any other object that could cause harm to another person is prohibited. Possession of a common pocket knife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.; however, **law enforcement should be notified of any weapon or knife, including pocket knives, for investigation.**

Note: If a student threatens to use a common pocketknife or any other object to harm another person, it becomes a weapon under state statute

D. Level IV

[ARS*]♦ARSON: To intentionally damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or its contents. Fires that are not intentional, that are caused by accident, or do not cause damage are not required to be reported in SESIR.
Report to law enforcement

[BAT*]♦AGGRAVATED BATTERY: A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

[DOC*]♦MAJOR DISRUPTION ON CAMPUS: Disruptive behavior that poses a serious threat to the learning environment, health, safety, or welfare of others. Examples of major disruptions include bomb threats, inciting a riot, or initiating a false fire alarm.
Report to law enforcement

[DRD*]♦DRUG SALE OR DISTRIBUTION: The manufacture, cultivation, sale or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. **Report to law enforcement,** and refer to Substance Abuse Educator for the Substance Abuse program.

[HOM*]♦HOMICIDE: The unjustified killing of one human being by another.
Report to law enforcement

SESIR/State reportable offense
Two (2) or more Level III offenses with documentation of interventions or one (1) or more Level IV offenses may result in recommendation for expulsion.
♦F.S.1006.07 – Requires mental health referral resource for violent and disruptive behaviors.

[KID*] ♦KIDNAPPING: Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.
Report to law enforcement

[ROB*] ♦ROBBERY: The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force, or threat of force or violence, and/or by putting the victim in fear.
Report to law enforcement

[SXB*] ♦SEXUAL BATTERY: Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.
Report to law enforcement

[WPO*] ♦WEAPONS POSSESSION: Possession of a firearm or any instrument or object that can inflict serious harm on another person or that can place a person in reasonable fear of serious harm, as defined by Section 790.001, Florida Statutes, or district code of conduct. This includes such items as any knife, metallic knuckles, slingshot, club, tear gas gun, box cutter, electric weapon or device, razor blades, chemical weapon, destructive device or explosive device. (*Possession of a common pocketknife is exempted from state zero tolerance expulsion requirement 1006.07(2) F.S.;* ***however, law enforcement should be notified of any weapon or knife, including pocketknives, for investigation*****.)**

Note: Firearms with the exception of approved school activities to include those for recreational activities such as hunting or target practice, shall not be displayed or in the possession of any student while on school premises or property, or taken upon school premises or property or property designated for school activities by students:

1. Regardless of intent or lack thereof.
2. With or without knowledge, whether advertently or inadvertently.
3. Whether on or about the person or property, to include vehicles.
4. Whether loaded, unloaded, operable, or inoperable.

Report to law enforcement

VIII. OUT OF SCHOOL SUSPENSION PROCEDURES

When administration selects OSS or bus suspension as the disciplinary action for a student, the following procedural (due process) steps are required:

A. The School Administration Shall:

1. Schedule a conference with the student giving him/her an opportunity to tell his/her side of the story and provide documentation or the names of witnesses. The conference shall occur prior to the suspension except in emergency situations, disruptive conditions or "serious" breaches of this Student Code of Conduct. In these situations, the school administration may suspend the student pending the conference, but it must still take place within two (2) school days except when waived by the student's parent or for good cause.
2. Provide reasons for recommending suspension.
3. The principal shall make good faith effort to immediately contact parent(s)/guardian(s) by telephone in the presence of the student, if possible, at the time of the suspension and explain the reasons for same.
4. Provide the student with a copy of the discipline referral.
5. Send a letter to the parent(s)/guardian(s) confirming the suspension and the reasons for same.

Notes: Procedures regarding "make-up work" due to suspension may be found in the School Procedures Manual located on the school district website. School administrators have the authority to permit the suspended student on campus for assessment or intervention activities as deemed appropriate.

B. Due Process

A student cannot be suspended and, thereby deprived of his or her free and appropriate education which is provided in the public schools, without appropriate due process of the law. While the appropriate level of procedural due process to be afforded to a student may depend upon circumstances, due process is guaranteed to every American citizen by the Fourteenth Amendment to the Constitution of the United States of America. These rights are not waived or relinquished by a child enrolled in a public school.

A student cannot be deprived of his/her constitutionally guaranteed rights to fair notice, fair hearing, and fair procedures. Personal and constitutional rights must be safeguarded within such rules.

A student may not participate in any athletic competition, extra-curricular activity or co-curricular performances/competition during a suspension (in-school or out-of-school), an investigation, a pending hearing or other appeal/review of any discipline matter. Students may resume participation in any athletic competitions, extra-curricular and co-curricular activities the next day following the suspension. Students may attend practice and rehearsal while assigned in-school suspension with approval from their school's administration.

C. Off Campus Felonies

A student who is formally charged by the State Attorney's Office with an offense that constitutes a felony for an incident which occurred off school property that may have an adverse impact on the educational program, school discipline, or welfare of the school, may be suspended pending court determination of his or her guilt, innocence, or dismissal of the charges. School administration should provide written notice to the student and his or her parent(s)/guardian(s) that he or she is being temporarily suspended for a felony occurring off school campus and provide a date for an Administrative Hearing which shall not be less than two (2) school days or more than five (5) school days from the post-marked date or delivery. Appropriate personnel as determined by the Superintendent will be invited to any Administrative Hearing as per Florida Statute 1006.09. The school administration may recommend to the Board that the student be expelled if it is determined by the court the student committed the offense.

D. Students with Disabilities: In matters relating to the discipline of students with disabilities, the Hernando County School District shall abide by the Federal and State laws regarding suspension, expulsion and alternative placement.

In the case of some students with Individual Education Plans (IEP) or Section 504 Plans, inappropriate behavior may be related to a disabling condition. The behavior must be treated individually and sensitively which frequently requires the use of a wide range of interventions and/or alternatives. The following procedures will be utilized:

1. In all matters, including transportation, students with disabilities shall conform to the same rules outlined in the Student Code of Conduct as their non-disabled peers unless otherwise stated in their IEP or Section 504 Plan.
2. Students with disabilities may be suspended for infractions as defined for all students in the Student Code of Conduct.
3. Suspension for ten (10) days or less: Follow typical disciplinary procedures.
4. Suspension beyond ten (10) days: **Any student with a suspected or identified disability** shall not be suspended more than ten (10) days, either through a single

suspension or cumulative shorter suspensions per school year without the IEP or Section 504 Committee meeting to evaluate the extent to which the misconduct has direct and & substantial relationship to the disabling condition and as permitted by state and federal law. Bus suspension and partial day removals may count as suspensions.

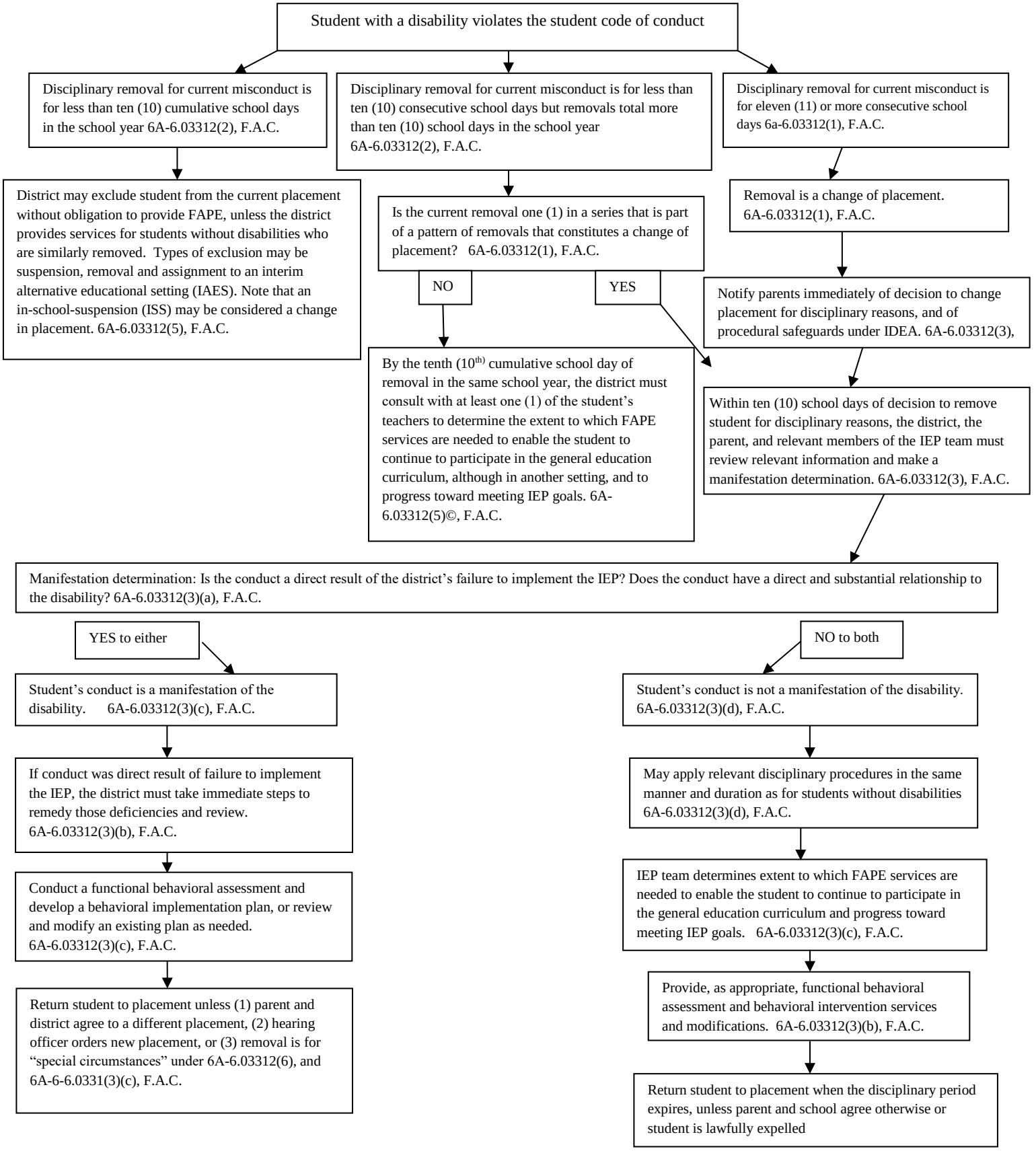
5. Before a school district can consider a student with disabilities with an IEP for expulsion:
    a. Convene an IEP meeting and conduct a manifestation determination within ten (10) school days of decision to remove the student for discipline reasons.
    b. If the IEP committee determines that the behavior is a manifestation of the student's disability, the IEP team will either conduct, review or revise a functional behavior assessment.
    c. If a behavioral intervention plan already has been developed, review the behavioral intervention plan and modify it, as necessary, to address the behavior. If no behavioral intervention plan exists but one is needed, then develop one based on the current behaviors needing to be addressed.
    d. If the IEP committee determines that the behavior is not a manifestation of the student's disability, then relevant disciplinary procedures in the same manner and duration as for students without disabilities apply, however, educational services must continue.
    e. If the committee determines that the behavior is a manifestation of the students disability, except as described below under the sub-heading Special Circumstances, the school district must return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as part of the behavioral intervention plan.

Special Circumstances

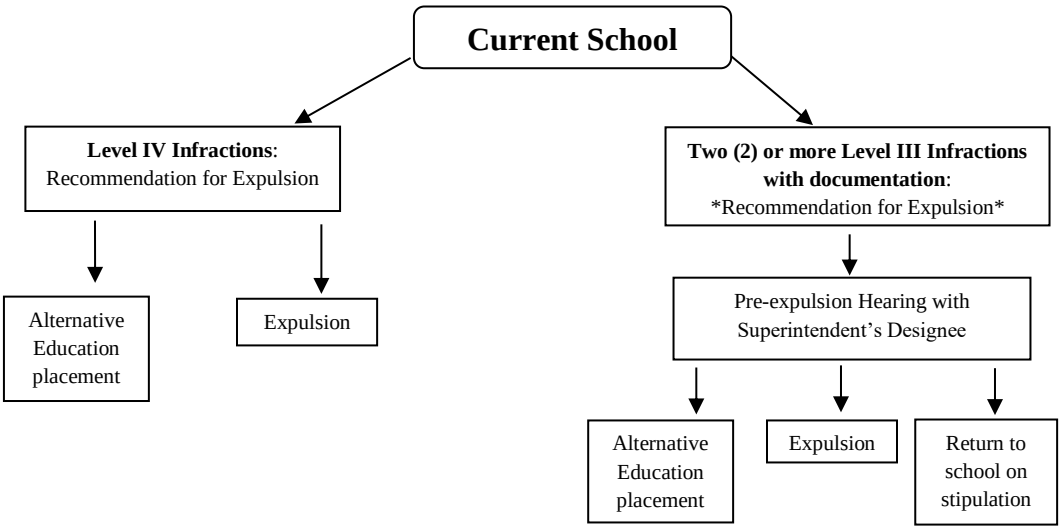
Whether or not the behavior was a manifestation of the student's disability, school personnel may remove a student to an interim alternative educational setting (determined by the student's IEP team) for up to 45 school days, if the student:

1. Carries a weapon to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district;
2. Knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district; **or**
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the Department of Education or school district.

DISCIPLINE FOR STUDENTS WITH DISABILITIES FLOW CHART



IX. ALTERNATIVE SCHOOL / EXPULSION PROCEDURES



A. Expulsion:

Expulsion is the removal of the right to attend school in Hernando County, be on any school property, on school buses, on school-sponsored transportation or to attend any school. Students may be expelled for the remainder of a school year and one additional year with or without continuing education services.

Students who commit two (2) or more Level III or a Level IV offense may warrant expulsion from school. The principal must follow due process and suspension procedures, informing the parent that expulsion is being recommended. Within twenty-four (24) hours of the infraction, the school-based administrator will suspend the student for ten (10) days and notify the parent in writing that a hearing will be scheduled. A subsequent letter will be issued to the parent from the superintendent or designee notifying them to attend the pre-expulsion hearing with their student.

If the student who committed the infraction is a student with a disability, the school administrator will need to contact the Director of Exceptional Student Education (or designee) and schedule a meeting with an IEP team to conduct a manifestation determination.

If the student who committed the infraction is a student with a disability and has a 504 plan, the school administrator must request a meeting to conduct a 504 manifestation.

When the outcome of the superintendent's designee hearing is a recommendation to expel the student from school, parents will be notified by certified mail the date and time that this recommendation will be considered by the School Board. The letter shall also set forth the deadline by which the parents may request a hearing with the School Board.

If a hearing before the School Board is not requested, it will proceed as outlined in the parent letter.

If a hearing is requested, such will be scheduled. The decision that the Hernando County School Board reaches at the hearing is final. Florida Statute outlines that the superintendent's designee may extend the student's suspension beyond ten days while waiting for the next School Board meeting.

Students who are expelled may not re-enroll for the period of the expulsion. When their expulsion period is complete, students shall be assigned to the Alternative School prior to transitioning back to their zoned school. Upon successful completion of the Alternative School's prescribed interventions, the student may enroll in their zoned school.

B. Unsatisfactory Completion of Alternative Education Program

The general procedure for a student who enters or returns to the Hernando County School District without completing an assigned Alternative Education Program will be determined by the Superintendent or designee on a case-by-case basis.

C. Reciprocal Discipline

Hernando County School District will uphold and enforce disciplinary proceedings from other public school districts. If a student was expelled or alternatively placed in another district, Hernando County will enforce said expulsion or alternative placement. (F.S. 1006.07)

STUDENTS FROM COMMITMENT PROGRAMS AND THOSE EXPELLED FROM OTHER DISTRICTS

A. Commitment Programs

A student entering and/or returning to the Hernando County School District from court adjudicated commitment programs will be enrolled at their zoned school unless charged with a crime involving weapons, drug sale, sex or violence. Under these conditions, the student is entitled to an evaluation meeting to determine proper placement.

1. The Evaluation Meeting shall involve the student, parent(s)/guardian(s), the Department of Juvenile Justice (DJJ) Juvenile Probation Officer (JPO), the Director of Student Services or designee, as well as any other appropriate school staff. The purpose of the meeting is to consider the student's educational program, commitment charge, and determine a proper school placement.
2. The student and his/her DJJ JPO shall have all pertinent educational records available for the period of time the student was not in attendance at a public school.

B. Expelled From Other Districts

The final order of expulsion will be honored and student will not be admitted to school in Hernando County (F.S. 1006.07).

APPENDIX A

BULLYING AND HARASSMENT

The School Board is committed to providing an educational setting and workplace that is safe, secure, and free from bullying and harassment for all students and employees.

The Board will not tolerate unlawful bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

A. during any education program or activity conducted by the District;
B. during any school-related or school-sponsored program or activity or on a school bus of the District;
C. through the use of data or computer software that is accessed through a computer, computer system, or computer network within the scope of the District; or
D. through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the District or school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by the District or school or substantially disrupts the education process or orderly operation of a school.

This policy has been developed in consultation with District students, parents, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies as prescribed in F.S. 1006.147 and in conformity with the Florida Department of Education (FLDOE) revised Model Policy (July 2013).

The Superintendent shall develop a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan by each principal will be ongoing throughout the school year and will be integrated with the school curriculum, District disciplinary policies, and violence prevention efforts.

Definitions

"Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees. Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation; and may involve:

A. teasing;
B. threats;
C. intimidation;
D. stalking;
E. cyberstalking;
F. physical violence;
G. theft;
H. sexual, religious, or racial harassment;
I. public or private humiliation;
J. destruction of property; and
K. social exclusion.

"Cyberbullying" means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one (1) person or the posting of material on an electronic medium that may be accessed by one (1) or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

"Cyberstalking" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
C. has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

"Bullying" and **"harassment"** also encompass:

A. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying of harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
B. Perpetuation of conduct listed in the definition of bullying and/or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

1. incitement or coercion;
2. accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system; or

3. acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Sexual Cyberharassment

Pursuant to Florida law, "sexual cyberharassment" means to publish a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person to an Internet website without the depicted person's consent, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Sexual cyberharassment may be a form of sexual harassment.

"Within the scope of the District" means regardless of ownership, any computer, computer system, or computer network that is physically located on school property or at a school-related or school-sponsored program or activity.

Expected Behavior

The District expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The standards for student behavior shall be set cooperatively through interaction among students, parents/guardians, staff, and community member, producing an atmosphere that encourages students to grow in self-discipline. The development of such an atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. School administrators, faculty, staff, and volunteers serve as role models for students and are expected to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying.

Consequences

Consequences and appropriate remedial action for students who commit acts of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall include discipline in accordance with District policies, administrative procedures, and the

collective bargaining agreement. Egregious acts of harassment by certified educators may result in a sanction against an educator's State-issued certificate. (See the Principles of Professional Conduct of the Education Profession in Florida - F.A.C. 6A-10.081)

Consequences and appropriate remedial action for a visitor or volunteer found to have committed an act of bullying or harassment or found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Procedure for Reporting

The Board designates the principal as the person responsible for receiving all alleged acts of bullying. Any student or student's parent/guardian who believes s/he has been or is the victim of bullying or harassment should immediately report the situation to the school principal. Complaints against the principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board Chair.

All school employees are required to report alleged violations of this policy and alleged acts of bullying and harassment to the principal or as described above. The alleged violations and acts must be reported by school employees to the principal within twenty-four (24) hours.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to the principal or as described above.

Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal shall establish and prominently publicize to students, staff, volunteers, and parents the procedure for reporting bullying and how such a report will be acted upon. A victim of bullying and/or harassment, anyone who witnessed the act, and anyone who has credible information that an act of bullying and/or harassment has taken place may file a report.

Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by an individual, designated by the principal, who is trained in investigative procedures. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately and shall be confidential. The investigator may not be the accused perpetrator or victim. At no time shall the accused perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to, the following:

A. a description of the incident, the nature of the behavior, and the context in which the incident occurred;
B. how often the conduct occurred;
C. whether there were past incidents or past continuing patterns of behavior;
D. the relationship between the parties involved;
E. the characteristics of the parties involved;
F. the identity of the alleged perpetrator, including whether the individual was in a position of power over the individual allegedly subjected to bullying or harassment;
G. the number of alleged bullies/harassers;
H. the age of the alleged bully/harasser;
I. where the bullying and/or harassment occurred;
J. whether there have been other incidents in the school involving the same or other students;
K. whether the conduct adversely affected the student's education or educational environment;
L. the date, time, and method in which the parent(s) of all parties involved were contacted.

In accordance with State law, District staff may monitor as part of any bullying or harassment investigation any nonschool-related activity, function, or program.

If, during an investigation of reported acts of bullying and/or harassment, the principal or his/her designee believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, AIDS, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Upon the completion of the investigation to determine whether or not a particular action or incident constitutes a violation of the policy, the designated individual who has conducted the investigation shall make a determination based on all the facts and surrounding circumstances and shall include:

A. a recommendation of remedial steps necessary to stop the bullying and/or harassing behavior; and
B. a written report to the principal.

A maximum of ten (10) days should be the limit for the completion of the investigative procedural steps and submission of the incident report. While ten (10) days is the expectation for completion of the investigative procedural steps, more time may be needed based on the nature of the investigation and the circumstances affecting that investigation. The investigator shall document in his/her report the reasons for needing additional time beyond ten (10) days. The highest level of confidentiality possible shall be provided regarding the submission of a complaint or a report of bullying and/or harassment and for the investigative procedures that are employed.

The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated pursuant to this policy.

Scope

The investigator will provide a report on the results of the investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of District authority. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated. If the action is within the scope of the District, District procedures for investigating bullying and/or harassment shall be followed. If the action is outside the scope of the District, and believed to be a criminal act, the action shall be referred to the appropriate law enforcement agency. If the action is outside the scope of the District and believed not a criminal act, the principal shall inform parents/guardians of all minor parties.

Parent Notification

The principal shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone or by personal conference and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

If the bullying incident results in the perpetrator being charged with a crime, the principal shall inform by first class mail or by telephone the parent/guardian of the identified victim(s) involved in the bullying incident about the Unsafe Schools Choice Option (No Child Left Behind (NCLB), Title IX, Part E, Subpart 2, Section 9532) that states, in pertinent part, as follows:

> "….a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

Upon the completion of the investigation and if criminal charges are to be pursued against the perpetrator, the appropriate law enforcement agencies shall be notified by telephone and/or in writing.

Appeals Process

If a parent disagrees with the outcome of their students bullying investigation, the parent may appeal the outcome by submitting a request in writing to the Director or Student Services within five (5) days of receiving notification of the bullying investigation outcome. Please note this does not stop the consequence from occurring.

Counseling Referral

The District shall provide a referral procedure for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure will include:

A. A process by which the teacher or parent may request informal consultation with school staff (e.g., school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern;
B. A referral process to provide professional assistance or services that may include a process by which school personnel or parent/guardian may refer a student to the school intervention team (or equivalent school-based team with a problem-solving focus) for consideration of appropriate services (parent/guardian involvement is required at this point); or if a formal discipline report or formal complaint is made, the principal must refer the student(s) to the school intervention team for determination of counseling support and interventions (parent/guardian is required at this point).
C. A school-based action to address intervention and assistance as determined appropriate by the intervention team that includes:
    1. Counseling and support to address the needs of the victim(s) of bullying or harassment;
    2. Interventions to address the behavior of students who bully and harass others (e.g., empathy training, anger management, etc.);
    3. Interventions which include assistance and support for parents, as may be deemed necessary or appropriate.

Data Report

The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data as prescribed. If a bullying (including cyberbullying) and/or harassment incident occurs it will be reported in SESIR, coded appropriately using the relevant incident code and the related element code. Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System. In a separate section, the District shall include each alleged incident of bullying or harassment that does not meet the criteria of a prohibited act under this policy with recommendations regarding such incidents.

The District will provide bullying incident, discipline, and referral data to the Florida Department of Education (FLDOE) in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat/intimidation incidents, as well as any bullying-related incidents that have as a basis sex, race, or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race, or disability) noted in their student record.

Training and Instruction

Students, parents, teachers, school administrators, counseling staff, and school volunteers shall be provided training and instruction, at least annually, on the District's policy and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as information about how to effectively identify and respond to bullying in schools. Instruction regarding bullying, harassment, and the District's violence prevention and school safety efforts shall be integrated into District curriculum at the appropriate grade levels. The training and instruction shall include recognizing behaviors that lead to bullying and harassment and taking appropriate preventative action based on those observations. The programs of training and instruction authorized by the District shall include, but not be limited to:

A. Olweus Bullying Prevention Program
B. Monique Burr Foundation for Children's Inc.'s - Child Safety Matters
C. PBS/PBIS (Positive Behavior Support/Positive Behavior Interventions and Supports)

Victim's Parent Reporting
The principal shall report the occurrence of an incident of bullying as defined herein to the parent/guardian of students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). According to the level of infraction, the victim's parents will be notified by telephone and/or in writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident.

Policy Publication
At the beginning of each school year, the Superintendent shall, in writing, inform school staff, parents/guardians/other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.

The District shall provide notice to students and staff of this policy in the Code of Student Conduct, employee handbooks, and via the District's official website. The Superintendent will also provide such notification to all District contractors.

Each principal shall implement a process for discussing, at least annually, the District policy on bullying and harassment with students in a student assembly or other reasonable format. Reminders of the policy and bullying prevention messages will be displayed, as appropriate, at each school and at District facilities.

Immunity
A school employee, school volunteer, students, parent/guardian, or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Such immunity from liability shall not apply to any school employee, school volunteer, student, parent/guardian, or other person determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Privacy/Confidentiality
The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

F.S. 110.1221
F.S. 784.048
F.S. 1002.20
F.S. 1006.13
F.S. 1006.147
Florida Department of Education Revised Model Policy (July 2013)
No Child Left Behind (NCLB), Title IX, Part E, Subpart 2, Section 9532

© NEOLA 2016

DATING VIOLENCE AND ABUSE

The School Board strictly prohibits any act of dating violence and abuse committed by one student against another on school property, during a school-sponsored activity, or during school-sponsored transportation.

Dating Violence and Abuse Defined

For purposes of this policy, dating violence and abuse shall be defined as emotional, verbal, sexual, or physical abuse of a student who is in a current or was in a past dating relationship by the other person in that dating relationship. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats, and/or acts of mental, physical, or sexual abuse. It may also be a pattern of demeaning, coercive, abusive actions that amount to emotional or psychological abuse. Dating violence and abuse may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, as well as harassment through a third party.

Reporting Acts of Dating Violence and Abuse

Any student who is the victim of an act of dating violence and abuse, or has cause to believe that s/he is in immediate danger of becoming the victim of an act of dating violence and abuse, should report the matter to the Principal or to any member of the school staff.

Any Board employee who receives a report of an act of dating violence and abuse, who directly observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse shall report such report, observations, or suspicions to the Principal.

Any resident of the community or other member of the school community, including students, parents, volunteers, and visitors, who observes an act of dating violence and abuse perpetrated by one student against another, or who has reason to believe that a student is a victim of dating violence and abuse is encouraged to report the matter to the Principal. These reports can be made either in person or anonymously.

Investigating Reports of Dating Violence and Abuse

Upon receiving a report of alleged dating violence and abuse, the Principal shall conduct an investigation of the allegation promptly. As part of the investigation, the Principal shall contact the parent(s) of the alleged victim and/or the parent(s) of the alleged perpetrator, if they are under the age of eighteen (18), to inform them of the report.

The investigation of the report should include interviews of the alleged victim, the individual accused of perpetrating the dating violence and abusive behavior, and any other person who may have witnessed the alleged act or who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

The Board reserves the right to investigate a report of dating violence and abuse regardless of whether the student who is allegedly the victim of the dating violence and abuse wants to pursue the matter.

Consequences

At the conclusion of the investigation, the Principal will determine whether or not the allegation of dating violence and abuse was substantiated. If the Principal determines that a student has committed an act of dating violence and abuse, that violation of this policy shall result in disciplinary action in accordance with the

Student Code of Conduct, which may include suspension, assignment to another school or program, or recommendation for expulsion. All disciplinary action shall be taken in accordance with State law and applicable Board policy. (See Policy 5500 and Policy 5600) When imposing discipline, the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved, shall be considered.

Suspensions for acts of teen violence and abuse may be appealed in accordance with the procedures set forth in the Student Code of Conduct. (See Policy 5500)

Further, the Department of Children and Families shall be notified if the student who is found to have perpetrated the act of dating violence and abuse is eighteen (18) years of age or older and the student who was the victim of the act of dating violence and abuse is a minor.

In those cases where teen dating violence and abuse is not substantiated, the Principal may consider whether the alleged conduct nevertheless warrants disciplinary action in accordance with the Student Code of Conduct or other Board policies.

Support and Reasonable Accommodations

If requested during or after the investigation, the Principal shall make reasonable accommodations for the student who is allegedly experiencing dating violence and abuse including, but not limited to the following:

A. Stay Away Contract, that is, a contract with the alleged perpetrator to stay away from the victim while on school grounds, on school transportation, and during school sponsored programs and events;
B. Class schedule changes;
C. Protection that will enable safe egress/regress from school, as well as movement within the school; and
D. Referrals for outside support or counseling.

Students should provide the Principal with a copy of an order of protection that has been issued by the court. The Principal shall then contact the student whose behavior is to be regulated by that order of protection and initiate a Stay Away Contract that is consistent with the terms of that order and provides penalties for known violations of the contract. Further, the Principal shall notify law enforcement immediately if s/he knows or has reason to believe that a criminal or civil restraining order has been violated.

Other Violations of the Dating Violence and Abuse Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging dating violence and abuse, or who has participated as a witness in an investigation of such an allegation.
B. Filing a malicious or knowingly false report or complaint of dating violence and abuse.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of dating violence and abuse, when responsibility for reporting and investigating allegations of dating violence and abuse comprises part of one's supervisory duties.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of dating violence and abuse. The Superintendent shall require that the District's comprehensive health curriculum in grades 7-12 include a component about dating violence and abuse that is age appropriate and includes the content required by State law.

Further, the Superintendent shall provide appropriate training to all members of the School District staff related to dating violence and abuse, and the implementation of this policy.

F.S. 1003.42
F.S. 1006.148

© NEOLA 2010

APPENDIX B

HERNANDO COUNTY SCHOOL DISTRICT BUS EXPECTATIONS

All standards of behavior that apply on school grounds and at school activities also apply to the school bus. The rules found in the Student Code of Conduct shall be enforced on the bus. Students are expected to abide by the standards of the Student Code of Conduct in addition to but not limited to the bus expectations listed below.

1. Respect the driver and follow instructions.
2. Remain seated; head and arms inside bus and keep your hands to yourself.
3. Keep door and aisle clear of obstacles to include but not limited to: pets, glass or large items including large band instrument, skateboards or loose balloons.
4. Do not throw anything on the bus or out of the window at anytime.
5. Be absolutely quiet when the dome lights are on.
6. Do not eat, drink or chew gum on the bus.
7. Quiet conversations only.
8. After waiting for the driver's signal, cross the road in front of the bus.
9. A permission slip signed by the principal or designee is required for riding another bus or getting off at a different stop.
10. Complete silence shall be maintained at all railroad crossings.

Pre-K through 2nd grade students MUST be met at the bus door at the afternoon bus stop by an authorized adult or they will be returned to school.

Bus riding is a privilege, not a right.

APPENDIX C

I. DRESS CODE: The following procedures are established to promote discipline, maintain order and provide a healthy environment conducive to academic purposes.

Students are required to wear appropriate clothing and shoes according to the situation and the grade level involved. Inappropriate clothing and appearance are disruptive to the school program. Principals will enforce adherence to the dress code by those under their jurisdiction. School administrators have final authority to decide if clothing complies with district rules.

A. **Sun Protective Wear** – Students will be allowed to wear sunglasses, hats or other sun protective items while outdoors during and engaged in school related activities such as physical education or recess. No hats or sunglasses (unless prescribed by a physician) are to be worn in the school building or hallways.

B. **Pants** – Pants are to be worn at the waist, not below the waist or in such a way to expose undergarments or body parts in an indecent or vulgar manner or in a manner that disrupts the orderly learning environment. Short shorts, boxer shorts, pajamas, see through items and other bedroom attire are not allowed. Spandex pants, leggings, or pants with rips may only be worn with a top that reaches mid-thigh or below as not expose undergarments or body parts in an indecent manner.

C. **Shirts and Blouses** – Must be long enough to remain tucked in at all times with no skin visible. Blouses with a neckline that dip below the line formed between the right and left armpit are prohibited. Spaghetti straps, tank tops, muscle shirts, and shirts with cut off sleeves are also prohibited.

D. **Shorts, Skirts, and Dresses** – To determine if shorts are too short: while student is standing with arms fully extended at side of his/her leg, shorts should reach to the student's fingertips. In other words, the longest finger should touch material, not skin. Students may wear skirts and dresses of a modest length of no more than three inches from the knee to the bottom on the hem. Dresses with a neckline that dip below the line formed between the left and right armpit are prohibited.

E. **Unacceptable Attire** – Any apparel that is determined inappropriate, disruptive to the educational environment, or offensive to good taste by principal or designee of the school such as; jewelry, tattoos, or markings must be covered, accessories or manner of grooming, which by virtue of color arrangement, trade mark, or other attributes that denotes membership in a gang, advocates drugs, tobacco products, alcohol, violence, sexual innuendo, profanity, or has caused disruption is prohibited.

1. Jewelry should be worn in such a way that doesn't present a safety or health hazard such as spiked jewelry or accessories
2. Wallet chains and dog chains are not permitted
3. Bandanas are not to be worn, displayed, or carried onto campus.

F. **Footwear** – Students must wear shoes that are safe and appropriate for the specific learning environment.

G. **Uniforms**: Brooksville Elementary School, Challenger (uniforms for K-5 only), Chocachatti Elementary School, Deltona Elementary School, Discovery, Eastside Elementary School, Endeavor Academy, J.D. Floyd Elementary School, Moton Elementary School, Pine Grove Elementary School, Spring Hill Elementary School and Suncoast Elementary School, require uniforms.

Note: Students enrolled in vocational/technical/lab classes may be required to wear clothing appropriate to a specific training in which students will be participating.

APPENDIX D
STUDENT RECORDS

State and Federal law gives parents [and students over eighteen (18) years of age] certain rights concerning student school records.

Annual Notice About Your Rights Concerning Student Records: Parent(s)/ guardian(s) have the right to inspect and review all records and data related to their child who is under 18 years of age or over 18 years of age if claimed as a dependent under IRS rules. This includes print, computer media, microfilm, and microfiche records. This may be done by contacting the school administration for an appointment. All requests will be granted within a reasonable period, not to exceed 30 days. Students 18 years of age and older have the right to inspect and review their records by following the same procedure outlined above.

Parent(s)/guardian(s) have an opportunity to challenge the content of their child's record, to ensure that it is not inaccurate, misleading, or otherwise in violation of privacy. Parent(s)/guardian(s) of students over eighteen (18) years of age claimed as a dependent under IRS rules and students over eighteen (18) years of age not claimed as a dependent are provided the opportunity to correct or delete inaccurate, misleading, or inappropriate data by first requesting a meeting with the school administration or department responsible for developing that information. If the school administration or department responsible for developing the information agrees that it needs to be corrected, then it is done, and only a notation that the record has been corrected or deleted is placed in the file. If an agreement is not reached at this level, then the parent(s)/guardian(s) or student over the age of 18 years if not claimed as a dependent, has the right to request a formal hearing under School Board Policy.

You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. Exemptions to consent for disclosure:

i. School Board members, as part of an expulsion proceeding.
ii. School district employee or adult volunteer may see records if he or she needs information in the record in order to do his or her job as an employee or volunteer.
iii. Another educational institution even after a student has already enrolled or transferred if the purpose is related to the student's enrollment or transfer.
iv. Schools or institutions of post-secondary education to which a student seeks or intends to enroll.
v. Federal, state, and local authorities involved in an audit or evaluation of compliance with educational program requirements
vi. Financial aid institution, such as college loan personnel.
vii. Accrediting organizations.
viii. Persons who comply with lawfully issued order or subpoenas.
ix. Persons who deal with health or safety emergencies.
x. State or local officials in connection with serving the student's under juvenile justice systems in the accordance with an interagency agreement or cooperative agreement as mandate by section 1003.52 Florida Statute.

Some of the information in your child's school record is not confidential and may be released without your consent. This information is defined as "Directory Information". The primary purpose of directory information is to allow the District to include this type of information from your child's educational records in certain school publications.

Examples include: Yearbook, honor roll, graduation reports, sport publications, etc. The following records/reports are designated as Directory Information.

1. Student's name
2. Date of Birth
3. Dates of attendance
4. Address
5. Telephone number, if not unlisted or Restricted per state statute
6. Major field of study
7. Degrees, honors, and awards received
8. Most recent previous educational institution
9. Height & weight of members of athletic teams
10. Participation in recognized sports/activities

If you do not want directory information released, you must notify the school administration in writing specifying what types of directory information you do not want released. The written notice to the school administration must be received within two (2) weeks of the first day of the school year or entry into the school system, if you enroll after the school year has begun.

Military recruiters and institutions of higher education are entitled, under federal law, to a list of names, addresses, and telephone numbers of high school students, unless you object to such release. The Superintendent also authorizes release of this information to companies that manufacture class rings and publish yearbooks. You must notify your child's school administration in writing, if you do not wish this information released without your consent. Both parents have a right to see their child's record unless there is a certified copy of an order on file at the school that specifically denies the right of access to school records. Copies of school records are available for a minimum copying charge.

You have the right to inspect, upon request, any instructional material used as part of the educational curriculum. This does not include academic tests/ assessments.

You have the right to opt out of any physical examination or screening that is invasive in nature – any medical examination that involve exposure of private body parts, or any acts during examination that include incision, insertion, or injection into the body, but do not include a hearing, vision, scoliosis screening, or head lice exams.

"Note: The School District may permit School Resource Officer (SRO) to view live feed of School District risk-management surveillance videos (bus or schools) or playback of such videos. A subpoena is required if the officer requests a copy of the video."

APPENDIX E

Student Network and Internet Acceptable Use and Safety Agreement

Telecommunications advances in technologies and proliferations of online media have fundamentally altered ways in which information is accessed, communicated, and disseminated in society. These changes are driving the need for educators to adopt new resources, instructional methods and ways they approach student learning, to harness and utilize the vast, diverse and unique resources available on the Internet. Although the School Board authorizes Internet services to its students, the School Board directs that appropriate restrictions are implemented to assure that use of the District's network is utilized in accordance with legitimate educational purposes. Student use of the District's computers, network, and Internet services ("Network") will be governed by policy 7540.03 and subject to the Student Code of Conduct. The School Board encourages students to utilize the Network in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation and communication skills, and tools that are essential to both life and work. The instructional use of the Network will be guided by the School Board policies on instructional materials.

Technology advancements are such that the District may not always be able to protect access to services through the District's network/Internet connection to only those that have been deemed appropriate for education purposes. The District will strive to implement and sustain such protections, utilizing software and hardware measures that monitor, block and filter internet access to visual displays/depictions that are deemed obscene, child pornography and/or other materials that are harmful to minors as defined by the Children's Internet Protection Act (CIPA) as may be reasonably available. Parents/guardians are encouraged to discuss the appropriate use of the Internet and understand that there are risks associated with its use with their children. Parents/guardians assume risks by consenting to allow their child to participate in using the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Superintendent will implement procedures to configure District technology to prohibit access to other material deemed inappropriate for students to access. Protective hardware and software may not be disabled at any time that students may be using the Network. The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the hardware and software. Determination of whether a material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material.

District Staff members will provide training to ensure awareness and compliance regarding this policy under their supervision, and for providing guidance and instruction to students on appropriate use of the District's Network. Pursuant to Federal law, students shall receive education on the following:

A. Safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
B. The dangers of students disclosing personally identifiable information online;
C. The consequences of unauthorized access and other unlawful or inappropriate activities by students online; and,
D. The authorized disclosures, use and dissemination of personal information regarding minors.

Students shall not access social media for personal use through the District's network. Students shall be permitted to access social media for educational use, in accordance with a teacher's pre-approved plan for use

of social media for educational purposes, consistent with School Board policies. Students are responsible for behavior in accordance with standards defined in the Student Code of Conduct on the District's computers and network just as they are in classrooms, school hallways and other school premises and during school sponsored events. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for inappropriate uses of the Internet as defined by this School Board policy. Users who disregard this policy may have user privileges suspended or revoked and may be disciplined.

Technology Privacy

Users have a limited expectation of privacy of the content of personal files and records of online activity while on the District's network. Monitoring may include, but will not be necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools, in coordination, with Information Technology (IT) personnel, to review browser history and network, server and computer logs.

Cyber-bullying

All students and employees will be provided a safe, secure, bullying and harassment free educational/work setting, in accordance with School Board 5517.01 Bullying and Harassment.

Student Communication

The School Board encourages positive and professional communication between staff, parents, and students by means which best protect all stakeholders' interests. The District staff shall comply with all Federal and State laws pertaining to electronic mail, and shall communicate electronically for school related matters through the District-approved parent portal. The School Board recognizes that appropriate use of electronic media may take place during times outside the school hours during school activities (i.e. sport events, FFA events, field trips) when it is useful to use mobile devices and social media to communicate with students. Staff communications with students via private electronic media concerning non-school-related matters may cause the appearance of inappropriate association, and are discouraged. The use of such communication technologies may lead to discipline.

Bring Your Own Device (BYOD)

BYOD is an acronym for Bring your Own Device, "device" includes but is not limited to a privately/owned laptop, tablet computing device, net book, notebook, e-Reader, iPod touch and/or smart phone. The District encourages students to use their own devices to further enhance their education in accordance with the following guidelines:

1. In order to utilize the District's network (specifically Internet access and related applications) as well as participate in the BYOD program, students and a parent/guardian must review and sign the Responsible Use Policy. This will be considered a legally-binding agreement for the privilege of use of the network.
2. The student is fully responsible, at all times, for the personally-owned device brought to school. The District is NOT liable for any loss, damage or theft of a personally-owned device. As such, students should not share devices.
3. The student is responsible for the condition of the device brought to school, including but not limited to updates, antivirus software and repair.
4. Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.
5. Device use is exclusively limited to schools participating in the BYOD program. Devices should be turned off and should not be visible at schools not participating in the BYOD program.

6. Devices may only be used in certain approved areas of the school. Students may not use devices in parts of the school designated as No Technology Zones or any other areas where devices are not permitted.

STATUTORY AUTHORITY: 1001.43, 1001.51, 1003.4205, 1006.147 F.S.
H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.S. 254(h), (10), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

APPENDIX F

Opt Out Pledge of Allegiance

In accordance with Florida statute §1003.44:

A student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, including standing and placing the right hand over his or her heart.

APPENDIX G

1006.195 District School Board, Charter School Authority and Responsibility to Establish Student Eligibility Regarding Participation in Interscholastic and Intrascholastic Extracurricular Activities.

Notwithstanding any provision to the contrary in F.S. 1006.15, 1006.18, and 1006.20, regarding student eligibility to participate in interscholastic and intrascholastic extracurricular activities:
(1)(a) A district school board must establish, through its code of student conduct, student eligibility standards and related student disciplinary actions regarding student participation in interscholastic and intrascholastic extracurricular activities. The code of student conduct must provide that:

1. A student not currently suspended from interscholastic or intrascholastic extracurricular activities, or suspended or expelled from school, pursuant to a district school board's suspension or expulsion powers provided in law, including F.S. 1006.07, 1006.08, and 1006.09, is eligible to participate in interscholastic and intrascholastic extracurricular activities.
2. A student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets the criteria in s. 1006.15 (3)(h).
3. A student's eligibility to participate in any interscholastic or intrascholastic extracurricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to s. 1006.20 (2)(b).

b) Students who participate in interscholastic and intrascholastic extracurricular activities for, but are not enrolled in, a public school pursuant to s. 1006.15 (3)(c)-(e) and (8), are subject to the district school board's code of student conduct for the limited purpose of establishing and maintaining the student's eligibility to participate at the school.
c) The provisions of this subsection apply to interscholastic and intrascholastic extracurricular activities conducted by charter schools and private schools, as applicable, except that the charter school governing board, or equivalent private school authority, is responsible for the authority and responsibility otherwise provided to district school boards.

(2)(a) The Florida High School Athletic Association (FHSAA) continues to retain jurisdiction over the following provisions in s. 1006.20, which may not be implemented in a manner contrary to this section: membership in the FHSAA; recruiting prohibitions and violations; student medical evaluations; investigations; and sanctions for coaches; school eligibility and forfeiture of contests; student concussions or head injuries; the sports medical advisory committee; and the general operational provisions of the FHSAA.

"As used in this document, 'F.S.' refers to 'Florida Statue',"
"As used in this document, 's' refers to 'subsection',"

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: SS - Printing Supply Account (Due to the Pandemic, less copies were ordered in 2021-2022)

Account Name: 2022-2023 Budget

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100	E6100	5100	9440	5110	

Amount $ 3,000.00

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

Prior Year Approved Budget: $ 3,000.00

Prior Year Actual Spent: $ 306.00 Due to Covid

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 6. 23-0809 7/26/2022

Title and Board Action Requested
Public Hearing and Final Approval of the Simpson Technical College Handbook. This item received tentative approval at the June 14, 2022 Workshop.

Executive Summary
The Director of Adult and Technical Education, on behalf of the Superintendent of Schools, hereby requests the Board approve the Simpson Technical College Handbook.

My Contact
Sophia Watson
Director, Adult & Technical Education
352-797-7018 ext 415

2018-23 Strategic Focus Area
Pillar 1: Student Achievement

Financial Impact
The cost for this agenda item is $ 0, see attached budget sheet. The cost for the previous fiscal year was $ 0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Summary of Major Changes to Adult Education Handbooks

Throughout:

- Incorporated the two program handbooks into one.
- Changed the name to Wilton Simpson Technical College
- Updated position titles
- Updated logos

Additional changes:

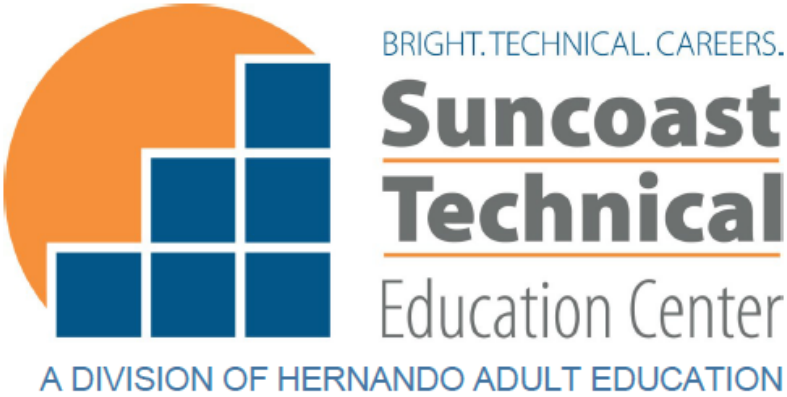
- Removed Faculty and Staff page
- Adjusted attendance policy to 90% for all technical programs
- Added an excused absence policy
- Added language that made a leave of absence only grantable once a year

WILTON SIMPSON TECHNICAL COLLEGE

Program Handbook

2022-2023

SUNCOAST TECHNICAL EDUCATION CENTER



~~Suncoast Technical Education Center~~Su

~~Handbook & Program Catalog 2020-2021~~

~~All visitors must check in at the Administration Office~~

~~Main Campus~~

~~4057 California Street~~

~~Brooksville, Florida 34604~~

~~(352) 797-7091~~

~~Fax: (352) 797-7191~~

~~www.SunTechEd.com~~

~~Extension Campus~~

~~14075 Ken Austin Pkwy~~

~~Brooksville, Florida, 34613~~

~~Administrative Office~~

~~801 N. Broad Street,~~

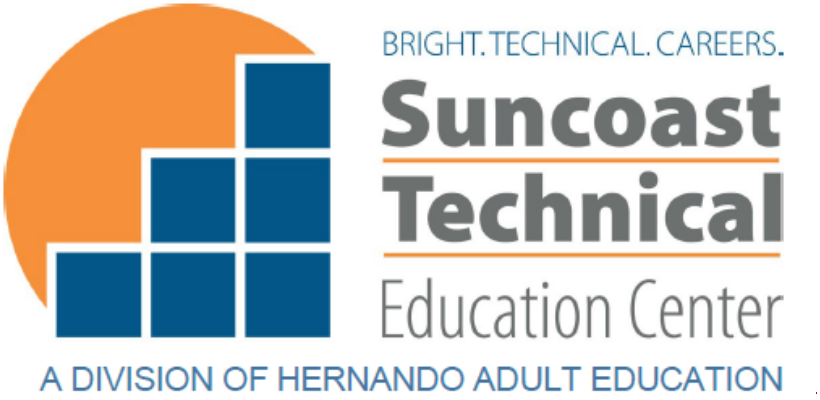
~~Brooksville, Florida, 34601~~

~~(352) 797-7091 or (352) 797-7018~~

~~Sophia Watson,~~

~~Supervisor of Adult & Technical Education~~

~~BRIGHT. TECHNICAL. CAREERS.~~



~~Suncoast Technical Education Center~~ Wilton Simpson Technical College

~~Handbook & Program Catalog 2021-2022~~Program Handbook 2022-23

All visitors must check in at the Administration Office

Main Campus
4057 California Street
Brooksville, Florida 34604
(352) 797-7091
Fax: (352) 797-7191
~~www.SunTechEd.edu~~

Extension Campus
14075 Ken Austin Pkwy
Brooksville, Florida, 34613

Administrative Office
801 N. Broad Street,
Brooksville, Florida, 34601
(352) 797-7091 or (352) 797-7018

Sophia Watson,
~~Supervisor~~ Director **of Adult & Technical Education**

Mission Statement

The mission of ~~Suncoast Technical Education Center~~Wilton Simpson Technical College is to ~~specialize in developing and promoting innovative programs for our students to meet the evolving needs of the community~~empower our community to grow and be successful by providing quality education through our innovative programs.

Vision Statement

~~Together we will make aspirations a reality.~~To be leaders in adult and technical education.

Governance/Accreditation

~~Suncoast Technical Education Center (SunTech)~~Wilton Simpson Technical College (STC) is governed by five (5) elected officials who constitute the Hernando County School Board. The district superintendent is the chief administrative officer of all the schools in the district. ~~SunTech's~~ STC's ~~Supervisor~~ Director has the primary responsibility for the operation of the school.

~~Suncoast Technical Education Center~~STC, as an integral part of Hernando County Public School System, is subject to certification standards for its faculty that are equivalent to those required in other public supported schools. Instructors are experienced in their respective fields and maintain high standards of instruction. ~~SunTech's~~ STC's faculty members are certified by the Florida Department of Education and/or the Hernando County School Board on the basis of their technical qualification, actual work experience in the occupation they teach, and professional training as teachers. Thus, they must have technical competence as well as professional teacher training.

~~SunTech~~ STC is served by an Institutional advisory committee whose function is to advise and make recommendations to the ~~supervisor~~ Director concerning the curriculum, equipment, operation and goals of ~~SunTech~~STC. Committee members are selected for their interest, experience, and other qualities which enable them to make worthwhile contributions to the community. In addition, each program is served by an occupational advisory committee which is composed of men and women who are employed in the field or trade represented by the program. These people are of invaluable service in evaluating programs, keeping instructors abreast of current industrial needs and technological needs as they pertain to job skills and job placement.

~~Suncoast Technical Education Center~~STC is a public institution of the Hernando County School Board, certified by the Florida Department of Education and accredited by the Commission of the Council on Occupational Education.

Contact Information:

Council on Occupational Education

7840 Roswell Road, Building 300

Suite 325

Atlanta, GA 30346

Dear Students,

Welcome to ~~Suncoast Technical Education Center~~Wilton Simpson Technical College! I am honored to spend this year with you as you embark on your educational journey. I hope you find that the staff and faculty will do their best to help you be successful during your time with us.

Please take time to review this Program ~~Catalog~~Handbook. There is information in the ~~catalog~~ handbook that will be useful to you throughout this academic year.

~~Suncoast Technical Education Center~~Wilton Simpson Technical College offers many opportunities for you to gain valuable adult & technical training. Those who enroll in a technical training program will learn excellent training and employability skills each year. Whether you choose to go directly into the workforce or to go on to another postsecondary program, you will leave our school being empowered to compete with your peers.

On behalf of the faculty and staff at ~~Suncoast Technical Education Center~~Wilton Simpson Technical College, we once again welcome you and look forward to working with you during this coming year.

Sincerely,

Sophia Watson

~~Supervisor~~ Director of Adult & Technical Education

TABLE OF CONTENTS

Mission/Vision Statement ..... **Pg. 2**
Governance ..... **Pg. 2**
Welcome ..... **Pg. 3**
Table of Contents ..... **Pg. 4-5**
~~**Faculty and Staff** ..... **Pg. 6**~~
Accreditation Information ..... **Pg. ~~7~~6**
General Information ..... **Pg. ~~8 10~~7-9**
History
Campus Locations
Testing Procedures
Admissions..... **Pg. ~~11 – 14~~10-13**
Admission Requirements
Admission Procedure
Basic Skills Exit Requirements & Exemptions
Transcripts
Financial Aid Counseling
Placement
~~Employ Florida Information~~ Tuition and Fees for Adult Education
~~Housing~~ Employ Florida Information
~~Transfer Policy~~ Housing
~~Withdrawal Procedures~~ Transfer Policy
~~Program Length~~ Withdrawal Procedures
~~Re-Admission policy~~ Program Length
Re-Admission policy
Information Disclosure ..... **Pg. ~~15 16~~14-15**
Student Information Disclosure
Students Records
Family Educational Rights and Privacy Act (FERPA)
Financial Information ..... **Pg. ~~17 23~~16-22**
Financial Aid
Student's Rights & Responsibilities for Financial Aid
Federal Title IV Grant
Pell Grant Process
Vocational Rehabilitation
Veterans & Dependents Benefits
Veterans Affairs
Approved Programs
How to Apply
Enrollment Changes
Student's Responsibility
Other Financial Aid
Veteran's Attendance
Veterans Credit for Previous Training
Attendance Violation Appeals
VA Attendance Appeal Process
Check Writing Policy
Cancellation and Refund Policy
Return to Title IV (R2T4) ..... **Pg. ~~24 28~~23-27**
Introduction
Treatment of Title IV
Official Withdrawal
Unofficial Withdrawal
Student & Institution Responsibilities
Institution Responsibilities
Student Responsibilities
Refund vs. R2T4
Withdrawal before 60%
Withdrawal after 60%
Calculation Formula
Order of Return
Earned Aid
Overpayment of Title IV
R2T4 Questions
Credit Balance

Satisfactory Academic Progress (SAP) Policy ..... Pg. ~~29-32~~27-31
Components
Frequency of Evaluation
Qualitative Component
Quantitative Component
Changes in Program
Course Incompletes, Withdrawals, etc.
Warning Status
Not Meeting SAP
Appealing SAP Status
Appeal Process
Probationary Status
Re-Establishing Eligibility for Aid
Understanding SAP Status
Attendance Policy
Make-up Hours
Leave of Absence
Institutional Information ..... Pg. ~~33-44~~32-42
Academic Program Improvement
Accidents & Injuries
Campus Safety & Security
Clery Act
Cancelled Class Due To Inclement Weather
Cell / Digital Phones & Pagers
Certificate Requirements
Complaint / Grievance Procedure
Copyright Infringement
Crisis Response Plan
Disability Disclosure
Dress Code / Uniforms
Driving / Parking
Drug Free Policy
Emergencies
Equity Statement
Identification Badges
Internet & Technology Policy
Lab & Shop Safety
Name, Phone Number & Address Change
Net Price Calculator
Procedures for Handling Alleged School Related Crime
Search of Person College Navigator Website
Statement of Non Discrimination
Student Body Diversity
Student Code of Conduct
Student Time Records
Tardy Policy
Tobacco Use
Tuition & Fees
Vaccination Policy
Voter Registration
Weapons
Services to Students ..... Pg. ~~45-43~~ - ~~48~~46
Assistance with Enrollment
Access to Your Records
Awards Ceremony
Counselor
Career Pathways
Dual Enrollment
Drop / Add Period for Technical Programs
Progress Reports
Transcripts & Access to Your Records
Technical Programs ..... Pg. ~~49-53~~47-51
Air-Conditioning, Refrigeration & Heating Technology
Automotive Service Technology 1
Cybersecurity
Cosmetology
Welding Technology
~~Advanced Manufacturing & Production Tech.~~Applied
~~Applied Cyber Security~~Law Enforcement Academy
Appendix A: Program Supply Costs ..... Pg. ~~54-63~~52-61

Air-Conditioning, Refrigeration & Heating Technology
Automotive Service Technology 1
Cybersecurity
Welding Technology
~~Advanced Manufacturing & Production Tech.~~Applied

Cosmetology ~~Applied Cyber Security~~Law Enforcement Academy

Industry Certification & Licensure Requirements by Program …….. Pg. ~~64~~62

Veterans Policy Statements……...…… Pg. ~~65~~63

~~SunTech~~

~~Faculty and StaffStaff Member~~	~~Position~~	~~Certification/Degree~~	~~Institution~~
~~Stratton, John~~	~~Superintendent of Hernando County Schools~~	~~Master in Education~~	~~University of South Florida~~
~~Watson, Sophia~~	~~Supervisor of Adult and Technical Education~~	~~Master in Education Administration~~	~~Grand Canyon University~~
~~Barlow, Nicola~~	~~Manager of Career Enhancement~~	~~Master in Educational Leadership~~	~~National Louis University~~
~~Coker, Cathy~~	~~Financial Aid Coordinator~~	~~Master in Business Administration~~	~~Everest University~~
~~Figueroa, Yamil~~	~~Workforce Development Specialist~~	~~High School Diploma~~	~~Nature Coast Technical High School~~
~~Justen Early~~	~~Cybersecurity Instructor~~	~~Associates of Science~~	~~Industrial Work Experience~~
~~LaBelle, Mark~~	~~Air Conditioning Refrigeration and Heating Technology Instructor~~ ~~Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R1)~~	~~Vocational Certification~~	~~Industrial work experience~~
~~Jake Adlao~~	~~HVAC Instructor~~	~~Vocational Certification~~	~~Industrial work experience~~

~~Tina Cavallino~~	~~Cosmetology Instructor~~	~~High School Diploma~~ ~~Florida License in Cosmetology~~	~~Industrial work experience~~
~~Beyerl, Barry~~	~~Automotive instructor~~	~~Vocational Certification~~	~~Industrial work experience~~
~~Whitman, Jason~~	~~Welding Technology Instructor~~	~~Vocational Certification~~	~~Industrial work experience~~
~~Shriver, David~~	~~Welding Technology Instructor~~	~~Vocational Certification~~	~~Industrial Work Experience~~

ACCREDITATION

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College is fully accredited with the Council on Occupational Education. Initial accreditation was granted on February 19, 2017 and is approved until 2022. The agency contact details are:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA

30350

(770)-396-3898

www.council.org

Program accreditation is also held for our Automotive and Air Conditioning, Refrigeration and Heating Technology programs. Automotive is approved through NATEF (National Automotive Technicians Education Foundation) The agency contact details are:

NATEF (National Automotive Technicians Education Foundation, Inc.)

101 Blue Seal Drive

S.E. Suite 101

Leesburg, VA

20175

Tel: 703-669-6650

Fax: 703- 669-6125

www.natef.org

Air Conditioning, Refrigeration & Heating Technology is approved through HVAC Excellence. The agency contact details are:

HVAC Excellence

PO Box 491

Mount Prospect, IL

60056

Tel: 800-394-5268

Fax: 800-546-3726

www.hvacexcellence.org

Licensing information for our Cosmetology program is held through:

Florida Department of Education

325 W. Gaines St

Tallahassee, FL

32399

Tel: 850-245-9020

www.fldoe.org

Accreditation documentation pertaining to the school and its accredited programs is available on request, and will be provided in paper format, through our administrative office**.**

General Information

History

The ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College(~~SunTech~~ STC) was developed through involvement of interested community members, and collaboration between the Hernando County School District and the Office of Business Development in August of 2013. We are all about creating a community of involvement, education and learning to enhance the local and regional business environment. A trained and ready workforce is a key component. ~~SunTech~~ STC is a public institution authorized by the State of Florida and operated by the Hernando County School District.

~~SunTech~~ STCoffers training in five different disciplines at two campuses in Hernando County. Additional information about ~~SunTech's~~ STC's programs can be found on our web site at ~~www.SunTechEd.edu~~ hernandoschools.org/schools/stc or at our Administrative office located at 801 North Broad Street, Brooksville, FL 34601, phone (352) 797-7018.

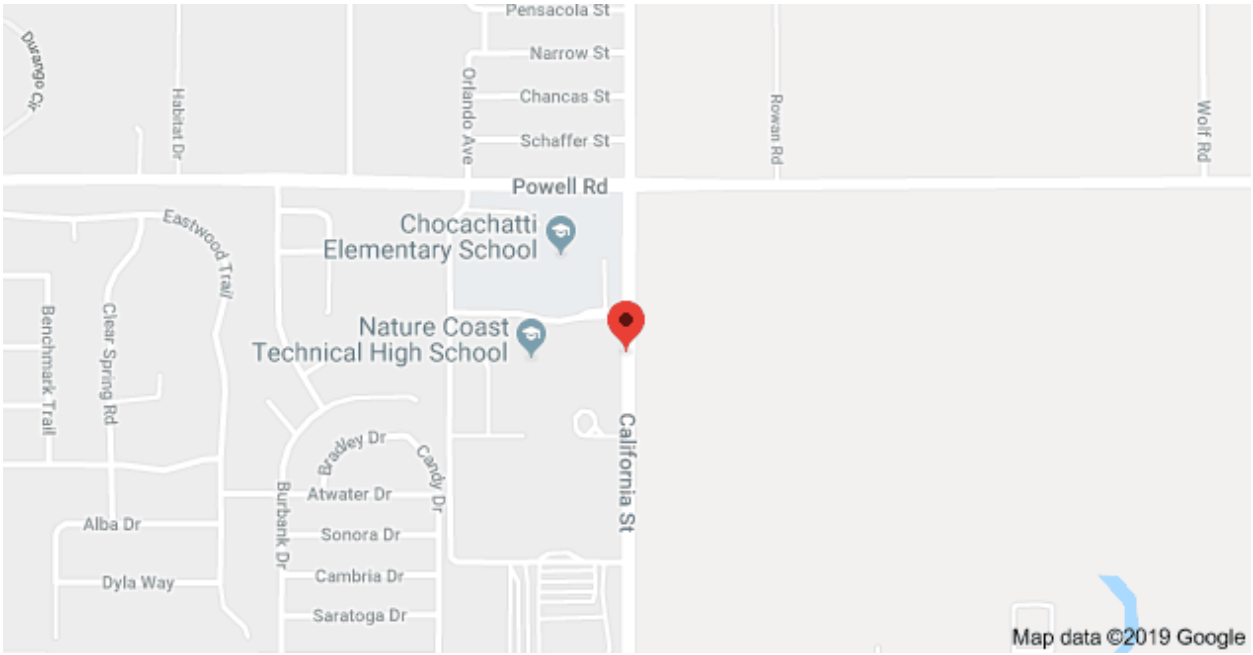
Campus and Facilities

Main Campus

Nature Coast Technical High School

4057 California St.

Brooksville, FL 34604



Extension Campus

Central High School

14075 Ken Austin Pkwy.

Brooksville, FL 34613

Testing Procedures

Test of Adult Basic Education

The State of Florida Department of Education requires that adult students who enroll in post-secondary Career and Technical Education programs take the Test of Adult Basic Education (TABE). Florida Statue requires students to be tested within 6 weeks of admission into the program of study. The State of Florida has established minimum scores in reading, language, and math which are required for completion of the program. The minimum standards may be found on the program description flyers for each program. Students who do not meet the minimum standards will be referred to Applied Academics for Adult Education (AAAE) for assistance in meeting the required standard.

The state allows for exemption of the TABE requirements. The exemptions include:

- Students who have graduated from a Florida public high school or state charter school with a standard diploma in 2007 or any year thereafter. This does not apply to students who have graduated from an out-of-state school, private school, or have earned a GED prior to 2014.
- If a student has already taken the 2014 GED® and attained the minimum scores within two (2) years prior to admission into a CTE program, the student does not need to be pretested. If a student takes and does not attain the minimum score on the 2014 GED® as the initial test, but then subsequently attains the minimum score on each test after admission into the career program, the student may be counted as a completer from the program if the student successfully demonstrates mastery of content as determined locally.
- Students who have earned a college degree at the associates of applied science or higher.
- Students who are serving as an active duty member of any branch of the United States Armed Services.
- Students who pass a state or national industry certification or licensure exam identified in the state board rules.

ADMISSION REQUIREMENTS

Adult students and those over the age of 16 who have left formal secondary education may enroll in ~~SunTech's~~ STC's technical programs. Students entering 9th grade prior to the 2003-2004 school year or from an out of state school must take the TABE test and meet the minimum standards for their selected program. Students entering 9th grade in 2003 - 2004 or after and earning a standard High School diploma are exempt from the TABE as well as students with an AA degree or higher from a higher education institution. An official transcript is required. FS1008.30, 1004.91

ADMISSION PROCEDURE

~~SunTech~~ STC does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin. Students' age 16 years old and older with the goal of learning a technical skill offered by ~~SunTech~~ STC are

encouraged to apply. (Minor students should refer to the Administrative office for admission criteria). All programs are subject to space available.

1. Students should make an appointment for a tour of their Program of interest with ~~SunTech~~ STC staff.
2. Students will need to submit all requested paperwork, including transcripts and/or diplomas, proof of Florida residency for in-state tuition rates (Two forms of identification are required) at orientation.
3. Submit the applicable tuition and fees and/or FASFA information.
4. Students needing financial assistance can contact the Administrative office who will direct students to agency funding sources.
5. Students must take the TABE (Test for Adult Basic Education) unless a basic skills exit requirement exemption exists. The exam is administered by ~~Sun Tech~~STC Staff and an appointment will be made for you within six weeks of class start date.

BASIC SKILLS EXIT REQUIREMENTS AND EXEMPTIONS

Section 1004.91, Florida Statute (F.S.) and State Board of Education Rule 6A – 10.040 mandate that students who enroll in a program of 450 hours or more "may not receive a career and technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program." ~~SunTech~~ STC provides the opportunity for students to demonstrate basic skill requirement through the Test of Adult Basic Education (TABE). The Florida Department of education has placed basic skill levels on all programs in the curriculum frameworks. TABE scores are valid for a period of one (1) year.

Based on Rule 6A – 10.040 and Rule 6A – 10.0315, students are exempt from the basic skills requirement if they meet any of the following conditions

- The student presents a transcript indicating an award of a college degree at the associate of applied science level or higher.
- The student entered 9th grade in Florida public school in the 2003-2004 school year or thereafter, and earned a Florida standard High School Diploma.
- The student who is serving as an active duty member of any branch of the United States Armed Services
- The student passes a state or national industry certification or licensure examination aligned to the career program in which the student is enrolled.

The purpose of assessment is to determine whether or not the student has the basic skills necessary to be successful in the chosen career program.

TRANSCRIPTS

At the completion of a program a complimentary certificate of completion along with a transcript will be issued to the student provided there are no outstanding fees. A $2 charge will be required for each additional transcript request.

FINANCIAL AID COUNSELING

Financial aid counseling is available to provide information and assistance to students who wish to apply for financial assistance. Prior to course start date all tuition and fees must be paid or accounted for.

Note: Financial Aid approval does not automatically result in admittance into ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College.

PLACEMENT

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College and CareerSource Pasco/Hernando has resources, both traditional and on-line, to provide placement assistance to students seeking employment upon completion of their occupational training. ~~SunTech~~ STC program instructors, administration and staff provide valuable information and resources to support job placement.

The CareerSource on-line link is https://www.careersourcepascohernando.com/ and provides much placement opportunities under the "Job Seekers" tab. The career center hosts local job vacancies under "Hot Jobs" that is updated frequently. CareerSource also utilizes the "Employ Florida Marketplace" to assist student to secure employment in their field of training.

TUITION AND FEES FOR ADULT EDUCATION

Adult Education students are assessed $30.00 per term for instruction in GED®, ESOL, Adult High School or Adult Basic Education classes. For short-term, fee-based classes, the full cost of instruction determines the cost of the class. Tuition and fees are set by the Florida Legislature and are subject to change without notice.

Community Education course fees will vary. Please consult the fall or spring brochure for the most up to date information.

Fees must be paid prior to the first day of classes. Payment can be made by cash, or check.

No fees shall be charged for co-enrolled classes.

The Employ Florida Marketplace is your one-stop online resource for job listings, education and training opportunities, career building assistance and much more. By registering with Employ Florida and posting your resume you will be able to access many features and services to help you in your career search. A User Guide, accessed from the Employ Florida website, was developed to help students get started.

Listed below are a few of the services that are provided through Employ Florida:

• Help Finding Job Openings - You can review available jobs and apply online.

• Job Market Trends - Access current market trends based on available job orders. You can research regional labor market information, such as salaries.

• Resume Builder - This tool will provide you with a professional format to help you create, store, update and post your resume online.

• Letter Builder - This tool will help you create, store and update letters you will need during a job search.

• Employer Information - You can find detailed information on employers that may be of interest to you. These employers may or may not have any current job openings.

• Employers Posting Jobs - You will be able to view employers who have jobs available in the system.

• Virtual Recruiter - Let Employ Florida's Virtual Recruiter schedule a recurring search for job openings that meet your qualifications.

~~SunTech~~ STC encourages student to register with Employ Florida during the last few weeks of the student's chosen Program. This will give students an opportunity to look for a job while completing the program. ~~SunTech~~ STC staff are available to assist students with placement needs.

Employ Florida Link: https://www.careersourcepascohernando.com/

CareerSource
PASCO | HERNANDO

HOUSING

~~Suncoast Technical Educational College~~ Wilton Simpson Technical College does not provide dormitory space or any type of housing facility.

TRANSFER POLICY

Official transcripts from other colleges, technical centers and accredited institutions will be evaluated by an academic advisor and the instructor and credit may be given for the appropriate units of instruction.

Students with previous technical training from other institutions may receive credit for that training. An official transcript from a Florida public institute documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institute for the same technical program. An official transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course numbering system will be accepted in transfer for the same course/ program. Official transcripts from non-accredited institutions will be evaluated on an individual basis by the Manager of Career Enhancement and the program instructor to determine if advanced placement in a given program is applicable. All documentation, including transcripts, must be received by ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College prior to the student starting their program.

Students wishing to transfer programs within ~~SunTech~~ STC must submit a letter to the Manager of Career Enhancement requesting a transfer. Students must be in good standing in their current program to be considered for transfer. Students transferring between programs may not change programs in the middle of the term but must wait until the start of the next term to enroll in a different program. Students granted permission to transfer to a new program will not be issued transfer hours.

WITHDRAWAL PROCEDURES

Students wishing to withdraw from a program prior to program completion need to meet with the Manager of Career Enhancement. The Manager will review with the student the options that are available should the student want to return at a future date. The student will be given a short exit survey, the result of which will be used for data reporting purposes. The student must settle any financial obligations prior to leaving.

Students wishing to withdraw from a program prior to program completion must meet with a Financial Aid Coordinator to determine if the student has to pay back any of his/her Pell award. Refer to the Financial Aid Policy & Procedure section of this handbook for additional information. Students are asked to confirm with the Administrative Office their current mailing and email addresses to facilitate quick processing of any refunds.

TECHNICAL PROGRAM LENGTH

Program lengths vary from 750 to 1200 clock hours. Please see individual program listings for additional information on the required program hours – ~~www.SunTechEd.edu~~ hernandoschools.org/schools/stc

~~-~~RE-ADMISSION POLICY

Students who withdraw or are administratively withdrawn due to a violation of the code of conduct or due to unsatisfactory academic progress, including, but not limited to unsatisfactory attendance, will not be re-admitted without approval by the ~~Supervisor~~ Director of Adult and Technical Education. Students who are administratively withdrawn and wish to be considered for re-admission into the same program of study, must write an appeal letter to the ~~Supervisor~~ Director requesting re-admission within seven (7) days of the notification of withdraw. If approved for readmission, the ~~Supervisor~~ Director will be responsible for making the decision for the re-entry date. Any outstanding debt must be paid in full prior to re-admission. For students that are financial aid recipients please refer to the Financial Aid Policy and Procedures Handbook

INFORMATION DISCLOSURE

STUDENT INFORMATION DISCLOSURE POLICY

In accordance with federal and state laws, Hernando County School District and ~~SunTech~~ STC will obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Hernando County School District may disclose appropriately designated directory information without written consent UNLESS you advise Hernando County School District to the contrary.

STUDENT RECORDS

All matters concerning student records are processed, developed, and maintained by the Staff/Financial Aid department. Certificates are processed and issued; transcripts are prepared and provided at the student's request within a reasonable period of time. Fees may be associated with transcripts and some services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Annually, ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College, informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The administrative office will disclose FERPA information by publishing a notice in the student catalog and on the appropriate web locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records, and file a complaint with the school.

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the administrative office, a written request that identifies the education record(s) they wish to inspect. If the records are not maintained by the administrative office, the school shall advise the student of the correct official to whom the request should be addressed. The appropriate school official will arrange for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without prior consent of the student is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as a member of the faculty or staff, members of the HCSB School Board, or a person under contract to the school to perform a task such as a consultant, attorney or auditor. Student or community members of school committees are also included in the definition of school officials as are student employees assisting a school official in performing his or her tasks.

Inter-institutional disclosure may be made between the school and entities that administer or participate in joint programs or activities and that further a legitimate educational interest because such disclosures are considered made to "school officials". Directory Information at ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College, is defined as information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory Information will be made available to the general public unless the student notifies the administrative office in writing of the wish for privacy. A copy of the Non-Disclosure of Directory Information form is provided to each student at enrollment. Additional copies can be obtained at the administrative office.

The right to file a complaint concerning alleged failures by the ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College, to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

~~Supervisor~~ Director of Adult and Technical Education

801 N. Broad Street

Brooksville, FL 34601

(352)797-7018

Watson_s@hcsb.k12.fl.us

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records -- including your Social Security Number, grades, or other private information -- may be accessed without your consent. Covered under this provision are:

The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State Authorities) who may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported program. The evaluation may relate to any program that is "principally engaged in the provision of education", such as early childhood education and job training, as well as any program that is administrated by an education agency or institution.

Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when the school objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and date security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities.

In connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal and State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Financial Information

FINANCIAL AID

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. The amount of financial aid is dependent upon financial need; therefore, the amount awarded may vary from student to student. The attendance policy and satisfactory academic progress must be maintained throughout the length of the program to remain eligible for Federal Financial Aid. Students losing their benefits may re-enroll as self-pay until such time benefits can be reinstated. Please refer to the Financial Aid Policy and Procedures Handbook for detailed information. A copy of this handbook is provided to each student upon enrollment and additional copies are available in the Administrative Office.

Postsecondary students are assessed tuition and lab fees. The session's tuition and lab fees are discussed during the enrollment period and are payable upon registration, and have an approved payment plan. Certain programs require the purchase of supplies, insurance, tools and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice. Florida residents are assessed tuition by the clock hour at the current rate set by the Florida legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. The current in state tuition rate is $2.92 per clock hour. The out of state rate is $11.17. There is also a $5 student ID fee. Information on the cost of individual programs may be obtained on the ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College website at ~~www.SunTechEd.edu~~ hernandoschools.org/schools/stc~~.~~

Payment for program tuition is made at the time of registration at ~~Hernando Adult Education~~the Administrative Office based at 801 N. Broad Street, Brooksville, Florida, 34601. Payment of installment plans can be made at the Administrative Office, 4057 California Street, Brooksville, Florida, 34604 also. Cash, money order, debit card, Visa, Discover and Master Card are accepted forms of payment for most programs.

Potential payment issues should be discussed with the Manager of Career Enhancement to rectify any issues. Students will be given a verbal reminder if installment plan is one day late. After two weeks a written reminder of payment due will be mailed to the student. After thirty days of non-payment a letter confirming withdrawal from the program will occur if payment is not received within fifteen days. After forty five days a certified letter will be mailed to the student withdrawing them from the program. Class books will be returned or the cost of the book will be billed to the student at the stated purchase rate when the book is signed for. Re-entry into a ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College program may be allowed as long as any outstanding amounts are paid.

In order for a program to be eligible for Title IV aid it must:

1) Admit as a regular student a person who meets one of the following:
   a) Have a valid high school diploma
   b) Have a GED diploma
   c) Have a valid state authorized high school equivalency examination (HiSet,TASC etc…)

2) Offer a course that has supervised training of at least 300 clock hours in duration and leads to a certificate that prepares students for gainful employment in recognized occupations.

To be Eligible to receive Federal Student Aid, you will need to:

1) Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED 2014®) certificate, or by completing a high school education in a homeschool setting approved under state law.
2) Be enrolled or accepted for enrollment as a ***regular student*** in an eligible certificate program. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.
3) Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

   Men exempted from the requirement to register include;

   a) Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
   b) Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
   c) Males born before 1960;
   d) Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
   e) Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4) Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

5) Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
   - Sign certifying statements on the ***FAFSA*** stating that:
   - you are not in **default** on a **federal student loan**
   - do not owe a refund on a **federal *grant***
   - Sign the required statement that you will use federal student aid only for educational purposes
6) Maintain ***satisfactory academic progress (SAP)*** while you are attending college or a career school.
7) The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1) Be a U.S. CITIZEN or U.S. NATIONAL
   a) You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2) Have a GREEN CARD
   a) You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3) Have an ARRIVAL-DEPARTURE RECORD
   a) Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
   b) Refugee
   c) Asylum Granted
   d) Cuban-Haitian Entrant (Status Pending)
   e) Conditional Entrant (valid only if issued before April 1, 1980)
   f) Parolee
4) Have BATTERED IMMIGRANT STATUS
   a) You are designated as a **"battered immigrant-qualified alien"** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5) Have a T-VISA
   a) You are eligible if you have a T-visa or a parent with a T-1 visa.
6) **U-Visa" holders** are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.

   a) Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

STUDENTS' RIGHTS & RESPONSIBILITIES FOR FINANCIAL AID

As a student consumer, you have the RIGHT to:

- Be informed of the correct procedures for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined and what you have to do to continue receiving aid.
- Be informed of the type and amount of assistance you will receive, how much of your need has been met and how and when you will receive your benefits.
- Appeal any decision of the Financial Aid office with regard to your application.
- View the content in your financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the job description and rate of pay for any student job you accept.

It is your responsibility to:

- Complete all application materials correctly and submit them on time.
- Read all materials sent to you from the Financial Aid office.
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or new information requested by the Financial Aid office.
- Use financial aid only for expenses related to attending post-secondary education.
- Maintain satisfactory academic progress.
- Notify the Financial Aid office of any resources not considered during your original need analysis and aid not listed on your award letter. Failure to notify us can jeopardize your future financial aid.
- Keep your local and permanent addresses current at the Registrar's office.

FEDERAL TITLE IV GRANT PROGRAMS

The purpose of the Title IV Program is to provide a foundation for financial assistance to students in higher education. Other programs are secondary or supplementary to Pell Grant. The Title IV Program makes funds available to eligible students attending approved colleges, community/ junior colleges, technical colleges, and other educational facilities through PELL or the Comprehensive Transition Postsecondary Program. To apply for a Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA) @ www.fafsa.ed.gov in accordance with the instructions of the application and return that completed form to the Financial Aid office. Read instructions carefully; do not estimate. Take your financial information directly from your tax forms. The information will be transmitted electronically; the results which will be returned to the school in an Institutional Student Information Record (ISIR) within 3 – 4 days. Determination of the grant amount will be based on the student's Expected Family Contribution (EFC) contained in the Institutional Student Information Record, the cost of attendance at the eligible school of your choice, and the payment schedule issued to all eligible educational institutions by the US Department of Education. To be eligible to receive the Pell Grant, the student must be enrolled in a program that:

- Is at least 300 clock hours in length.
- Is postsecondary in nature. The student must also meet one of the following requirements:
    - ❖ A standard high school diploma or
    - ❖ A high school equivalent through a GED® certificate or
    - ❖ Qualifying assessments (TABE) within 6 weeks of start date

One of the criteria for financial aid eligibility is meeting and maintaining the financial aid academic progress requirement at ~~SunTech~~ STC defined by the school policy. It is the student's responsibility to read and understand these requirements

PELL GRANT PROCESS

After receiving the Institution Student Information Record (ISIR), the applicant must return to the Financial Aid office for a review of the ISIR and completion of the Financial Aid folder.

The following information is required for each folder:

1. Application for Vendor Status / Pell Grant Stipend.

2. W-9.

3. Certification of Financial Aid Information.

4. Student Data Form.

5. Non-filer Statement, if applicable.

6. Standards of Satisfactory Academic Progress.

7. Verification Worksheet, if selected for verification. Verification - is a required federal process of checking the accuracy of information that applicants supply on their financial aid applications. Applicants who apply for financial aid should be aware that they may be selected for verification. Selection is based on Federal Department of Education guidelines. If the applicant is selected, he/she will be notified. Applicants selected for verification are not eligible to receive financial aid funds until they have submitted all required verification information.

8. A copy of all Income Tax Return transcripts, if applicable.

9. Verification of all untaxed income reported on the FAFSA.

Obtaining information is the responsibility of the student. No federal funds can be disbursed until the student's financial aid folder is complete. If a student changes enrollment status or programs, it is important to notify the Financial Aid Office to ensure Financial Aid benefits are calculated accurately

VOCATIONAL REHABILITATION

This is a service to conserve the working usefulness of persons with impairment who have reasonable expectations of becoming employed. Students who may qualify for vocational rehabilitation aid to attend post-secondary education should contact the office of Vocational Rehabilitation.

VETERANS' & DEPENDENTS' BENEFITS

Educational benefits are available to qualified veterans and children of deceased and disabled veterans. As a veteran or dependent, you may be entitled to certain benefits, and be eligible to participate in certain programs. For information, please contact the Financial Aid office.

VETERANS' AFFAIRS

As a veteran, you are entitled to certain benefits and are eligible to participate in certain programs. The following information should serve as a brief overview of these programs and your benefits. For additional information please contact the Financial Aid office. The office is open from 8:00 a.m. to 4:00 p.m., Monday - Friday.

APPROVED PROGRAMS

An excellent way for veterans to use their education benefits is pursuing an approved program of study at an institute of higher learning. All programs of study must be approved by the State Approving Agency in order to be certified by Department of Veteran Affairs for payment of benefits. All regular programs at ~~SunTech~~ STC are currently approved by the State Approving Agency.

HOW TO APPLY

Students may contact the Financial Aid office for assistance in applying for veteran benefits. The chapter under which you are filing will determine the documentation required by the Department of Veteran Affairs to certify your benefits. The website address www.benefits.va.gov/gibill has information to assist students.

ENROLLMENT CHANGES

If a veteran changes enrollment status or changes course or program, it is important to notify the Financial Aid office for certification purpose. If a VA student fails to notify the financial aid officer of changes, recertification will be delayed. A Change of Program or Status form is required by the Department of Veteran Affairs and may be obtained at the Financial Aid office.

STUDENT'S RESPONSIBILITY

As a student receiving Veterans' Educational Assistance, you are responsible for immediately notifying the Financial Aid office of any changes in your certificate program or reduction in your clock hours. ~~SunTech~~ STC requires that all tuition and any applicable fees be paid prior to the final program course start date.

OTHER FINANCIAL AID

Receiving veteran's benefits does not necessarily prevent a student from receiving other forms of financial aid. Applications and assistance are available in the Financial Aid office. Phone Numbers For more information about applying for educational benefits at:

- ~~SunTech~~ STC Financial Aid office 352-797-7018 ext. 477
- Department of Veterans' Affairs; Atlanta office 1-888-442-4551

VETERAN'S ATTENDANCE POLICY

Students exceeding 20% total absent hours out of their total scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (equal or greater than 85% attendance) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance. If a student has violated the attendance policy stated above, they will be notified immediately in writing. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

ATTENDANCE VIOLATION APPEALS

Students who feel that they have grounds for appeal to an action taken as a result of the requirement may appeal to the director. Upon written notification of violation, a student has five calendar days to fill out the VA Attendance Policy Appeal Form (found in the back of this handbook) and set up an appointment with ~~SunTech~~ STC Administration. An immediate date will be scheduled for the appeal. ~~SunTech~~ STC Financial Aid will be notified of the final appeal decision within 15 calendar days of the student's initial receipt of violation notification, and will communicate with VA accordingly.

VA ATTENDANCE APPEAL PROCESS

Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance.

- VA student attendance will be monitored on a monthly basis.
- Within five (5) calendar days of a detection of a less than 85% attendance percentage the VA student will be notified in writing of a termination of services.
- VA student has five calendar days to appeal the termination through the attendance appeal process.
  - Fill out the VA Attendance Policy Appeal Form (found in the back of the student handbook or with VA officer)
  - Attach documentation
  - Return to administration and schedule an immediate hearing date
- VA student will be notified in writing of the administrative appeal decision within 15 calendar days of initial notification.
- A copy of the decision will be sent to the ~~SunTech~~ STC Financial Aid Office. A VA Certifying Official will immediately notify VA Education of the decision.

Veterans Policy Requirement When Payment is Delayed

This policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides their Certificate of Eligibility (COE) to Financial Aid Officer for entitlement to educational assistance under Chapter 31 or Chapter 33 and ending on the earlier of the following dates:

1. The date on which the payment from the VA is made to the institution; OR;
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE

This policy ensures that the educational institution does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or Chapter 33.

CHECK WRITING POLICY

If your check is returned or rejected for any reason, you expressly authorize your bank account to be electronically debited for the amount of the check, PLUS a minimum processing fee of $25.00 or the maximum amount allowed by law. ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College uses Check Care for collection action on all returned checks. A copy of their graduated charges is available on request.

CANCELLATION AND REFUND POLICY:

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 45 days of receiving the notice of cancellation, the school shall initiate the process for the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of $*30.*

Refund after the commencement of classes:

1) Procedure for withdrawal/withdrawal date:
2) A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Administration Office. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
   a.) For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
   b.) A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
   c.) All refunds will be initiated within 45 days of the determination of the withdrawal date.
   d.) After the commencement of classes, the tuition refund, minus the registration fee of $30 will be determined.

3) Tuition charges/refunds:
   a.) Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of $*30.*

RETURN OF TITLE IV, HEA POLICY

Introduction

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. ~~SunTech~~ STC will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at ~~SunTech~~ STC and are enrolled in Title IV aid. It is separate and distinct from the ~~SunTech~~ STC refund policy. (Refer to institutional refund policy found in the Program Catalog)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

TREATMENT OF TITLE IV, HEA AID WHEN A STUDENT WITHDRAWS

The law specifies how your school must determine the amount of Title IV, HEA program assistance that you earn if you withdraw from school. The Title IV, HEA programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV, HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

"OFFICIAL" WITHDRAWAL FROM THE SCHOOL

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or Administration Office in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1) Date student provided official notification of intent to withdraw, in writing or orally.
2) The date the student began the withdrawal from ~~SunTech~~,STC records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, ~~SunTech~~ STC , will complete the following:

1) Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2) Two calculations are performed:
   a) The students ledger card and attendance record are reviewed to determine the Calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
   b) Calculate the school's refund requirement (see school refund calculation)
3) The student's grade record will be updated to reflect his/her final grade.
4) ~~SunTech~~ STC will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5) They will provide the student with a letter explaining the Title IV, HEA requirements:
   a) The amount of Title IV assistance the student has earned. This amount is based upon the length of the time the student was enrolled in the program and based on scheduled attendance and the amount of funds the student received.
   b) Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
   c) Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6) Supply the student with ledger card record noting outstanding balance to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the school unofficially withdraws a student from school, the Administrative Office and/or Financial Aid ~~Director~~ Coordinator must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1) The education office will make three attempts to notify the student regarding his/her enrollment status;
2) Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;

3) The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4) Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5) ~~SunTech~~ STC calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6) Calculate the school's refund requirement. (see school refund calculation)
7) ~~SunTech~~STC's Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8) If applicable, ~~SunTech~~ STC, will provide the student with a refund letter explaining Title IV requirements:

   a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.

   b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.

   c) Supply the student with a final student ledger card showing outstanding balance due to the student and the school and the available methods of payment.

A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

STUDENT AND INSTITUTION RESPONSIBILITIES

If you receive (or your school or parent receive on your behalf) excess Title IV, HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1) Your institutional charges multiplied by the unearned percentage of your funds.
2) The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV, HEA program funds.

INSTITUTION RESPONSIBILITIES IN REGARDS TO RETURN OF TITLE IV, HEA FUNDS

~~SunTech~~STC's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

  The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

STUDENT RESPONSIBILITIES

- If your school is not required to return all of the excess funds, you must return the remaining amount.
- Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You

do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds

- Student Responsibilities in regards to return of Title IV, HEA funds
- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

REFUND VS. RETURN TO TITLE IV, HEA PROGRAM FUNDS

The requirements for Title IV, HEA program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV, HEA program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

WITHDRAWAL BEFORE 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

WITHDRAWAL AFTER 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. ~~SunTech~~ STC measures progress in Clock Hours, and uses the payment period for the period of calculation.

THE CALCULATION FORMULA

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.
HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

b) If this percentage is greater than 60%, the student earns 100%.
c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

~~SunTech~~ STC will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1) Repay the overpayment in full to ~~SunTech~~STC
2) Sign a repayment agreement with the U.S. Department of Education.

ORDER OF RETURN

~~SunTech~~ STC is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the "R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required

- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

EARNED AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

- If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.
- If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.
- The school must cease all attempts to disburse the funds and return them no later than 2 40 days after the date it issued the first check.

OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with ~~SunTech~~ STC or Department of Education to return the amount of unearned grant funds.

RETURN TO TITLE IV, HEA QUESTIONS

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

* This policy is subject to change at any time, and without prior notice.

CREDIT BALANCE

A Credit balance is remaining Title IV funds after tuition, books and supplies and fees have been paid. Every Credit balance will be given to receiving student within three (3) days of receiving Title IV funds via the student receiving a check for remaining credit balance.

Satisfactory Academic Progress (SAP) Policy

A student must make satisfactory academic progress toward the completion of their academic program to be eligible for federal, state and institutional aid, and the institution must have a reasonable policy for monitoring that progress.

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College Office of Financial Aid and Scholarships reviews each student's satisfactory academic progress at the end of each payment period after grades have been posted.

All students, including those who have transfer credits, are required to meet three measures of academic progress in order to maintain eligibility for federal financial aid which includes grants, loans and work-study. The three requirements are:

1. Maintain a cumulative academic grade point average (GPA) of at least 2.0; and
2. Successfully complete at least 67% of credits attempted; and
3. Complete a certificate or degree within 150% of the published length of the program.

Students must meet all of the SAP requirements listed above to be eligible to receive federal financial aid. If the requirements are not met, students will be notified via certified mail.

COMPONENTS OF ~~SUNTECH'S~~ STC'S SAP POLICY FOR CLOCK-HOUR PROGRAMS

The quantitative and qualitative standards listed below are used to evaluate the cumulative results of all periods of enrollment for clock-hour students at ~~Sun Tech~~STC, including those payment periods during which the student did not receive federal financial aid funds or other types of financial assistance. Thus, a student who has not previously received federal financial aid may still be ineligible even though it is their initial financial aid application.

FREQUENCY OF EVALUATION FOR CLOCK-HOUR PROGRAMS

Federal regulations require an institution to evaluate SAP at least annually for programs that are longer than one year and every payment period for programs of one year or less. ~~Sun Tech~~STC evaluates all components of SAP at the point when the student's scheduled clock hours for the payment period have elapsed regardless of whether the student attended those hours.

QUALITATIVE COMPONENT FOR CLOCK-HOUR PROGRAMS

~~Sun Tech~~STC uses the student's cumulative academic grade point average (GPA) to measure qualitative progress. To meet this standard federal financial aid recipients are required to achieve and maintain a minimum cumulative academic GPA of 2.0 which is consistent with ~~Sun Tech~~STC's graduation requirements. The cumulative GPA that ~~Sun Tech~~STC uses to evaluate the student's SAP status is calculated based on all courses that have been attempted and apply toward the current certificate.

QUANTITATIVE COMPONENT FOR CLOCK-HOUR PROGRAMS

Federal regulations require a quantitative component that evaluates the maximum timeframe in which students must complete their educational program and a pace of completion that ensures they will complete the program within the timeframe. ~~Sun Tech~~STC requires that all financial aid recipients successfully complete at least 67% of the clock-hours and weeks scheduled for each payment period. Successful completion for this standard is defined as earning a grade of 'A', 'B', 'C' or 'D' in most programs.

Financial aid recipients are also required to complete their program within 150% of the published length of the program as measured by the number of clock-hours and weeks in the program. (Note that a student in a clock-hour program cannot receive aid for hours beyond those required for the program. The maximum timeframe applies to the amount of time the student takes to complete the required hours.)

CHANGES IN PROGRAMS OF STUDY FOR CLOCK-HOUR PROGRAMS

Students are permitted to make one change to their program of study in accordance with their academic goals. So long as students are meeting all other SAP standards, changes of program alone will not disqualify them for financial aid eligibility. Students who change programs while failing SAP maintain their previous SAP status until the completion of the first payment period of their new program.

COURSE INCOMPLETES, WITHDRAWALS, AND NR GRADES FOR CLOCK-HOUR PROGRAMS

Successful completion of coursework is defined as earning a grade of 'A', 'B', 'C' or 'D' at ~~Sun Tech~~STC. All other grades including 'I' (Incomplete), 'F' (Failure), 'FN' (Failure for non-attendance), 'NR' (Not Reported) and W (Withdrawn) are defined as unsuccessful completion. Accordingly, all courses having grades of 'I', 'F', 'FN', 'NR' and

'W' count as hours attempted and count as zero hours earned in the SAP calculation. The grade of 'F' additionally counts as zero quality points when the qualitative SAP standard is assessed. Grades of 'I' and 'W' are not counted when the qualitative SAP standard is assessed. Grades of 'I' and 'W' do not carry any quality points.

Students who have grades of 'I' or 'NR' that result in an unsatisfactory standing may have their SAP status recalculated if those grades are later reported as an 'A', 'B', 'C' or 'D'. Students who achieve satisfactory standing as the result of a grade recalculation will be evaluated for reinstatement of financial aid so long as the end of the same academic year has not occurred and all other eligibility criteria are met.

WARNING STATUS

Students who are not meeting the qualitative (GPA) or quantitative (67%) components of SAP will be given a status of 'Warning' for one term or payment period. Students in a warning status may continue to receive federal aid.

NOT MEETING SAP

Students who fail to meet the SAP standards after the end of their 'Warning' term or payment period are considered to be 'Not Meeting' SAP. As a result, they are ineligible to receive federal aid for any future coursework attempted. Students in a 'Not Meets' SAP status may appeal this status provided there are extenuating circumstances which interfered with their academic progress.

APPEALING A SAP STATUS

Students who experienced extenuating circumstances which interfered with their academic progress may submit an appeal to have their 'Not Meets' SAP status reviewed by a financial aid representative under the guidance of the Director of Financial Aid. Extenuating circumstances include but are not limited to accidents, medical situations, death in the immediate family or difficult personal situations.

Students who do not meet SAP due to exceeding 150% of the required hours for their program and have a valid reason for exceeding the maximum timeframe may submit an appeal to have their SAP status reviewed by a financial aid representative under the guidance of the Director of Financial Aid.

APPEAL PROCESS

GPA and Completion Rate

Students who fail SAP due to GPA or completion rate may submit an appeal within 30 days of the start of the term (Fall or Spring) by providing the following documentation. Please note: Students whose appeals are received after 30 days will have their appeal evaluated for future terms only.

- A written and signed explanation from the student describing the extenuating circumstance(s) which interfered with their ability to be academically successful.
- Documentation which supports the extenuating circumstance(s).
- An academic plan signed by both the student and the Academic Advisor listing the coursework the student is required to attempt in order to be academically successful in the continuation of their program.

Exceeding 150% of credits or hours

Students who fail SAP due to exceeding 150% of the attempted credits or hours for their program may submit an appeal within 30 days of the start of the term (Fall or Spring) by providing the following documentation:

- A written and signed statement from the student describing why they have exceeded 150% of attempted credits or hours in their program along with an explanation of their intended career goals.
- Documentation which supports the extenuating circumstance.
- An academic plan signed by both the student and the Academic Advisor listing the coursework the student is required to attempt in order to be academically successful in the continuation of their program.

Appeals submitted with incomplete or unsigned documentation or submitted beyond the 30-day deadline will not have their aid eligibility evaluated for the current term.

Students will be notified of the decision regarding their SAP appeal via certified mail within 30 days of receipt of their appeal. If an appeal is denied, then a student will have the ability to enroll as a self-paying student.

PROBATIONARY STATUS

If a student's SAP appeal is approved they will be assigned a status of 'probation'. Depending on their situation, they may be granted one to two additional terms or payment periods of federal financial aid eligibility. Failure to meet SAP standards after the probationary period will result in the termination of federal aid eligibility.

RE-ESTABLISHING ELIGIBILITY FOR FINANCIAL AID

A student's eligibility for federal student aid is re-established when they meet the minimum 2.0 GPA, have completed at least 67% of their attempted coursework and have attempted less than 150% of the credits or hours in their program of study.

UNDERSTANDING SAP STATUS

Meeting SAP – Student has a cumulative academic GPA of 2.0 or higher, has completed at least 67% of all attempted credits and has attempted less than 150% of the maximum timeframe for their program of study.

Warning – Student has not met the GPA or completion rate requirements for one term or payment period.

Not Meets – Student has not met the GPA or completion rate requirements for two terms or payment periods.

Probation – Student has successfully appealed their 'Not Meets' SAP status and has been granted one or two terms or payment periods of federal aid eligibility.

Termination – Student has failed to meet SAP during their probationary status and cannot appeal their status.

ATTENDANCE POLICY

~~SunTech~~ STC strives to provide the best educational opportunities possible to prepare students for their chosen occupation. **Students are to be on time and attend all classes**, consistent with attendance expectations in the workplace. However, ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College recognizes there may be times when students cannot attend school due to extreme circumstances. In that case the student must notify the instructor to inform of his/her absence. In Florida, public technical centers are on a clock hour system and are required to have and adhere to an attendance policy. ~~For postsecondary students, there are no excused or unexcused absences. You are either present or you are absent.~~ Time missed due to arriving late or leaving early count toward absences. Students whose attendance falls below ~~67%~~90% (rounded up) of the scheduled clock hours, per term, will have their situation reviewed with the possibility of a warning and/or academic plan. Students who are absent ~~10~~ 8consecutive days will be removed from the program. Students who are withdrawn due to excessive absences will not be entitled to reimbursements. Make up time has been built into each program calendar. Please note students receiving financial aid must adhere to minimum attendance progress to continue to receive aid. ~~Notification regarding absences will be provided in written format to students after three, six and ten absences.~~

EXCUSED ABSENCES IN CLOCK-HOUR PROGRAMS

In a clock-hour program, a limited number (10%) of excused absences, per term, are permitted. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed, and do not have to be made up for the student to receive the degree or certificate for the program. Students must bring in documentation to the Director for approval. The school will prioritize make up days over excused absences, which will be reserved for extreme circumstances outside of the student's control.

MAKE-UP HOURS

Due to extenuating circumstances, we understand that there may be times that are unavoidable to miss school. Therefore, ~~we have built in~~ make-up days have been made available for each program. ~~that are highlighted in pink on the calendar.~~

~~There will be at least one make-up day per session. However, to attend a make-up day a student must sign up a week in advance with their teacher and their attendance rating must be below 80%.~~

LEAVE OF ABSENCE

Under certain circumstances such as a death in the family or major illness, a student may put in writing their request for a Leave of Absence. A Leave of Absence can be for no more than 8 days and must be approved by the ~~Supervisor~~ Director of Adult Education. The leave of absence will alter the graduation date for the student and will only be granted once.

GRADING SYSTEM

Students must maintain an overall grade of 70 percent or higher in all attendance, theory, clinical and/or shop performance during each evaluation period and complete the minimum number of competencies within the pacing guide for each program for the evaluation period. Some programs have higher standards and students must adhere to these standards to make satisfactory academic progress.

Student grades include the following:

- Participation
- End of Course exam
- Workbook/Assignment
- Quiz/Chapter work

Grading Scale:

- A = 100 – 90
- B = 89 – 80
- C = 79 – 70
- D = 69 – 60
- F = Below 60

Failure to make Satisfactory Academic Process may result in the student being withdrawn from the program. Students who receive Federal Financial Aid must adhere to additional provisions set out in the Financial Aid Policy & Procedures handbook.

.

.

ACADEMIC PROGRAM IMPROVEMENT

Each program at ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College is subject to review through a variety of mechanisms. Each year we ask our students to complete a questionnaire on the program and the school. We review the feedback and make appropriate adjustments as necessary. We also meet with industry partners twice a year to review the program curriculum, lab areas and equipment. Minute notes are kept, and any suggestions for program improvements are noted and actioned per administration. We also ensure our instructors participate in relevant professional development training to ensure academic standards are maintained.

ACCIDENTS AND INJURIES

In the event of an accident or injury on campus, you should immediately notify the instructor or other ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College personnel. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have First-aid kits, and additional kits are also located in the business office. Emergency medical services will be contacted for a serious injury or medical condition. You must have an emergency contact card on file with the administrative office.

Books

It is the student's right to have a real and reasonable opportunity to purchase books elsewhere other than through ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College. We have 3 bid vendors on of the books needed for our classes and student's may research it on their own as well. If students choose to purchase books from ~~Suntech~~STC, then they will need to sign a form that we have given them every opportunity to purchase books on their own from other vendors. If students choose to use Financial Aid to purchase books, then students will have to sign another form authorizing ~~Suntech~~ STC to take the full book amount from student's first Pell check.

CAMPUS SAFETY AND SECURITY

~~SunTech~~ STC may utilize Deputies from the Hernando County Sheriff's office to provide security. In the event of an emergency if no Deputy is on campus, students and staff need to contact 911 for immediate assistance.

CLERY ACT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. More information on the Clery Act can be found at www.cleryact.info.

Sexual Misconduct ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College prohibits any form of sexual misconduct. When sexual misconduct is brought to the attention of administration, ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students should be aware the technical center is prepared to take action to prevent and correct such behavior. Individuals who engage in sexual misconduct are subject to disciplinary action, which may result in expulsion from the college.

Any sexual activity without consent given will be considered sexual misconduct. Consent must be free of force, threat, intimidation or coercion. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent cannot be given by a person who is asleep, intoxicated, incapacitated or unable to communicate without impaired

judgment. Consent to one form of sexual activity does not mean consent is given to another type of activity or subsequent activities. Consent is revocable at any time. Sexual misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.

Sexual Harassment – Attempting to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; or to create a sexually intimidating, hostile or offensive work, social or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to the intimidating or embarrassing emphasis of sexual identity. This definition will be interpreted and applied consistent with generally accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits.

Sexual harassment can occur in any type of relationship, involving faculty, staff, students, friends or strangers. Sexual harassment also involves relationships among equals. Power relationships and social dependencies exist between students as well, and may be exploited in ways that are damaging to either party. Students would therefore be aware of the offense that may be taken by any unwelcome sexual advance. Persistent requests for social encounters and favors, physical contact of a lewd type, indecent exposure, persistent requests for or realized sexual encounters, sexual crimes and rape constitute sexual harassment when they are accompanied by one or more of the following terms or conditions: explicit or implicit promises or rewards for cooperation, explicit or implicit threats of punishment for non-cooperation and/or intimidation that creates a hostile or offensive academic/work environment, interference with an individual's scholastic/work performance, preventing an individual's full enjoyment of educational/professional opportunities, or an action that induces conformance stress, anxiety, fear or sickness on the part of the harassed person. Implicit in the legal definition of sexual harassment is the assumption that sexual harassment prevents the realization of the victim's full potential as a student. A person sexually harassing another, who reports to him or her, is thus prohibiting the victim of the freedom to do his/her job, whether as a student or employee. Sexual harassment is considered an unethical and unprofessional as well as illegal behavior and will not be tolerated.

Sexual Assault – Any attempt to engage in any sexual or intimate act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, alcohol/chemical or other impairment, mental deficiency or incapacity to give consent. It is the responsibility of the person initiating sexual or intimate activity to make sure the other person is capable of consenting to that activity.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of the interaction between the persons involved in the relationship.

Domestic Violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Florida, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Florida. Students requiring immediate assistance are encouraged to contact the Dawn Center 24-Hour Crisis Hotline (352)686-8430.

Rape – The penetration, not matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's safety or the safety of others, or suffer substantial emotional distress.

More information on available resources can be found on the technical center's website at ~~www.SunTechEd.edu.~~ hernandoschools.org/schools/stc.

Reporting Sexual Misconduct: Dating Violence, Domestic Violence, Sexual Assault & Stalking

The technical center encourages all sexual misconduct to be reported. ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students have a right to report sexual misconduct by contacting one of the following:

- School Administration on (352) 797-7091
- Hernando County Sheriff's Office on (352) 754-6830

In the event of a crime including dating violence, sexual assault

Sexual Misconduct Prevention and Warning Signs

Within a relationship, there can be indicators of either partner's propensity to become abusive. Partner violence is any sexual, physical, verbal, or emotional abuse of one partner by the other in a romantic relationship. While arguing or fighting occurs in all relationships, partner violence is about power and control of one partner by the other. Due to the nature of being in a relationship with the abuser, partner violence can be hard to identify and understand. If you are in an abusive relationship, you may find it difficult to acknowledge because the abuser is someone for whom you have feelings. Abusive behavior can take many forms. Be concerned if your partner:

- Is jealous and possessive
- Tries to control everything you do
- Tries to isolate you from family and friends
- Has a quick temper or unpredictable reactions to ordinary things
- Often exhibits violent behavior toward animals, children, or other people
- Pressures you for sex
- Has a history of bad relationships
- Has a strong belief in extreme gender roles

In all relationships, it is important to trust your instincts. If your intuition tells you something is wrong, you shouldn't ignore it.

Bystander Intervention

Bystander intervention is a strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. It encourages people to get involved when they see something wrong or dangerous – to tell some, intervene, get help, or speak up. So how do you do it?

Use the 3 D's: Direct, Delegate, and Distract

Direct: Do something yourself (like ask someone to stop what they're doing, or check on someone you might be worried about).

Delegate: If you can't do something yourself because of your barriers, ask a friend, a faculty or staff member, or a trusted peer to help.

Distract: If you don't want to address the situation directly or even acknowledge that you can see it, try to think of a distraction that will diffuse the situation or calm things down in the moment. Distractions could be "accidentally' spilling a drink, asking to borrow the phone of someone who is in a risky situation, asking for a ride or starting an unrelated conversation.

If you see something, do something:

- Talk to your friends honestly and openly about sexual assault.

- Don't just be a bystander. If you see something, intervene in any way that you can without endangering yourself.
- Trust your gut. If something looks like it might be a bad situation, it probably is.
- Be direct! Ask someone who looks like they need help if they're okay.
- Get someone to help you if you see something. Delegate by enlisting a friend or bystander to step in.
- Keep an eye on someone who has had too much to drink.
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
- Recognize the potential danger of someone who talks about planning to target another person at the party.
- Be aware if someone is deliberately trying to intoxicate, isolate or corner someone else.
- Get in the way by creating a distraction, drawing attention to the situation, or separating them.
- Understand that if someone does not or cannot consent to sex, its rape.
- Never blame the victim.

Safety on Campus

1. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

    a) Do not leave personal property in classrooms

    b) Report to your institutional official, any suspicious persons.

    c) Always try to walk in groups outside the school premises. Let the administrative team know of any concerns you have with safety on campus.

    d) If you are waiting for a ride, wait within sight of other people

    e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.

    f) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.

    g) The School has no formal program, other than orientation, that disseminates this information. All faculty undergo an annual training on campus security and all students receive written confirmation of campus security procedures during enrollment and at their orientation. All information is available on request.

    h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

Procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking

The procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking are dealt with the utmost urgency. Under these procedures, both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings. Additionally, both the accuser and accused will be informed of the outcome of any institutional disciplinary proceeding. A student found to have violated ~~Suncoast Technical Education Center~~

Wilton Simpson Technical College behavior standards related to domestic violence, dating violence or stalking may be suspended or expelled from ~~SunTech~~ STC for the first offense.

CANCELLED CLASSES DUE TO INCLEMENT WEATHER

In the event weather conditions are such that travel to and from ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College would be hazardous or extreme temperature presents a problem of safety or comfort, the education center may be closed for the day or delayed in opening.

CELL/DIGITAL PHONES AND PAGERS

In order to maintain an environment conducive to learning, cell/digital phones and pagers must be turned off or in silent mode during classroom hours. You will not be permitted to use cell phones while class is in session. An office phone is available in the Administration office for emergencies.

CERTIFICATE REQUIREMENTS

A student must meet all of the following conditions to earn a Certificate of Program Completion from ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College:

- Have attained a grade of "C" or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt
- Meet Florida Basic Skills Levels in mathematics, reading and language
- Receive the instructors recommendation

COLLEGE NAVIGATOR WEBSITE

Students may check College Navigator Website for our updated information at https://nces.ed.gov/collegenavigator/

COMPLAINT/GRIEVANCE PROCEDURE

In the event that there is a complaint or issue at the classroom level, the student should first speak to the instructor in private about their concern. If the complaint cannot be resolved at the classroom level, the student should submit the complaint to the Administrator on duty. If the complaint cannot be resolved at that level, the student may present the complaint formally, in writing, to the ~~Supervisor~~ Director of Adult and Technical Education within three (3) days. If the grievance is not resolved satisfactorily, the grievant may appeal within five (5) days to the Hernando County School District, 901 N Broad Street, Brooksville, FL, 34601. In the event a student cannot resolve a conflict concerning his/her technical training at the local level, he/she may contact the Florida Department of Education - Career and Adult Education at 325 West Gaines Street, Suite 734, Tallahassee, Florida, 32399-0400, 850-245-0446, http://www.fldoe.org/policy/cie/file-a-complaint.stml. Grievances may also be registered with COE, (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350, 800-917-2081, www.council.org.

COPYRIGHT INFRINGEMENT

Students who infringe copyright law infringement via unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person presents someone else's work as their own. Whether a student copies an assignment, downloads a paper from an Internet site, or uses a cut and paste system for creating text, that student has committed plagiarism. All parties to plagiarism are equally guilty, regardless of whether the student gives or receives work. All students shall abide by the provisions of United States Copyright Law (Title 17, United States Code, Sect. 101, et seq). Student who cheat, plagiarize, or infringe copyright law will face any or all of the following consequences:

- First Offense – If the student is a minor, the student's parent will be contacted. The student will receive a failing grade for the assignment. The student may be suspended from school for one to five days.
- Second Offense – will result in dismissal from the program.

Students who cheat on industry certification or licensing exams will be removed from the testing area. An incident report will be filed with the testing agency to determine if the student will be allowed to test again.

CRISIS RESPONSE PLAN

In the event of an extreme, dangerous, or emergency situation a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, notify your instructor or administration immediately. Policies are in place, are provided to students at orientation and are clearly displayed in the program area. In extreme circumstances, call 911.

DISABILITY DISCLOSURE

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.

A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities.

To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

The following are acceptable forms of documentation and must include a diagnosis, impact of the diagnosed disability and recommended accommodations.

A 504 Plan

A Psychological Report

A letter from a physician

Please contact Sophia Watson, ~~Supervisor~~ Director of Adult and Technical Education @ 352-797-7018 or Watson_s@hcsb.k12.fl.us to schedule an Intake Meeting.

DRESS CODE/UNIFORMS

The technical programs may require uniforms. If applicable, you will be expected to comply with uniform requirements. The instructor will provide specific information. You will be expected to comply with safety apparel requirements.

Under no circumstances will anyone be allowed to remain on campus, regardless of program, if their manner of dress in any way disrupts the educational process as determined by the onsite administrator.

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College prepares students to enter the job market. Therefore, students should dress in accordance with the accepted standards of business and industry. The dress code in each program varies with the needs of the occupational area. However, the following minimum requirements apply:

- Hard-soled and closed toed shoes must be worn in all occupational areas. Sandals, flip-flops, open toe shoes and bare feet are not permitted. **NO EXCEPTIONS.**

- For safety and/or health reasons, students will follow established safety procedures and practices acceptable to their occupation. For example: Contain his/her hair in a net or similar device or have his/her hair cut to an acceptable length, remove jewelry, wear safe clothing.

DRIVING/PARKING

Parking is provided in designated areas for Suncoast Technical Education students. Parking in areas other than designated student parking lots is prohibited. The speed limit of 15 miles an hour is strictly enforced. Parking privileges may be revoked for parking and speeding violations. Loitering is not allowed in and around cars.

All Florida State Statutes are applicable while driving on school grounds. Failure to follow these rules will result in the revocation of parking privileges.

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

DRUG FREE CAMPUS POLICY

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance or use or be in possession of tobacco or tobacco products, as defined by Florida Statutes, while on ~~SunTech~~ STC campus, both the Main Campus at Nature Coast Technical High School or at our extension Site at Central High School or while on ~~SunTech~~ STC sponsored trips involving students. Students not in compliance with ~~SunTech~~ STC campus policy will be immediately dismissed.

When administrative officials have reasonable suspicion that any student at the ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College is under the influence of intoxicating beverages or controlled substances the student will be asked to immediately submit to a urinalysis at their own expense prior to returning to campus. In the event that a student refuses to be tested, the student will be dismissed from the instructional program and forfeit all paid fees. The student may return to campus with a negative test result. Any student dismissed for drug related issues, may be required to complete a substance abuse program prior to re-entry. In all cases, the student will be tested prior to return to class and will be responsible for the expense of the return to class testing as well as for follow-up testing that may be required by the administration.

The referral or dismissal of any student for positive drug testing results will be handled in a confidential manner to avoid any potential embarrassment to the student. All administrators are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the campus immediately. Any person who has been given notice by an administrator and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser. While on ~~SunTech~~ STC sponsored trips, the following action may become necessary:

- Alcoholic beverages in possession of minors will be seized.
- Students and/or adults in possession of alcoholic beverages may be sent back at their own expense and/or other appropriate actions taken.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S. LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27, F.S. HISTORY: ADOPTED: REVISION DATE(S): 11/11/02; 06/08/09 (EDITORIAL) FORMERLY: 2.116, 3.107, 3.108, 3.160, 6.170, And 8.212

Suspension of Eligibility for Drug-Related Offenses for Pell Recipients

GENERAL - A student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such a conviction and ending after the interval specified in the following:

1) The possession of a controlled substance, the ineligibility period is:
    a) First offense – 1 year
    b) Second offense – 2 years
    c) Third offense – Indefinite
2) The sale of a controlled substance, the ineligibility period is:
    a) First offense – 2 years
    b) Second offense – Indefinite

REHABILITATION - A student whose eligibility has been suspended per the offenses above, may resume eligibility before the end of the ineligibility period determined if:

- The student satisfactorily completes a drug rehabilitation program that complies with such criteria as prescribed in regulations for purposes of this paragraph; and includes two unannounced drug tests; or
- The conviction is reversed, set aside, or otherwise rendered nugatory.

DEFINITIONS – In this subsection, the term "controlled substance" has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

EFFECTIVE DATE – The amendment made by paragraph the general paragraph regarding suspension of eligibility for drug-related offenses, shall apply with respect to financial assistance to cover the costs of attendance for periods of enrollment beginning after the date of enactment of this Act.

EMERGENCIES

In case of fire, inclement weather, bomb threats, lock downs or other emergencies, you must follow the directions provided by the instructor. In case of emergency situations requiring evacuation, you should follow evacuation routes that are posted by every designated exit. In other emergency situations, you should go to the designated safety areas inside the buildings as directed. An emergency contact will be requested upon application to ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College.

EQUITY STATEMENT

The Hernando County School District prohibits any form of discrimination or harassment on the basis of race, color, sex, religion, national origin, marital status, age, GINA, or disability in any of its programs, services or activities. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the Career & Technical Education programs.

Contact information for 504 Coordinator/Equity:

Jill Kolasa, ~~Supervisor~~ Director of Student Services

1036 Varsity Dr.

Brooksville, Florida 34601

352-797-7008

kolasa_j@hcsb.k12.fl.us

~~Cathy Dofka~~Troy Labarbara, Director of Exceptional Student Support Services

1036 Varsity Dr.

Brooksville, Florida 34601

352-797-7022

~~dofka_e~~labarbara_t@hcsb.k12.fl.us

Contact information for Equity Coordinator:

Matthew Goldrick, Supervisor of Professional Standards

Phone: 352-797-7019

919 N. Broad Street

Brooksville, Florida 34601

goldrick_m@hcsb.k12.fl.us

IDENTIFICATION BADGES

Picture identification badges are issued to all ~~SunTech~~ STC students each school year. A $5.00 fee is assessed for the identification badges. A replacement fee of $10 will be charged for any lost badges. Identification badges are to be worn at all times while students are on campus.

INTERNET & TECHNOLOGY POLICY

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College adheres to the Hernando County School Board Policy regarding internet usage which is displayed upon sign on. District provided computers shall not be used for personal or financial gain or for the benefit of private, "for profit" or "not-for-profit" organizations, or for any commercial or illegal activity. The student will not place any software on the district-provided computer without permission from the designated district technology specialist at the school. Students will honor all licenses, copyrights, patents, restrictions and terms and conditions associated with computer software (e.g.: no illegally duplicated software). The student will be responsible for lost or damaged computers and/or software.

LAB AND SHOP SAFETY

Safety and safe practices are of utmost importance at ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College. You are expected to complete shop safety curriculum and pass a safety examination. Students are expected to wear safety glasses, to dress appropriately, to comply with safety regulations, and to exercise prudent judgment with self and for the care of others. If you do not follow shop and lab safety rules you may be dismissed from the program.

NAME, PHONE NUMBER OR ADDRESS CHANGE

Phone numbers are required as they are used to notify students in the event of an emergency or school closure. Please keep the office notified in case of a change of name, phone number or address so that accurate records may be maintained.

NET PRICE CALCULATOR

The Net price Calculator is located on our website at ~~www.suntech.edu.~~ hernandoschools.org/schools/stc.

PROCEDURES FOR HANDLING ALLEGED SCHOOL RELATED CRIMES

- Any individual member of the technical center community may initiate disciplinary proceedings for an alleged violation of the Code of Conduct. The complaint must be submitted in writing to the Administrative Office.
- After a preliminary investigation, the ~~Supervisor~~ Director of Adult & Technical Education will determine if there is sufficient information to warrant disciplinary proceedings. At that time the ~~Supervisor~~ Director may notify the Sheriff's Office if it has been determined that a crime has been committed.
- Disciplinary proceedings are initiated by the ~~Supervisor~~ Director in a face-to-face disciplinary conference.
- The disciplinary conference shall take place no earlier than 48 hours from the date of notification, unless waived by the student.
- Cameras, camera phones and audio/video recording devices other than those belonging to the technical center are not permitted at a disciplinary conference.
- The ~~Supervisor~~ Director may choose to adjourn the disciplinary conference at any time to obtain further information from other sources.
- At the conclusion of the disciplinary conference, the ~~Supervisor~~ Director may dismiss all disciplinary charges or make a judgement to assign sanctions.
- A letter confirming the decision will be sent to the student and a copy placed in the student's permanent record.
- If at any time during the investigation the student is arrested for the offense that occurred at school, the student will be withdrawn immediately.

SEARCH OF PERSON

You may be subject to be searched at any given time upon reasonable suspicion for any reason by administration. This includes search of person, possessions, lockers, and vehicles on the ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College campus.

STATEMENT OF NONDISCRIMINATION

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the CTE programs.

- Students enrolled in apprenticeship programs registered with the Florida Department of Education.
- Post-secondary students with a documented disability who are completing a post-secondary adult vocational program, but have been unsuccessful in obtaining the designated basic skills exit criteria, may have this requirement waived based on District procedures and statutory authority. Assessment of student mastery of basic skills will conform to State Board of Education Rule 6A-10.040. Our policy states:
    - Student will complete the TABE.
    - Student will provide documentation of their disability that would impact their test performance.
    - ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College will make remediation available to the student through program instruction and/or AAAE (face to face instruction).
    - Student will retake the TABE.

If student with a documented testing disability does not meet minimum scores on the retest TABE, student will be exempt from meeting this completion requirement.

STUDENT BODY DIVERSITY

Students may find updated information on our ~~SunTech~~ STC Website (~~www.sunteched.edu~~ hernandoschools.org/schools/stc) and also the College Navigator website (https://nces.ed.gov/collegenavigator/).

STUDENT CODE OF CONDUCT

~~SunTech~~ STC students are expected to adhere with the legal and ethical standards of the institution. ~~SunTech~~ STC reserves the right to administratively withdraw students at any time for misconduct. Students admitted to the school will receive a student handbook that outlines specific information regarding student conduct.

We believe that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all at ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College will reach their goals.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

Therefore:

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College staff will treat all students enrolled, fellow staff members and members of the public with respect and will expect the same in return.

- ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.
- Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

STUDENT TIME RECORDS

It is imperative that students be in class on a daily basis. It is the students' responsibility to accurately record their attendance and clock hours for each class. It is the student's responsibility to fingerprint themselves in when they get to class and fingerprint themselves out when they leave so that accurate records can be kept. Accurate records of attendance are important as student attendance determines the pace of completion for the course as well as impacting final grades.

TARDY POLICY

Punctuality is crucial to student success in the classroom. If a student is late this will be reflected in their grade. If there are excessive tardiness, it will affect his or her program clock hours and will ultimately affect their final grade.

TOBACCO/SMOKE FREE CAMPUS POLICY

In accordance with Hernando County School Board Policy, ~~SunTech~~ STC is a tobacco and smoke free campus at both our Main Campus, Nature Coast Technical High School and our extension campus, Central High School. Tobacco products or Smoking is not permitted on the campus. This policy is to prevent the use of tobacco on School Board property in compliance with Florida Statute and to provide a healthy learning environment free from exposure to carcinogens. For the purpose of this policy, tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. Individuals may not smoke, chew, dip, or use any type of tobacco or smoking product on or around campus. Individuals may not stand or hang out along the streets or property around the exterior of the campus. Violation of the policy may result in dismissal. Resources are available to assist you with compliance.

TUITION AND FEES FOR TECHNICAL PROGRAMS

All ~~SunTech~~ STC courses are $2.~~92~~ 44 per program clock hour for in state tuition. The out of state tuition rate is $~~11.17~~9.91. There are additional fees for each program – please refer to the program supply lists found at ~~www.SunTechEd.edu~~ hernandoschools.org/schools/stc for a breakdown of costs associated with each program. The registration fee is non-

refundable. Tuition shall be waived for career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law. Any career center operated by the Board shall, within the nonresident student enrollment system-wide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant hereinabove over any other student who is granted an out-of-state fee waiver under this policy.

Payment for program tuition is made at the time of registration at ~~Hernando Adult Education~~ the Administrative office based at 801 N. Broad Street, Brooksville, Florida, 34601. Payment of installment plans can be made at the administrative office, 4057 California Street, Brooksville, Florida, 34604 also. Cash, money order, debit card, Visa, Discover and Master Card are accepted forms of payment for most programs.

Non-payment of agreed upon payment plan installments will result in automatic withdrawal from the career-technical program and all tuition paid to-date and fees will be forfeited. Class books will be returned or the cost of the book will be billed to the student at the stated purchase rate when the book is signed for. Re-entry into a ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College program may be allowed as long as any outstanding amounts are paid.

VACCINATION POLICY

Required vaccinations are program specific. Currently there are no programs at ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College that require vaccinations. This policy is subject to change if our accreditation/licensing agencies require proof of vaccinations as a condition of enrollment.

VOTER REGISTRATION

Every applicant who goes through Orientation will be given a voter registration application to fill out if they are interested and it is posted on our website (~~www.suntecched.edu~~ hernandoschools.org/schools/stc).

WEAPONS

Anyone who has, carries, or conceals any gun, pistol, sword, knife, razor or other weapon on campus or in a vehicle parked on ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College's campus will be withdrawn from ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College and is subject to having criminal penalties imposed.

Services to Students

ASSISTANCE WITH ENROLLMENT

Staff are available to meet the needs of our students as required. Services cover school information, enrollment procedures, financial aid, security policies, completion rates and crime statistics. Contact can be made through the business office (Monday to Thursday 8.00am to 8.30pm and Friday 8.00am to 4.00pm) on 352-797-7091. Queries should be directed as follows:

~~Supervisor~~ Director **of Adult & Technical Education** – services for students with disabilities.

Manager of Career Enhancement – completion rates, security policies and crime statistics.

Financial Aid Coordinator – Title IV financial aid procedures and veteran's benefits.

Workforce Development Specialist – School information, enrollment information and tours.

ACCESS TO YOUR RECORDS

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05, which can be picked up in the Administrative office.

AWARDS CEREMONY

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College conducts an awards and graduation ceremony each spring. Anyone who is completing a program will be invited to participate. Friends and family are invited to attend, but the number of available tickets may be limited.

COUNSELOR

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College has a Counselor available if you need to discuss class and/or personal issues and concerns. Appointments can be made with the administrative office.

CAREER PATHWAYS

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College has in place articulation agreements with Pasco-Hernando State College effective for the 2020-21 year.

To ensure students of each agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in the specific program agreements. In accordance with Section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. Furthermore, the award of credits described is contingent upon the conditions being met by ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College, Pasco Hernando State College and the student.

Award of credit process:

- Students must meet with the designated college staff member to verify completion of the articulated program, initiate the credit award process, and discuss course requirements for intended program of study at the college.
- To be awarded the college credit guaranteed for a specific program agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.

- Students entering the associate degree program specified within the specific program agreement must meet the admissions requirements of the college and the program to which they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., and Rule 6A-10.0315(2), Florida Administrative Code (F.A.C).
- Students must enroll at the Florida College System institution in the program specified within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College is part of the Tampa Bay Consortium which provides career pathway agreements: http://www.careerpathways.me

CAREER DUAL ENROLLMENT

Career Dual Enrollment is an option for high school students to enroll in post-secondary courses to earn elective or vocational credit toward high school graduation requirements and to receive hours toward a career and technical program. Any interested high school students should be prepared to visit the program and instructor prior to beginning the registration process for the career certificate program.

The statutory eligibility requirements for career dual enrollment include a 2.0 unweighted GPA per s.1007.271, be at least 16 years of age, and be on target for graduation. Attendance and discipline records must be satisfactory. Recommendation for the application process to ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College will be through school guidance counselors. Career dual enrollment courses offered that will lead to an approved Industry Certification from the Funding List of s.1008.44, F.S. are as follows:

Program	Course Code	Course Name	Course Code	Clock Hours	Credit Hours
Applied Cybersecurity	Y100300	Cybersecurity Associate	CTS0018	600	4
		Information Security Manager	CTS0019	150	1
				750	5
Automotive Service Technology 1	T400700	Automobile Services Assistor	AER0014	300	2
		Automotive Brake System Technician	AER0418	150	1
		Automobile Suspension and Steering Technician	AER0453	150	1
		Automotive Electrical/Electronic System Technician	AER0360	300	2
		Engine Repair Technician	AER0110	150	1
				1050	7

Heating, Ventilation, Air Conditioning/Refrigeration 1	C400410	Introduction to HVAC/R	ACR0000	250	1.5
		HVAC/R Fundamentals	ACR0001	250	1.5
		HVAC/R Service Practices	ACR0012	250	1.5
				750	4.5
Welding Technology	J400400	Welder Assistant 1	PMT0070	150	1
		Welder Assistant 2	PMT0071	150	1
		Welder, SMAW 1	PMT0072	150	1
		Welder, SMAW 2	PMT0073	150	1
		Welder	PMT0074	450	3
				1050	7

Rule 6A-10.040, Basic Skills Requirements for Postsecondary Career and Technical Certificate Education require that students shall complete an entry level basic skills examination with the first six weeks of admission into the program. Additionally, continued eligibility for career dual enrollment requires successful completion of each course within the career certificate, prior to graduation of the career certificate program. Students must enroll at a time whereby they can successfully complete the career certificate program prior to graduation from high school. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Per s. 1007.271, F.S., and based on Dual Enrollment budget and seat constraints, Hernando County School District and ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College will not deny dual enrollment participation to students who meet both the statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

A delineation of the high school credit earned for the completion of each career dual enrollment course and program will provide a clock hour to credit hour equivalency. The high school credit will only be awarded upon successful completion of the entire postsecondary course. The weighting for the dual enrollment courses will be weighted in line with Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses in calculating the GPA.

Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College is part of the Tampa Bay Consortium which provides career pathway agreements (http://www.careerpathways.me/).

Per s. 1007.271(3), F.S. will allow an exception to entrance based on grade point average to the agreement on the recommendation of all parties. Consideration is on a case by case basis.

The initial screening of potential applicants shall be the responsibility of high school guidance counselors to determine career readiness, appropriate GPA, attendance and behavior records. Reports will be provided throughout the sessions to high school counselors regarding the progress of all students. The ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College administrative team will review progress throughout each session and take steps to ensure students stay on track. A sufficient GPA must be maintained throughout.

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College will enter grades and transmit to the school data entry at the school of record. Grades for dual enrollment will be entered on both the student's high school transcript and the postsecondary transcript. Credit hours upon completion of the courses transmission of the grades will be sent to the school of record in Hernando County School District.

Sections 1007.271 and 1009.25, F.S. provides that dual enrollment students are exempt from payment of tuition, fees including laboratory fees and registration fees. Due to space constrictions within the programs, places will be allocated to dual enrollment students based on budget and available seats. A wait list will be developed – students will be allocated a place based on the following criteria:

1. They are still meet the eligibility requirements.
2. If enrolled they would be able to complete the dual enrollment course prior to graduating high school.
3. Allocation for placement will be given on a first come first served basis.

Exceptions may be made based on seat availability and/or Dual Enrollment budget constraints.

Dual enrollment students are responsible for arranging and paying for transportation to and from ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College as well as all other dual enrollment related transportation. Parents/guardians assume all financial responsibility and liability for dual enrollment related transportation.

~~Suncoast Technical Education Center~~ Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.

A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

DROP/ADD PERIOD FOR TECHNICAL PROGRAMS

1. A 100 percent refund shall be made if the student drops the class prior to the first class meeting.
2. A 100 percent refund shall be made if the student drops the class within the first 5 business days of the semester.

Individuals withdrawing from a program within the first five days of the term must notify the Administrative Office in writing that they are withdrawing. Students are encouraged to state the reason for withdrawal.~~.~~

Refunds due to course cancellation will be at one hundred percent (100%).

Refunds, when due, are made within thirty (30) days of the last day of attendance and will be initiated by the bookkeeping office. The refund will be mailed to the person who made the payment. No refunds are available for General Education programs.

NO refunds will be given on registration fees, books, supplies, insurance, testing or other fees.

PROGRESS REPORTS

Progress Reports are issued at the middle point and the end of each term to everyone enrolled in a technical program. Reports will be issued according to the ~~Suncoast Technical Education Center~~ Wilton Simpson Technical College school calendar.

TRANSCRIPTS & ACCESS TO YOUR RECORDS

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05.

If you have completed a program you may contact the administrative office for a copy of your transcripts. All requests are to be made by completing the Transcript Request form. Request forms are available in the administrative office or can be downloaded from www.hcsb.k12.fl.us/studentrecordsrequest. Same day service is not available. Transcripts will be provided only when your financial obligation has been cleared.

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 – 750 Hours

Instructor

Mr. ~~Mark LaBelle~~Mike Rae and Mr. Jake Adlao

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	ACR0000	Introduction to HVAC/R	250 Hours	49-9021
B	ACR0001	HVAC/R Fundamentals	250 Hours	49-9021
C	ACR0012	HVAC/R Service Practices	250 Hours	49-9021
		Total Course Length	750 Hours	

Program Description

The Air-Conditioning, Refrigeration and Heating Technology Program includes classroom and shop instruction in the basic principles of air conditioning and refrigeration that apply to commercial and residential systems. Students entering this program will develop the basic knowledge and skills for entry level employment as installers or mechanics in the air conditioning, refrigeration and heating industry or provide supplemental training for persons previously or currently employed in this career field. Both classroom and laboratory work will be necessary for completion of the program.

Certificates available

EPA 608 refrigerant R410A Safety HVAC Excellence Employment Ready Exams Series

TABE Minimum Requirements

Area	Minimum Score
Reading	9
Language	9
Math	10

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the HVAC program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class.

Tools

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

Schedule

Monday, Tuesday, Wednesday and Thursday 4-9pm

Location

Central High School

14075 Ken Austin Parkway

Brooksville, FL 34613 (352) 797-7091 Instructional Ratio 20:1

Automotive Service Technology 1

Instructors

Mr. Barry Beyerl and Mr. Mark Flannery

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	AER0014	Automotive Services Assistor	300 Hours	49-3023
B	AER0418	Automotive Brake System Technician	150 Hours	49-3023
C	AER0453	Automobile Suspension & Steering Technician	150 Hours	49-3023
D	AER0360	Automotive Electrical/Electronic System Technician	300 Hours	49-3023
E	AER0110	Engine Repair Technician	150 Hours	49-3023
		Total Course Length	1050 Hours	

Program Description

This program helps to prepare the student for employment in the automotive mechanics field. Students learn to diagnose malfunctions, repair, adjust or replace parts of the automobile, restoring it to the conditions and specifications recommended by the manufacturer.

Certifications available

ASE

TABE minimum standards

Area	Minimum Score
Reading	9
Language	9
Math	10

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the automotive program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class.

Tools

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

Schedule

Mondays, Tuesday, Wednesday and Thursday, 4-9pm

Location:

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091 Instructional Ratio 20:1

Cosmetology

Instructor

Ms. ~~Dorothy (Cookie) Poteet~~Eilleen Guthart

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
	CSP0009	Grooming and Salon Services, Core, Facials and Nails	225 Hours	39-5012
	COS0002	Cosmetology and Hairdresser 1	300 Hours	39-5012
	COS0003	Cosmetology and Hairdresser 2	300 Hours	39-5012
A	COS0009	Cosmetology and Hairdresser 3	375 Hours	39-5012
		Total Course Length	1200 Hours	

Program Description

Cosmetology enables people to acquire technical knowledge and skills necessary to qualify for the Florida Cosmetology State License Examination. Instruction includes a combination of class theory and practical experiences through practice with mannequins and patrons. Students will take a state board exam at the completion of the program for the Florida cosmetology license.

Certifications Available

Florida Board of Cosmetology License

TABE minimum standards

Area	Minimum Score
Reading	9
Language	8

Math	8

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily. Uniform consists of a black smock, black pants and black shoes.

Schedule

Monday, Tuesday, Wednesday & Thursdays, 3-9 pm

Class Location

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091 Instructional Ratio 20:1

Welding Technology

Instructor

Mr. Jason Whitman and Mr. David Shriver

OCP	Course Number	Course Title	Course Length	SOC Code
	PMT0070	Welder Assistant 1	150 hours	51-9198
A	PMT0071	Welder Assistant 2	150 hours	51-9198
	PMT0072	Welder, SMAW 1	150 hours	51-4121
B	PMT0073	Welder, SMAW 2	150 hours	51-4121
C	PMT0074	Welder	450 hours	51-4121
		Total Course Length	1050 Hours	

Program Description

The welding program includes classroom and shop instruction and prepare students for employment in the welding industry. The course is multi-tiered and students entering this program will develop the knowledge and skill both basic and intermediary, for employment in Shield Metal Arc Welding, Gas Metal Arc Welding, Flux-Core Arc Welding and Gas Tungsten Arc Welding to professional competency.

Certifications available

American Welding Society Examinations

TABE minimum standards

Area	Minimum Score
Reading	9
Language	9
Math	9

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the welding program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class. Students must also provide their own approved welding helmet and gloves.

Schedule

Monday, Tuesday, Wednesday and Thursdays ~~4-9 pm~~3:30 – 9:30

Location

Central High School

14075 Ken Austin Parkway

Brooksville, FL 34613

(352) 797-7091 Instructional Ratio 20:1

Applied Cyber-Security

Instructors

Mr. Justen Early

~~Mr. Damon Drake~~

OCP	Course Number	Course Title	Course Length	SOC Code
A	CTS0018	Cybersecurity Associate	600 hours	15-1122
B	CTS0019	Information Security Manager	150 hours	15-1122
		Total Course Length	750 hours	

Program Description

This course provides students with the skills to analyze cybersecurity issues from a variety of perspectives, Lead teams of cybersecurity professionals and make strategic decisions to protect entities from cyber threats.

Certifications available

CompTIA A+

CompTIA Network+

Network Security+

TABE minimum standards

Area	Minimum Score
Reading	9
Language	9
Math	10

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for this course is a polo style shirt and long pants.

Schedule

Monday, Tuesday, Wednesday and Thursday 4-9pm

Location

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091 Instructional Ratio 20:1

Appendix A

BRIGHT TECHNICAL CAREERS.
Suncoast
Technical
Education Center
A DIVISION OF HERNANDO ADULT EDUCATION

- ✓ Supplies and uniforms are **required** before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice but must be of Automotive Service Usage.
- ✓ ASE registration and examinations at students own expense.

Type	Description	**Tuition & Fees**	Quantity	Unit Cost	Total Cost
Tuition	Automotive Services Technology 1 (Total Program Length)		1050 hrs.	$2.92 p/hr.	$3,066.00
Fee	Lab Fee		1	$225.00	$225.00
Fee	Registration Fee		1	$30.00	$30.00
Fee	Student ID		1	$5.00	$5.00
Book	Fundamentals of Automotive Technology, Principles & Practice $355.50 ISBN: 9781284182286 – Textbook & 2 Year online access code, Student workbook and Tasksheet Manual			1	$355.50
					$3,681.50
Fee	ASE Certification		4	$44.00	$188.00
Fee	ASE Registration		2	$34.00	$68.00
					$3,937.50

Books, Uniform & Supplies

Type	Description	Quantity	Unit Cost	Total Cost
Uniform	Work Pants, Shop-Top and oil resistant work shoes, close toed $150.00		1	$150.00
Supply	Safety Glasses	1	$10.00	$10.00
Supply	Ear Plugs	1	$9.89	$9.89
				$169.89

Tuition		$3,066.00
Fees		$260.00
NATEF Registration & examinations		$256.00
Books		$355.50
Uniforms & Supplies		$169.89
	PROGRAM TOTAL	**$4,107.39**

Cosmetology

- ✓ Supplies and uniforms are **required** before first day of school*
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice.

Type	**Tuition & Fees**	Quantity	Unit Cost	Total Cost
Tuition	Cosmetology (Total Program Length)	1200 hrs.	$2.92 p/hr.	$3,504.00
Fee	Lab Fee	1	$150.00	$150.00
Fee	Registration Fee	1	$30.00	$30.00
Fee	Student ID	1	$5.00	$5.00
Fee	Milady Online and Text Bundle MindTap (ISBN-13: 978-1-305-721937) 13th Edition Milady Textbook (ISBN-13: 978-1-305-721934) 13th Edition	1	$243.50	$243.50 -
Fee	Cosmetology Tool Kit **(Required)**	1	$364.52	*$364.52
				$4,297.02

Supplies & Uniforms & Book/Online Recommendations

Uniform	Black Smock, Black Pants, Black Close Toed Shoes	1	$150.00	$150.00
Fee	PassPassPass online	1	39.00	39.00
Supply	Pack of Pens	1	$7.00	$7.00
Supply	1" Binder	1	$4.99	$4.99
Supply	Pack of Index Cards	1	$2.29	$2.29
Supply	Pack of Notebook Filler Paper	1	$2.49	$2.49
Supply	Box of Latex Gloves	1	$9.39	$9.39
				$215.16

Exams

Exam	HIV/AIDS	$20.00	$20.00
Exam	Cosmetology Exam	$63.50	$63.50
Fee	Testing Center Fee	$30.00	$30.00
			$113.50

PROGRAM TOTAL	**$$4,625.68**

Cosmetology Tool Kit (S&H included)

Items Included in Tool Kit: *__$364.52__

Scalpmaster Nylon Crinkle Uniform
Soft N Style Duck Bill Clips Steel (12)
Soft 'n Style Bevel Spray Bottle 12oz
Celebrity Selena Manikin
Soft 'n Style 1lb 2oz Bobby Pins
Satin Edge Hair Styling Kit right handed
Soft 'n Style Butterfly Clamp 3"
KB Innovations Mannequin Holder Wide
Salon Chic 8.5 inch Marceling Carbon Comb
Scalpmaster Detangling Brush – black
Salonchic 8' Dual Purpose Carbon Comb
Hot Tools ION Dryer
Scalpmaster 7 PC Ceramic Brush Set
Scalpmaster Nylon Styling Cape
Celebrity Zoey Manikin (two)
City Lights XL Nylon Tote
DL Pro Manicure Kit 9 PC
Soft 'n Style Butterfly Clamp 2"
Scalpmaster Replacement Blades
Satin Edge Slant Tweezer – red
Scalpmaster Silicon Metal Tail Comb
Salonchic 9.5" Rattail Carbon Comb
Hot Tools 1" XL Flat Iron

Applied Cyber Security

- ✓ Supplies, textbooks, and uniforms are **required** before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice.
- ✓ Industry examinations through CompTIA at students own expense – prices subject to change.

Type Cost	**Tuitions & Fees**		Quantity	Unit Cost	Total
Tuition	Applied Cyber Security (Total Program Length)	750 hrs.	$2.92 p/hr.	$2,190.00	
Fee	Student Module	3	$129.00	$387.00	
Fee	Lab Fee	1	$140.00	$140.00	
Fee	Registration Fee	1	$30.00	$30.00	
Fee	Student ID	1	$5.00	$5.00	

$2,752.00

Uniform & Supplies & Recommended Guides

Uniform	Collared Shirt, Long Pants, Closed Shoes	1	$150.00	$150.00	
Book	The Official CompTIA A+ Core 1 Study Guide: Exams 220-1001 (ISBN: 978-1-64274-133-9) 2019	1	$99.00		$99.00
Book	The Official Comp TIA A+ Core 2 Study Guide: Exams 220-1002 (ISBN: 978-1-64274-145-2) 2019	1	$99.00		$99.00
Book	The Official CompTIA Network+ Study Guide: N10-007 (ISBN: 978-1-64274-145-2) 2018	1	149.00	149.00	
Book	The Official Comp TIA Security+ Study Guide: SY0-501 (ISBN: 978-1-64274-008-0) 2018	1	159.00	159.00	
Supply	Ream of Paper for Printer	1	$6.49	$6.49	
Supply	Jump Drive 8 gig min.	1	$12.99	$12.99	
Supply	Read/Write DVDs Pack of Five	1	$15.99	$15.99	
Supply	Headphones	1	$5.00	$5.00	
Supply	Notecards	1	$5.89	$5.89	
Supply	USB Mouse	1	$9.99	$9.99	

$712.35

	Tuition		$2,190.00
	Fees		$562.00
	Uniform, Supplies & Recommended Guides		$712.35
		PROGRAM TOTAL	**$3,464.35**

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1

- ✓ Supplies, textbooks, and uniforms are **required** before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice.
- ✓ EPA608, R-410A Safety and Employment Ready exams – at students cost.

Type	Description	**Tuition & Fees**	Quantity	Unit Cost	Total Cost
Tuition	HVAC (Total Program Length)		750 hrs.	$2.92 p/hr.	$2,190.00
Books	Modern Refrigeration & Air Conditioning 21st Edition (Text/WB/Lab) ISBN 978-1-64564-718-8)		1	$153.75	$153.75
Fee	Lab Fee		1	$240.00	$240.00
Fee	Student ID		1	$5.00	$5.00
Fee	Registration Fee		1	$30.00	$30.00
					$2,618.75
Exam	EPA 608		1	$25.00	$25.00
Exam	R-410A Safety		1	$25.00	$25.00
Exam	HVAC Excellence Employment Ready Electrical		1	$15.00	$15.00
Exam	HVAC Excellence Employment Ready Air Conditioning		1	$15.00	$15.00
Exam	HVAC Excellence Employment Ready Heat Pump		1	$15.00	$15.00
					$2,713.75

Uniform & Supplies

Uniform	Work pants, work shirt, Closed Shoes	1	$150.00	$150.00
Supply	Safety Glasses (ANSI approved)	1	$5.00	$5.00
Supply	Calculator – Square Root	1	$7.99	$7.99
Supply	Black Electrical Tape	1	$3.98	$3.98
Supply	Air Duct Calculator	1	$5.00	$5.00
Tool	Tool Box or Tool Bag	1	$19.99	$19.99
Tool	Fieldpiece SC56 Swivel Head Meter or equivalent Must do capacitors, ohms, volts, & amps	1	$200.00	$200.00
Tool	Wire Crimp Terminal Tool	1	$14.20	$14.20
Tool	Combination Screwdriver Set or 6 in one or 8 in one driver	1	$20.25	$20.25
Tool	Needle Nose Pliers – 6”	1	$13.97	$13.97
Tool	Lineman Pliers	1	$17.99	$17.99

Tool	Tub Cutter (mini IMP)	1	$15.99	$15.99
Tool	Imperial Tube Cutter – 127 FB	1	$29.08	$19.08
Tool	Imperial Eastman Flare/Swage Set	1	$81.47	$81.47
Tool	Tubing Bender ¼”, 3/8”, ½”	1	$65.95	$65.95
Tool	Inspection Mirror	1	$9.23	$9.23
Tool	Service Wrench – small	1	$18.53	$18.53
Tool	Wire Strippers	1	$10.98	$10.98
Tool	Refrigeration Gauges – R-22 & R-410 compatible 5’Hoses (yellow jacket) $60.00		1	$60.00
Tool	Field piece ATC1 or ATC1R Pipe Temperature Clamp or equivalent	1	$105.00	$105.00
Tool	Adjustable Wrench 10”, 8”, 6”	1	$30.00	$30.00
Tool	Channel Lock Pliers	1	$10.99	$10.99
Tool	Hose Quick Disconnect (90 degree)	3	$20.83	$62.49
Tool	Valve Core Remover Tool – Yellow Jacket	1	$35.00	$35.00
Tool	Nut Driver – ¼” & 5/16” set, Long Shank	1	$10.04	$19.04
Tool	Alligator Clips or equivalent	2	$1.80	$3.60
Tool	Socket Set – 3/8” drive	1	$37.87	$37.87
Tool	Magnehelic 2” scale	1	$88.50	$88.50
Tool	Sling Psychrometer (digital is acceptable)	1	$83.88	$83.88
				$1,215.97

	Tuition	$2,190.00
	Fees	$275.00
	Book	$153.75
	Examination Fees	$95.00
	Uniforms &Supplies	$1,215.97
	PROGRAM TOTAL	**$3,929.72**

BRIGHT TECHNICAL CAREERS.
Suncoast Technical Education Center
A DIVISION OF HERNANDO ADULT EDUCATION

Welding

- ✓ Textbooks, and uniforms are **required** before first day of school*, supplies are optional.
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from Distributor of their choice. Any listed below are merely suggestions.
- ✓ Certified Welder examination payable to testing center location chosen by student – price can vary.

Type	**Tuition & Fees**	Quantity	Unit Cost	Total Cost
Tuition	Welding Technology (Total Program Length)	1050	$2.92	$3,066.00
Fee	Lab Fee	4	$300.00	$1,200.00

Fee	Student ID	1	$5.00	$5.00
Fee	Registration Fee	1	$30.00	$30.00
Book	Modern Welding ISBN: 978-1-63563-694-3 Textbook & WB		1	$129.75$129.75
				$4,430.75
Exam	American Welding Society Welding Test (student cost)	1	$300.00	$300.00
				$4,730.75

Uniforms (Required), Tools and Supplies (Optional)

Uniform	Jeans & work shirt (100% cotton) - Required	1	$65.49	$65.49
Uniform	High-top leather safety steel toe boots - Required	1	$49.99	$49.99
Uniform	Fire Resistant welding jacket - Required	1	$54.04	$54.04
Uniform	Leather welding gloves - Required	1	$16.88	$16.88
Uniform	Welders hat or skullcap - Required	1	$5.26	$5.26
Supply	Clear safety glasses or prescription glasses with side shields	1	$6.43	$6.43
Supply	Face shield w/head gear (OFC & PAC)	1	$24.95	$24.95
Supply	Ear Plugs	1	$9.89	$9.89
Supply	Welding helmet	1	$51.40	$51.40
Supply	Welding filter plates #10	1	$6.00	$6.00
Tools	Carbon steel wire brush	1	$8.08	$8.08

Type		Quantity	Unit Cost	Total Cost
Tools	Chipping hammer	1	$7.98	$7.98
Tools	Pliers, Wrenches, Clamps	1	$86.85	$86.85
Tools	12” adjustable wrench	1	$27.98	$27.98
Tools	10” groove or slip joint pliers	1	$24.99	$24.99
Tools	6” side or diagonal cutting pliers	1	$5.98	$5.98
Tools	10” vice grip pliers	1	$16.48	$16.48
				$468.67

	Tuition	$3,066.00
	Lab Fees	$1,200.00
	Uniforms, Tools & Supplies	$468.67
	Registration Fee	$30.00
	Student ID Fee	$5.00
	Book	$129.75
	Exam Fee	$300.00
	PROGRAM TOTAL	**$5,199.42**

Industry Certification & Licensure Requirements by Program

Heating, Ventilation, Air Conditioning,/Refrigeration (HVAC/R) 1

Minimum Age for Industry Examinations	None
Minimum Clock Hours	150 onwards
Examination Fees	EPA608 & R410A = $25. Employment Ready exams + $15 each
Examination Contact at ~~SunTech~~STC	Manager of Career Enhancement
Examination Website for external testing	Non Applicable
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/architecture-construction.stml - C400410

Automotive Service Technology 1

Minimum Age for Industry Examinations	18
Minimum Clock Hours	450 onwards
Examination Fees	Registration: each $36, Examination: each $43
Examination Contact at ~~SunTech~~STC	Manager of Career Enhancement
Examination Website for external testing	Non Applicable
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/transportation-distribution-logistics.stml - T400700

Cosmetology

Minimum Age for Industry Examinations	16
Minimum Clock Hours	1200
Examination Fees	Application = $63.50, Testing Center Fees = $30, HIV Test Fee = $20
Examination Contact at ~~SunTech~~STC	Manager of Career Enhancement
Examination Website for external testing	http://www.myfloridalicense.com/dbpr/
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/human-services.stml - D500100

Welding Technology

Minimum Age for Industry Examinations	None
Minimum Clock Hours	1050
Examination Fees	Certified Welder - $350+
Examination Contact at ~~SunTech~~STC	Manager of Career Enhancement
Examination Website for external testing	None applicable
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/manufacturing.stml - J400400

Applied Cyber Security

Minimum Age for Industry Examinations	None
Minimum Clock Hours	150 onwards
Examination Fees	Comp TIA: A+ = $219, Network+ = $319, Security + = $339
Examination Contact at ~~SunTech~~STC	Manager of Career Enhancement
Examination Website for external testing	www.pearson.com
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/info-technology.stml - Y100300

Be aware that all licensure and industry certifications may be subject to background checks by the administering agency.

Veteran's Attendance Policy

(This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. If school policy is more restrictive, it may be used)

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as quarter hour, half hour and hour absence.

Students exceeding 20% (percentage) **total** absences of scheduled hours in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

****

Standards of Academic Progress for VA Students

(All standards must logically relate to graduation requirements)

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of 70% each phase. (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA or percentage falls below 70% at the end of any phase (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of 70%.

****

Veteran's Credit for Previous Education or Training

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

School Official Signature:

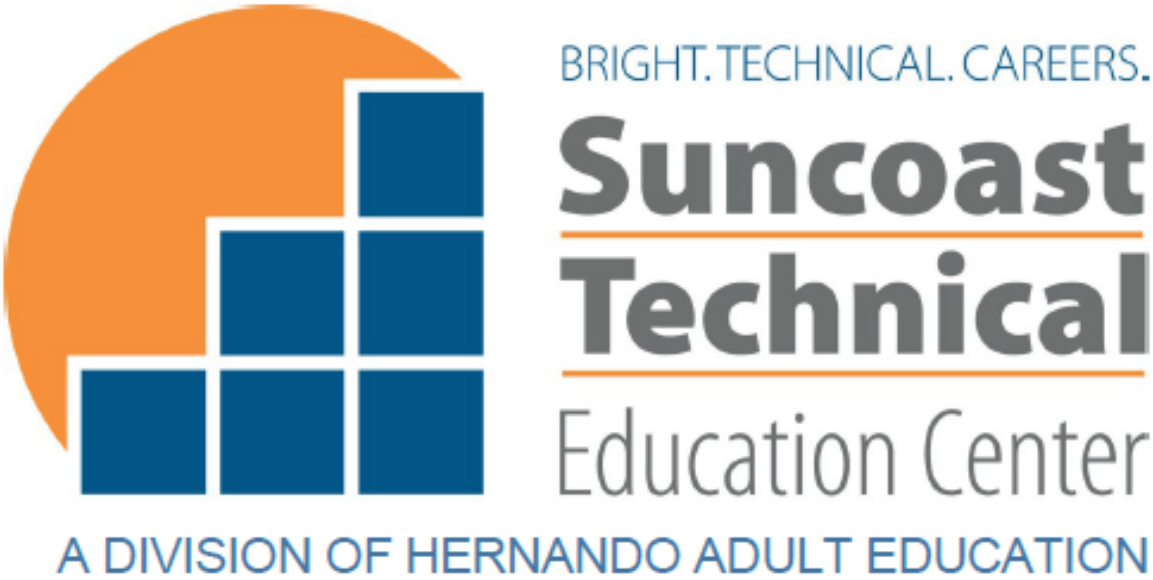
Title: Supervisor of Adult & Technical Education Date: 10/6/2017

School Name: SunCoast Technical Education Center

Address: 801 N. Broad Street

City, State, Zip Code: Brooksville, FL 34601

BSA Form 1005 (November 2016)


BRIGHT. TECHNICAL. CAREERS.
Suncoast
Technical
Education Center
A DIVISION OF HERNANDO ADULT EDUCATION

WILTON SIMPSON
TECHNICAL
COLLEGE

All visitors must check in at the Administration Office

Main Campus
4057 California Street
Brooksville, Florida 34604
(352) 797-7091
Fax: (352) 797-7191

Extension Campus
14075 Ken Austin Pkwy
Brooksville, Florida, 34613

Administrative Office
801 N. Broad Street,
Brooksville, Florida, 34601
(352) 797-7091 or (352) 797-7018

Sophia Watson,

Director of Adult & Technical Education

BRIGHT. TECHNICAL. CAREERS.

Mission Statement

The mission of Wilton Simpson Technical College is to empower our community to grow and be successful by providing quality education through our innovative programs.

Vision Statement

To be leaders in adult and technical education.

Governance/Accreditation

Wilton Simpson Technical College (STC) is governed by five (5) elected officials who constitute the Hernando County School Board. The district superintendent is the chief administrative officer of all the schools in the district. STC's Director has the primary responsibility for the operation of the school.

STC, as an integral part of Hernando County Public School System, is subject to certification standards for its faculty that are equivalent to those required in other public supported schools. Instructors are experienced in their respective fields and maintain high standards of instruction. STC's faculty members are certified by the Florida Department of Education and/or the Hernando County School Board on the basis of their technical qualification, actual work experience in the occupation they teach, and professional training as teachers. Thus, they must have technical competence as well as professional teacher training.

STC is served by an Institutional advisory committee whose function is to advise and make recommendations to the Director concerning the curriculum, equipment, operation and goals of STC. Committee members are selected for their interest, experience, and other qualities which enable them to make worthwhile contributions to the community. In addition, each program is served by an occupational advisory committee which is composed of men and women who are employed in the field or trade represented by the program. These people are of invaluable service in evaluating programs, keeping instructors abreast of current industrial needs and technological needs as they pertain to job skills and job placement.

STC is a public institution of the Hernando County School Board, certified by the Florida Department of Education and accredited by the Commission of the Council on Occupational Education.

Contact Information:

Council on Occupational Education

7840 Roswell Road, Building 300

Suite 325

Atlanta, GA 30346

Dear Students,

Welcome to Wilton Simpson Technical College! I am honored to spend this year with you as you embark on your educational journey. I hope you find that the staff and faculty will do their best to help you be successful during your time with us.

Please take time to review this Program Handbook. There is information in the handbook that will be useful to you throughout this academic year.

Wilton Simpson Technical College offers many opportunities for you to gain valuable adult & technical training. Those who enroll in a technical training program will learn excellent training and employability skills each year. Whether you choose to go directly into the workforce or to go on to another postsecondary program, you will leave our school being empowered to compete with your peers.

On behalf of the faculty and staff at Wilton Simpson Technical College, we once again welcome you and look forward to working with you during this coming year.

Sincerely,

Sophia Watson

Director of Adult & Technical Education

TABLE OF CONTENTS

Mission/Vision Statement …… Pg. 2
Governance …….. Pg. 2
Welcome ……... Pg. 3
Table of Contents …… Pg. 4-5
Accreditation Information ……..…… Pg. 6
General Information …… Pg. 7-9
History
Campus Locations
Testing Procedures
Admissions…….…… Pg. 10 - 13
Admission Requirements
Admission Procedure
Basic Skills Exit Requirements & Exemptions
Transcripts
Financial Aid Counseling
Placement
Tuition and Fees for Adult Education
Employ Florida Information
Housing
Transfer Policy
Withdrawal Procedures
Program Length
Re-Admission policy
Information Disclosure …… Pg. 14-15
Student Information Disclosure
Students Records
Family Educational Rights and Privacy Act (FERPA)
Financial Information ……. Pg. 16-22
Financial Aid
Student's Rights & Responsibilities for Financial Aid
Federal Title IV Grant
Pell Grant Process
Vocational Rehabilitation
Veterans & Dependents Benefits
Veterans Affairs
Approved Programs
How to Apply
Enrollment Changes
Student's Responsibility
Other Financial Aid
Veteran's Attendance
Veterans Credit for Previous Training
Attendance Violation Appeals
VA Attendance Appeal Process
Check Writing Policy
Cancellation and Refund Policy
Return to Title IV (R2T4) …….. Pg. 23-27
Introduction
Treatment of Title IV
Official Withdrawal
Unofficial Withdrawal
Student & Institution Responsibilities
Institution Responsibilities
Student Responsibilities
Refund vs. R2T4
Withdrawal before 60%
Withdrawal after 60%
Calculation Formula
Order of Return
Earned Aid
Overpayment of Title IV
R2T4 Questions
Credit Balance
Satisfactory Academic Progress (SAP) Policy ……. Pg. 27-31
Components
Frequency of Evaluation
Qualitative Component
Quantitative Component
Changes in Program
Course Incompletes, Withdrawals, etc.
Warning Status
Not Meeting SAP
Appealing SAP Status
Appeal Process
Probationary Status
Re-Establishing Eligibility for Aid
Understanding SAP Status
Attendance Policy
Make-up Hours
Leave of Absence

Institutional Information …… Pg. 32-42
Academic Program Improvement
Accidents & Injuries
Campus Safety & Security
Clery Act
Cancelled Class Due To Inclement Weather
Cell / Digital Phones & Pagers
Certificate Requirements
Complaint / Grievance Procedure
Copyright Infringement
Crisis Response Plan
Disability Disclosure
Dress Code / Uniforms
Driving / Parking
Drug Free Policy
Emergencies
Equity Statement
Identification Badges
Internet & Technology Policy
Lab & Shop Safety
Name, Phone Number & Address Change
Net Price Calculator
Procedures for Handling Alleged School Related Crime
Search of Person College Navigator Website
Statement of Non Discrimination
Student Body Diversity
Student Code of Conduct
Student Time Records
Tardy Policy
Tobacco Use
Tuition & Fees
Vaccination Policy
Voter Registration Weapons
Services to Students …… Pg. 43-46
Assistance with Enrollment
Access to Your Records
Awards Ceremony
Counselor
Career Pathways
Dual Enrollment
Drop / Add Period for Technical Programs
Progress Reports
Transcripts & Access to Your Records
Technical Programs …… Pg. 47-51
Air-Conditioning, Refrigeration & Heating Technology
Automotive Service Technology 1
Cosmetology
Welding Technology
Applied Cyber-Security
Law Enforcement Academy
Appendix A: Program Supply Costs …… Pg. 52-61
Air-Conditioning, Refrigeration & Heating Technology
Automotive Service Technology 1
Cosmetology
Welding Technology
Applied Cyber-Security
Law Enforcement Academy
Industry Certification & Licensure Requirements by Program …….. Pg. 62
Veterans Policy Statements……..…… Pg. 63

ACCREDITATION

Wilton Simpson Technical College is fully accredited with the Council on Occupational Education. Initial accreditation was granted on February 19, 2017 and is approved until 2022. The agency contact details are:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA
30350
(770)-396-3898
www.council.org

Program accreditation is also held for our Automotive and Air Conditioning, Refrigeration and Heating Technology programs. Automotive is approved through NATEF (National Automotive Technicians Education Foundation) The agency contact details are:

NATEF (National Automotive Technicians Education Foundation, Inc.)
101 Blue Seal Drive
S.E. Suite 101
Leesburg, VA
20175
Tel: 703-669-6650
Fax: 703- 669-6125
www.natef.org

Air Conditioning, Refrigeration & Heating Technology is approved through HVAC Excellence. The agency contact details are:

HVAC Excellence
PO Box 491
Mount Prospect, IL
60056
Tel: 800-394-5268
Fax: 800-546-3726
www.hvacexcellence.org

Licensing information for our Cosmetology program is held through:

Florida Department of Education
325 W. Gaines St
Tallahassee, FL
32399
Tel: 850-245-9020
www.fldoe.org

Accreditation documentation pertaining to the school and its accredited programs is available on request, and will be provided in paper format, through our administrative office**.**

General Information

History

The Wilton Simpson Technical College(STC) was developed through involvement of interested community members, and collaboration between the Hernando County School District and the Office of Business Development in August of 2013. We are all about creating a community of involvement, education and learning to enhance the local and regional business environment. A trained and ready workforce is a key component. STC is a public institution authorized by the State of Florida and operated by the Hernando County School District.

STCoffers training in five different disciplines at two campuses in Hernando County. Additional information about STC's programs can be found on our web site at hernandoschools.org/schools/stc or at our Administrative office located at 801 North Broad Street, Brooksville, FL 34601, phone (352) 797-7018.

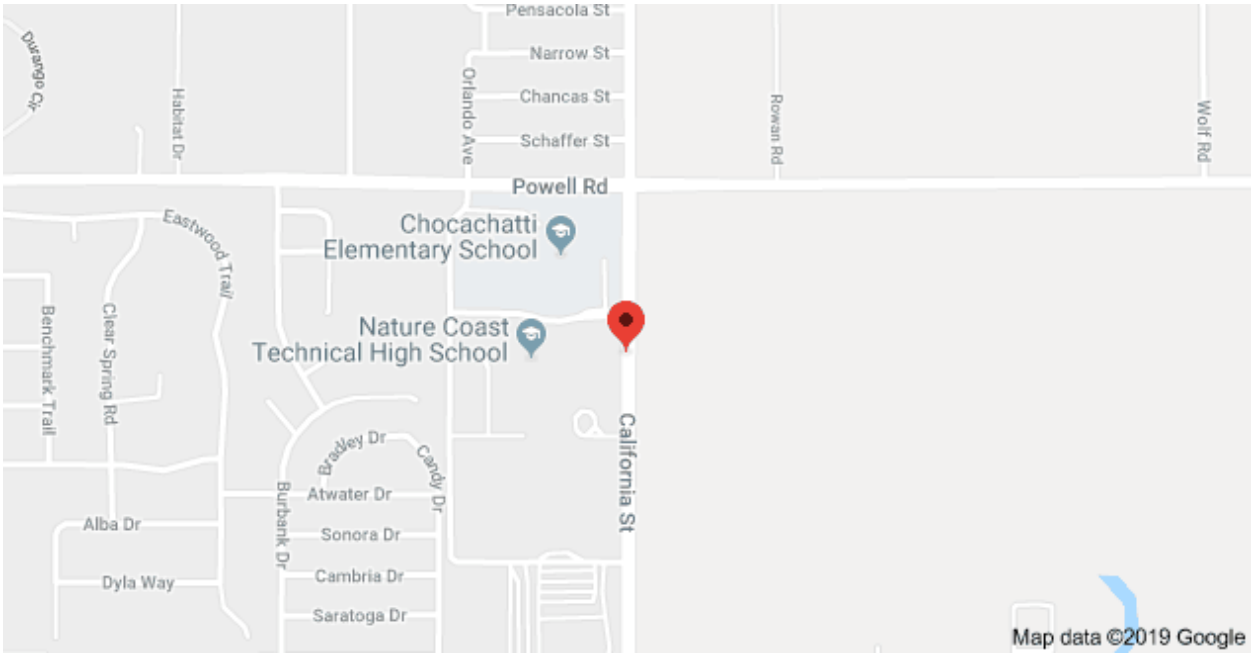
Campus and Facilities

Main Campus

Nature Coast Technical High School

4057 California St.

Brooksville, FL 34604



Extension Campus

Central High School

14075 Ken Austin Pkwy.

Brooksville, FL 34613

TESTING PROCEDURES

TEST OF ADULT BASIC EDUCATION

The State of Florida Department of Education requires that adult students who enroll in post-secondary Career and Technical Education programs take the Test of Adult Basic Education (TABE). Florida Statue requires students to be tested within 6 weeks of admission into the program of study. The State of Florida has established minimum scores in reading, language, and math which are required for completion of the program. The minimum standards may be found on the program description flyers for each program. Students who do not meet the minimum standards will be referred to Applied Academics for Adult Education (AAAE) for assistance in meeting the required standard.

The state allows for exemption of the TABE requirements. The exemptions include:

- Students who have graduated from a Florida public high school or state charter school with a standard diploma in 2007 or any year thereafter. This does not apply to students who have graduated from an out-of-state school, private school, or have earned a GED prior to 2014.
- If a student has already taken the 2014 GED® and attained the minimum scores within two (2) years prior to admission into a CTE program, the student does not need to be pretested. If a student takes and does not attain the minimum score on the 2014 GED® as the initial test, but then subsequently attains the minimum score on each test after admission into the career program, the student may be counted as a completer from the program if the student successfully demonstrates mastery of content as determined locally.
- Students who have earned a college degree at the associates of applied science or higher.
- Students who are serving as an active duty member of any branch of the United States Armed Services.
- Students who pass a state or national industry certification or licensure exam identified in the state board rules.

ADMISSION REQUIREMENTS

Adult students and those over the age of 16 who have left formal secondary education may enroll in STC's technical programs. Students entering 9th grade prior to the 2003-2004 school year or from an out of state school must take the TABE test and meet the minimum standards for their selected program. Students entering 9th grade in 2003 - 2004 or after and earning a standard High School diploma are exempt from the TABE as well as students with an AA degree or higher from a higher education institution. An official transcript is required. FS1008.30, 1004.91

ADMISSION PROCEDURE

STC does not discriminate in its educational programs or activities on the basis of race, color, national or ethnic origin. Students' age 16 years old and older with the goal of learning a technical skill offered by STC are encouraged to apply. (Minor students should refer to the Administrative office for admission criteria). All programs are subject to space available.

1. Students should make an appointment for a tour of their Program of interest with STC staff.
2. Students will need to submit all requested paperwork, including transcripts and/or diplomas, proof of Florida residency for in-state tuition rates (Two forms of identification are required) at orientation.
3. Submit the applicable tuition and fees and/or FASFA information.
4. Students needing financial assistance can contact the Administrative office who will direct students to agency funding sources.
5. Students must take the TABE (Test for Adult Basic Education) unless a basic skills exit requirement exemption exists. The exam is administered by STC Staff and an appointment will be made for you within six weeks of class start date.

BASIC SKILLS EXIT REQUIREMENTS AND EXEMPTIONS

Section 1004.91, Florida Statute (F.S.) and State Board of Education Rule 6A – 10.040 mandate that students who enroll in a program of 450 hours or more "may not receive a career and technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the career education program." STC provides the opportunity for students to demonstrate basic skill requirement through the Test of Adult Basic Education (TABE). The Florida Department of education has placed basic skill levels on all programs in the curriculum frameworks. TABE scores are valid for a period of one (1) year.

Based on Rule 6A – 10.040 and Rule 6A – 10.0315, students are exempt from the basic skills requirement if they meet any of the following conditions

- The student presents a transcript indicating an award of a college degree at the associate of applied science level or higher.
- The student entered 9th grade in Florida public school in the 2003-2004 school year or thereafter, and earned a Florida standard High School Diploma.
- The student who is serving as an active duty member of any branch of the United States Armed Services
- The student passes a state or national industry certification or licensure examination aligned to the career program in which the student is enrolled.

The purpose of assessment is to determine whether or not the student has the basic skills necessary to be successful in the chosen career program.

TRANSCRIPTS

At the completion of a program a complimentary certificate of completion along with a transcript will be issued to the student provided there are no outstanding fees. A $2 charge will be required for each additional transcript request.

FINANCIAL AID COUNSELING

Financial aid counseling is available to provide information and assistance to students who wish to apply for financial assistance. Prior to course start date all tuition and fees must be paid or accounted for.

Note: Financial Aid approval does not automatically result in admittance into Wilton Simpson Technical College.

PLACEMENT

Wilton Simpson Technical College and CareerSource Pasco/Hernando has resources, both traditional and on-line, to provide placement assistance to students seeking employment upon completion of their occupational training. STC program instructors, administration and staff provide valuable information and resources to support job placement.

The CareerSource on-line link is https://www.careersourcepascohernando.com/ and provides much placement opportunities under the "Job Seekers" tab. The career center hosts local job vacancies under "Hot Jobs" that is updated frequently. CareerSource also utilizes the "Employ Florida Marketplace" to assist student to secure employment in their field of training.

TUITION AND FEES FOR ADULT EDUCATION

Adult Education students are assessed $30.00 per term for instruction in GED®, ESOL, Adult High School or Adult Basic Education classes. For short-term, fee-based classes, the full cost of instruction determines the cost of the class. Tuition and fees are set by the Florida Legislature and are subject to change without notice.

Community Education course fees will vary. Please consult the fall or spring brochure for the most up to date information.

Fees must be paid prior to the first day of classes. Payment can be made by cash, or check.

No fees shall be charged for co-enrolled classes.

EMPLOY FLORIDA

The Employ Florida Marketplace is your one-stop online resource for job listings, education and training opportunities, career building assistance and much more. By registering with Employ Florida and posting your resume you will be able to access many features and services to help you in your career search. A User Guide, accessed from the Employ Florida website, was developed to help students get started.

Listed below are a few of the services that are provided through Employ Florida:

• Help Finding Job Openings - You can review available jobs and apply online.

• Job Market Trends - Access current market trends based on available job orders. You can research regional labor market information, such as salaries.

• Resume Builder - This tool will provide you with a professional format to help you create, store, update and post your resume online.

• Letter Builder - This tool will help you create, store and update letters you will need during a job search.

• Employer Information - You can find detailed information on employers that may be of interest to you. These employers may or may not have any current job openings.

• Employers Posting Jobs - You will be able to view employers who have jobs available in the system.

• Virtual Recruiter - Let Employ Florida's Virtual Recruiter schedule a recurring search for job openings that meet your qualifications.

STC encourages student to register with Employ Florida during the last few weeks of the student's chosen Program. This will give students an opportunity to look for a job while completing the program. STC staff are available to assist students with placement needs.

Employ Florida Link: https://www.careersourcepascohernando.com/

HOUSING

Wilton Simpson Technical College does not provide dormitory space or any type of housing facility.

TRANSFER POLICY

Official transcripts from other colleges, technical centers and accredited institutions will be evaluated by an academic advisor and the instructor and credit may be given for the appropriate units of instruction.

Students with previous technical training from other institutions may receive credit for that training. An official transcript from a Florida public institute documenting Student Performance Standards and/or Occupational Completion Points achieved for a specific technical program will be accepted in transfer at the receiving institute for the same technical program. An official transcript from a non-public institution that is fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participates in the common course numbering system will be accepted in transfer for the same course/ program. Official transcripts from non-accredited institutions will be evaluated on an individual basis by the Manager of Career Enhancement and the program instructor to determine if advanced placement in a given program is applicable. All documentation, including transcripts, must be received by Wilton Simpson Technical College prior to the student starting their program.

Students wishing to transfer programs within STC must submit a letter to the Manager of Career Enhancement requesting a transfer. Students must be in good standing in their current program to be considered for transfer. Students transferring between programs may not change programs in the middle of the term but must wait until the start of the next term to enroll in a different program. Students granted permission to transfer to a new program will not be issued transfer hours.

WITHDRAWAL PROCEDURES

Students wishing to withdraw from a program prior to program completion need to meet with the Manager of Career Enhancement. The Manager will review with the student the options that are available should the student want to return at a future date. The student will be given a short exit survey, the result of which will be used for data reporting purposes. The student must settle any financial obligations prior to leaving.

Students wishing to withdraw from a program prior to program completion must meet with a Financial Aid Coordinator to determine if the student has to pay back any of his/her Pell award. Refer to the Financial Aid Policy & Procedure section of this handbook for additional information. Students are asked to confirm with the Administrative Office their current mailing and email addresses to facilitate quick processing of any refunds.

TECHNICAL PROGRAM LENGTH

Program lengths vary from 750 to 1200 clock hours. Please see individual program listings for additional information on the required program hours – hernandoschools.org/schools/stc

RE-ADMISSION POLICY

Students who withdraw or are administratively withdrawn due to a violation of the code of conduct or due to unsatisfactory academic progress, including, but not limited to unsatisfactory attendance, will not be re-admitted without approval by the Director of Adult and Technical Education. Students who are administratively withdrawn and wish to be considered for re-admission into the same program of study, must write an appeal letter to the Director requesting re-admission within seven (7) days of the notification of withdraw. If approved for readmission, the Director will be responsible for making the decision for the re-entry date. Any outstanding debt must be paid in full prior to re-admission. For students that are financial aid recipients please refer to the Financial Aid Policy and Procedures Handbook

INFORMATION DISCLOSURE

STUDENT INFORMATION DISCLOSURE POLICY

In accordance with federal and state laws, Hernando County School District and STC will obtain your written consent prior to the disclosure of personally identifiable information from a student's education records. However, Hernando County School District may disclose appropriately designated directory information without written consent UNLESS you advise Hernando County School District to the contrary.

STUDENT RECORDS

All matters concerning student records are processed, developed, and maintained by the Staff/Financial Aid department. Certificates are processed and issued; transcripts are prepared and provided at the student's request within a reasonable period of time. Fees may be associated with transcripts and some services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Annually, Wilton Simpson Technical College, informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The administrative office will disclose FERPA information by publishing a notice in the student catalog and on the appropriate web locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records, and file a complaint with the school.

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Students should submit to the administrative office, a written request that identifies the education record(s) they wish to inspect. If the records are not maintained by the administrative office, the school shall advise the student of the correct official to whom the request should be addressed. The appropriate school official will arrange for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without prior consent of the student is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as a member of the faculty or staff, members of the HCSB School Board, or a person under contract to the school to perform a task such as a consultant, attorney or auditor. Student or community members of school committees are also included in the definition of school officials as are student employees assisting a school official in performing his or her tasks.

Inter-institutional disclosure may be made between the school and entities that administer or participate in joint programs or activities and that further a legitimate educational interest because such disclosures are considered made to "school officials". Directory Information at Wilton Simpson Technical College, is defined as information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory Information will be made available to the general public unless the student notifies the administrative office in writing of the wish for privacy. A copy of the Non-Disclosure of Directory Information form is provided to each student at enrollment. Additional copies can be obtained at the administrative office.

The right to file a complaint concerning alleged failures by the Wilton Simpson Technical College, to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Director of Adult and Technical Education
801 N. Broad Street

Brooksville, FL 34601
(352)797-7018
Watson_s@hcsb.k12.fl.us

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which your education records and personally identifiable information (PII) contained in such records -- including your Social Security Number, grades, or other private information -- may be accessed without your consent. Covered under this provision are:

The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State Authorities) who may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported program. The evaluation may relate to any program that is "principally engaged in the provision of education", such as early childhood education and job training, as well as any program that is administrated by an education agency or institution.

Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when the school objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and date security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities.

In connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal and State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

FINANCIAL INFORMATION

FINANCIAL AID

Financial aid is available to eligible students. Information regarding sources and the eligibility to receive funding may be obtained in the Financial Aid Office. The amount of financial aid is dependent upon financial need; therefore, the amount awarded may vary from student to student. The attendance policy and satisfactory academic progress must be maintained throughout the length of the program to remain eligible for Federal Financial Aid. Students losing their benefits may re-enroll as self-pay until such time benefits can be reinstated. Please refer to the Financial Aid Policy and Procedures Handbook for detailed information. A copy of this handbook is provided to each student upon enrollment and additional copies are available in the Administrative Office.

Postsecondary students are assessed tuition and lab fees. The session's tuition and lab fees are discussed during the enrollment period and are payable upon registration, and have an approved payment plan. Certain programs require the purchase of supplies, insurance, tools and uniforms. Generally, items purchased are used in employment after graduation. Fees are subject to change without notice. Florida residents are assessed tuition by the clock hour at the current rate set by the Florida legislature. A Florida resident is defined as a person whose official residence has been in the state of Florida for one full year prior to enrollment. The current in state tuition rate is $2.92 per clock hour. The out of state rate is $11.17. There is also a $5 student ID fee. Information on the cost of individual programs may be obtained on the Wilton Simpson Technical College website at hernandoschools.org/schools/stc

Payment for program tuition is made at the time of registration at the Administrative Office based at 801 N. Broad Street, Brooksville, Florida, 34601. Payment of installment plans can be made at the Administrative Office, 4057 California Street, Brooksville, Florida, 34604 also. Cash, money order, debit card, Visa, Discover and Master Card are accepted forms of payment for most programs.

Potential payment issues should be discussed with the Manager of Career Enhancement to rectify any issues. Students will be given a verbal reminder if installment plan is one day late. After two weeks a written reminder of payment due will be mailed to the student. After thirty days of non-payment a letter confirming withdrawal from the program will occur if payment is not received within fifteen days. After forty five days a certified letter will be mailed to the student withdrawing them from the program. Class books will be returned or the cost of the book will be billed to the student at the stated purchase rate when the book is signed for. Re-entry into a Wilton Simpson Technical College program may be allowed as long as any outstanding amounts are paid.

In order for a program to be eligible for Title IV aid it must:

1) Admit as a regular student a person who meets one of the following:
   a) Have a valid high school diploma
   b) Have a GED diploma
   c) Have a valid state authorized high school equivalency examination (HiSet,TASC etc…)
2) Offer a course that has supervised training of at least 300 clock hours in duration and leads to a certificate that prepares students for gainful employment in recognized occupations.

To be Eligible to receive Federal Student Aid, you will need to:

1) Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED 2014®) certificate, or by completing a high school education in a homeschool setting approved under state law.
2) Be enrolled or accepted for enrollment as a ***regular student*** in an eligible certificate program. A regular student is someone who is enrolled or accepted for enrollment in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.
3) Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

   Men exempted from the requirement to register include;

a) Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
b) Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
c) Males born before 1960;
d) Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
e) Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4) Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

5) Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.

- Sign certifying statements on the ***FAFSA*** stating that:
- you are not in **default** on a **federal student loan**
- do not owe a refund on a **federal *grant***
- Sign the required statement that you will use federal student aid only for educational purposes

6) Maintain ***satisfactory academic progress (SAP)*** while you are attending college or a career school.

7) The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1) Be a U.S. CITIZEN or U.S. NATIONAL
   a) You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2) Have a GREEN CARD
   a) You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3) Have an ARRIVAL-DEPARTURE RECORD
   a) Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
   b) Refugee
   c) Asylum Granted
   d) Cuban-Haitian Entrant (Status Pending)
   e) Conditional Entrant (valid only if issued before April 1, 1980)
   f) Parolee
4) Have BATTERED IMMIGRANT STATUS
   a) You are designated as a **"battered immigrant-qualified alien"** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5) Have a T-VISA
   a) You are eligible if you have a T-visa or a parent with a T-1 visa.
6) **U-Visa" holders** are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.

a) Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

STUDENTS' RIGHTS & RESPONSIBILITIES FOR FINANCIAL AID

As a student consumer, you have the RIGHT to:

- Be informed of the correct procedures for applying for aid, cost of attendance, types of aid available, how financial need is determined, criteria for awarding aid, how academic progress is determined and what you have to do to continue receiving aid.
- Be informed of the type and amount of assistance you will receive, how much of your need has been met and how and when you will receive your benefits.
- Appeal any decision of the Financial Aid office with regard to your application.
- View the content in your financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the job description and rate of pay for any student job you accept.

It is your responsibility to:

- Complete all application materials correctly and submit them on time.
- Read all materials sent to you from the Financial Aid office.
- Know and comply with rules governing the aid you receive.
- Provide additional documentation, verification, corrections, and/or new information requested by the Financial Aid office.
- Use financial aid only for expenses related to attending post-secondary education.
- Maintain satisfactory academic progress.
- Notify the Financial Aid office of any resources not considered during your original need analysis and aid not listed on your award letter. Failure to notify us can jeopardize your future financial aid.
- Keep your local and permanent addresses current at the Registrar's office.

FEDERAL TITLE IV GRANT PROGRAMS

The purpose of the Title IV Program is to provide a foundation for financial assistance to students in higher education. Other programs are secondary or supplementary to Pell Grant. The Title IV Program makes funds available to eligible students attending approved colleges, community/ junior colleges, technical colleges, and other educational facilities through PELL or the Comprehensive Transition Postsecondary Program. To apply for a Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA) @ www.fafsa.ed.gov in accordance with the instructions of the application and return that completed form to the Financial Aid office. Read instructions carefully; do not estimate. Take your financial information directly from your tax forms. The information will be transmitted electronically; the results which will be returned to the school in an Institutional Student Information Record (ISIR) within 3 – 4 days. Determination of the grant amount will be based on the student's Expected Family Contribution (EFC) contained in the Institutional Student Information Record, the cost of attendance at the eligible school of your choice, and the payment schedule issued to all eligible educational institutions by the US Department of Education. To be eligible to receive the Pell Grant, the student must be enrolled in a program that:

- Is at least 300 clock hours in length.

- Is postsecondary in nature. The student must also meet one of the following requirements:

    - ❖ A standard high school diploma or
    - ❖ A high school equivalent through a GED® certificate or
    - ❖ Qualifying assessments (TABE) within 6 weeks of start date

One of the criteria for financial aid eligibility is meeting and maintaining the financial aid academic progress requirement at STC defined by the school policy. It is the student's responsibility to read and understand these requirements

PELL GRANT PROCESS

After receiving the Institution Student Information Record (ISIR), the applicant must return to the Financial Aid office for a review of the ISIR and completion of the Financial Aid folder.

The following information is required for each folder:

1. Application for Vendor Status / Pell Grant Stipend.

2. W-9.

3. Certification of Financial Aid Information.

4. Student Data Form.

5. Non-filer Statement, if applicable.

6. Standards of Satisfactory Academic Progress.

7. Verification Worksheet, if selected for verification. Verification - is a required federal process of checking the accuracy of information that applicants supply on their financial aid applications. Applicants who apply for financial aid should be aware that they may be selected for verification. Selection is based on Federal Department of Education guidelines. If the applicant is selected, he/she will be notified. Applicants selected for verification are not eligible to receive financial aid funds until they have submitted all required verification information.

8. A copy of all Income Tax Return transcripts, if applicable.

9. Verification of all untaxed income reported on the FAFSA.

Obtaining information is the responsibility of the student. No federal funds can be disbursed until the student's financial aid folder is complete. If a student changes enrollment status or programs, it is important to notify the Financial Aid Office to ensure Financial Aid benefits are calculated accurately

VOCATIONAL REHABILITATION

This is a service to conserve the working usefulness of persons with impairment who have reasonable expectations of becoming employed. Students who may qualify for vocational rehabilitation aid to attend post-secondary education should contact the office of Vocational Rehabilitation.

VETERANS' & DEPENDENTS' BENEFITS

Educational benefits are available to qualified veterans and children of deceased and disabled veterans. As a veteran or dependent, you may be entitled to certain benefits, and be eligible to participate in certain programs. For information, please contact the Financial Aid office.

VETERANS' AFFAIRS

As a veteran, you are entitled to certain benefits and are eligible to participate in certain programs. The following information should serve as a brief overview of these programs and your benefits. For additional information please contact the Financial Aid office. The office is open from 8:00 a.m. to 4:00 p.m., Monday - Friday.

APPROVED PROGRAMS

An excellent way for veterans to use their education benefits is pursuing an approved program of study at an institute of higher learning. All programs of study must be approved by the State Approving Agency in order to be certified by Department of Veteran Affairs for payment of benefits. All regular programs at STC are currently approved by the State Approving Agency.

HOW TO APPLY

Students may contact the Financial Aid office for assistance in applying for veteran benefits. The chapter under which you are filing will determine the documentation required by the Department of Veteran Affairs to certify your benefits. The website address www.benefits.va.gov/gibill has information to assist students.

ENROLLMENT CHANGES

If a veteran changes enrollment status or changes course or program, it is important to notify the Financial Aid office for certification purpose. If a VA student fails to notify the financial aid officer of changes, recertification will be delayed. A Change of Program or Status form is required by the Department of Veteran Affairs and may be obtained at the Financial Aid office.

STUDENT'S RESPONSIBILITY

As a student receiving Veterans' Educational Assistance, you are responsible for immediately notifying the Financial Aid office of any changes in your certificate program or reduction in your clock hours. STC requires that all tuition and any applicable fees be paid prior to the final program course start date.

OTHER FINANCIAL AID

Receiving veteran's benefits does not necessarily prevent a student from receiving other forms of financial aid. Applications and assistance are available in the Financial Aid office. Phone Numbers For more information about applying for educational benefits at:

- STC Financial Aid office 352-797-7018 ext. 477
- Department of Veterans' Affairs; Atlanta office 1-888-442-4551

VETERAN'S ATTENDANCE POLICY

Students exceeding 20% total absent hours out of their total scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (equal or greater than 85% attendance) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance. If a student has violated the attendance policy stated above, they will be notified immediately in writing. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

ATTENDANCE VIOLATION APPEALS

Students who feel that they have grounds for appeal to an action taken as a result of the requirement may appeal to the director. Upon written notification of violation, a student has five calendar days to fill out the VA Attendance Policy Appeal Form (found in the back of this handbook) and set up an appointment with STC Administration. An immediate date will be scheduled for the appeal. STC Financial Aid will be notified of the final appeal decision within 15 calendar days of the student's initial receipt of violation notification, and will communicate with VA accordingly.

VA ATTENDANCE APPEAL PROCESS

Attendance for VA students is tabulated during the first week of each month, for the previous month's attendance.

- VA student attendance will be monitored on a monthly basis.

- Within five (5) calendar days of a detection of a less than 85% attendance percentage the VA student will be notified in writing of a termination of services.

- VA student has five calendar days to appeal the termination through the attendance appeal process.

- Fill out the VA Attendance Policy Appeal Form (found in the back of the student handbook or with VA officer)
- Attach documentation
- Return to administration and schedule an immediate hearing date

- VA student will be notified in writing of the administrative appeal decision within 15 calendar days of initial notification.

- A copy of the decision will be sent to the STC Financial Aid Office. A VA Certifying Official will immediately notify VA Education of the decision.

Veterans Policy Requirement When Payment is Delayed

This policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides their Certificate of Eligibility (COE) to Financial Aid Officer for entitlement to educational assistance under Chapter 31 or Chapter 33 and ending on the earlier of the following dates:

1. The date on which the payment from the VA is made to the institution; OR;
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE

This policy ensures that the educational institution does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or to require that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or Chapter 33.

CHECK WRITING POLICY

If your check is returned or rejected for any reason, you expressly authorize your bank account to be electronically debited for the amount of the check, PLUS a minimum processing fee of $25.00 or the maximum amount allowed by law. Wilton Simpson Technical College uses Check Care for collection action on all returned checks. A copy of their graduated charges is available on request.

CANCELLATION AND REFUND POLICY:

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 45 days of receiving the notice of cancellation, the school shall initiate the process for the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the registration fee of $*30.*

Refund after the commencement of classes:

1) Procedure for withdrawal/withdrawal date:
2) A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Administration Office. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
   a.) For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
   b.) A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days.
   c.) All refunds will be initiated within 45 days of the determination of the withdrawal date.
   d.) After the commencement of classes, the tuition refund, minus the registration fee of $30 will be determined.
3) Tuition charges/refunds:

a.) Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the registration fee of $*30*.

RETURN OF TITLE IV, HEA POLICY

Introduction

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. STC will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at STC and are enrolled in Title IV aid. It is separate and distinct from the STC refund policy. (Refer to institutional refund policy found in the Program Catalog)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

TREATMENT OF TITLE IV, HEA AID WHEN A STUDENT WITHDRAWS

The law specifies how your school must determine the amount of Title IV, HEA program assistance that you earn if you withdraw from school. The Title IV, HEA programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV, HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

"OFFICIAL" WITHDRAWAL FROM THE SCHOOL

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or Administration Office in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1) Date student provided official notification of intent to withdraw, in writing or orally.

2) The date the student began the withdrawal from,STC records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, STC , will complete the following:

1) Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2) Two calculations are performed:
   a) The students ledger card and attendance record are reviewed to determine the Calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
   b) Calculate the school's refund requirement (see school refund calculation)
3) The student's grade record will be updated to reflect his/her final grade.
4) STC will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5) They will provide the student with a letter explaining the Title IV, HEA requirements:
   a) The amount of Title IV assistance the student has earned. This amount is based upon the length of the time the student was enrolled in the program and based on scheduled attendance and the amount of funds the student received.
   b) Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
   c) Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6) Supply the student with ledger card record noting outstanding balance to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the school unofficially withdraws a student from school, the Administrative Office and/or Financial Aid Coordinator must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1) The education office will make three attempts to notify the student regarding his/her enrollment status;
2) Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3) The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4) Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5) STC calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6) Calculate the school's refund requirement. (see school refund calculation)
7) STC's Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.

8) If applicable, STC, will provide the student with a refund letter explaining Title IV requirements:

a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.

b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.

c) Supply the student with a final student ledger card showing outstanding balance due to the student and the school and the available methods of payment.

A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

STUDENT AND INSTITUTION RESPONSIBILITIES

If you receive (or your school or parent receive on your behalf) excess Title IV, HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1) Your institutional charges multiplied by the unearned percentage of your funds.
2) The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV, HEA program funds.

INSTITUTION RESPONSIBILITIES IN REGARDS TO RETURN OF TITLE IV, HEA FUNDS

STC's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.
  The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

STUDENT RESPONSIBILITIES

- If your school is not required to return all of the excess funds, you must return the remaining amount.
- Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds
- Student Responsibilities in regards to return of Title IV, HEA funds
- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

REFUND VS. RETURN TO TITLE IV, HEA PROGRAM FUNDS

The requirements for Title IV, HEA program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV, HEA program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

WITHDRAWAL BEFORE 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

WITHDRAWAL AFTER 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned. STC measures progress in Clock Hours, and uses the payment period for the period of calculation.

THE CALCULATION FORMULA

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.
HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

b) If this percentage is greater than 60%, the student earns 100%.
c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

STC will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1) Repay the overpayment in full to STC
2) Sign a repayment agreement with the U.S. Department of Education.

ORDER OF RETURN

STC is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the "R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required

- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

EARNED AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Time Frame for Returning an Unclaimed Title IV, HEA Credit Balance

- If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.
- If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.
- The school must cease all attempts to disburse the funds and return them no later than 2 40 days after the date it issued the first check.

OVERPAYMENT OF TITLE IV, HEA FUNDS

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with STC or Department of Education to return the amount of unearned grant funds.

RETURN TO TITLE IV, HEA QUESTIONS

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

* This policy is subject to change at any time, and without prior notice.

CREDIT BALANCE

A Credit balance is remaining Title IV funds after tuition, books and supplies and fees have been paid. Every Credit balance will be given to receiving student within three (3) days of receiving Title IV funds via the student receiving a check for remaining credit balance.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

A student must make satisfactory academic progress toward the completion of their academic program to be eligible for federal, state and institutional aid, and the institution must have a reasonable policy for monitoring that progress.

Wilton Simpson Technical College Office of Financial Aid and Scholarships reviews each student's satisfactory academic progress at the end of each payment period after grades have been posted.

All students, including those who have transfer credits, are required to meet three measures of academic progress in order to maintain eligibility for federal financial aid which includes grants, loans and work-study. The three requirements are:

1. Maintain a cumulative academic grade point average (GPA) of at least 2.0; and
2. Successfully complete at least 67% of credits attempted; and
3. Complete a certificate or degree within 150% of the published length of the program.

Students must meet all of the SAP requirements listed above to be eligible to receive federal financial aid. If the requirements are not met, students will be notified via certified mail.

COMPONENTS OF STC'S SAP POLICY FOR CLOCK-HOUR PROGRAMS

The quantitative and qualitative standards listed below are used to evaluate the cumulative results of all periods of enrollment for clock-hour students at STC, including those payment periods during which the student did not receive federal financial aid funds or other types of financial assistance. Thus, a student who has not previously received federal financial aid may still be ineligible even though it is their initial financial aid application.

FREQUENCY OF EVALUATION FOR CLOCK-HOUR PROGRAMS

Federal regulations require an institution to evaluate SAP at least annually for programs that are longer than one year and every payment period for programs of one year or less. STC evaluates all components of SAP at the point when the student's scheduled clock hours for the payment period have elapsed regardless of whether the student attended those hours.

QUALITATIVE COMPONENT FOR CLOCK-HOUR PROGRAMS

STC uses the student's cumulative academic grade point average (GPA) to measure qualitative progress. To meet this standard federal financial aid recipients are required to achieve and maintain a minimum cumulative academic GPA of 2.0 which is consistent with STC's graduation requirements. The cumulative GPA that STC uses to evaluate the student's SAP status is calculated based on all courses that have been attempted and apply toward the current certificate.

QUANTITATIVE COMPONENT FOR CLOCK-HOUR PROGRAMS

Federal regulations require a quantitative component that evaluates the maximum timeframe in which students must complete their educational program and a pace of completion that ensures they will complete the program within the timeframe. STC requires that all financial aid recipients successfully complete at least 67% of the clock-hours and weeks scheduled for each payment period. Successful completion for this standard is defined as earning a grade of 'A', 'B', 'C' or 'D' in most programs.

Financial aid recipients are also required to complete their program within 150% of the published length of the program as measured by the number of clock-hours and weeks in the program. (Note that a student in a clock-hour program cannot receive aid for hours beyond those required for the program. The maximum timeframe applies to the amount of time the student takes to complete the required hours.)

CHANGES IN PROGRAMS OF STUDY FOR CLOCK-HOUR PROGRAMS

Students are permitted to make one change to their program of study in accordance with their academic goals. So long as students are meeting all other SAP standards, changes of program alone will not disqualify them for financial aid eligibility. Students who change programs while failing SAP maintain their previous SAP status until the completion of the first payment period of their new program.

COURSE INCOMPLETES, WITHDRAWALS, AND NR GRADES FOR CLOCK-HOUR PROGRAMS

Successful completion of coursework is defined as earning a grade of 'A', 'B', 'C' or 'D' at STC. All other grades including 'I' (Incomplete), 'F' (Failure), 'FN' (Failure for non-attendance), 'NR' (Not Reported) and W (Withdrawn) are defined as unsuccessful completion. Accordingly, all courses having grades of 'I', 'F', 'FN', 'NR' and 'W' count as hours attempted and count as zero hours earned in the SAP calculation. The grade of 'F' additionally counts as zero quality points when the qualitative SAP standard is assessed. Grades of 'I' and 'W' are not counted when the qualitative SAP standard is assessed. Grades of 'I' and 'W' do not carry any quality points.

Students who have grades of 'I' or 'NR' that result in an unsatisfactory standing may have their SAP status recalculated if those grades are later reported as an 'A', 'B', 'C' or 'D'. Students who achieve satisfactory standing as the result of a grade recalculation will be evaluated for reinstatement of financial aid so long as the end of the same academic year has not occurred and all other eligibility criteria are met.

WARNING STATUS

Students who are not meeting the qualitative (GPA) or quantitative (67%) components of SAP will be given a status of 'Warning' for one term or payment period. Students in a warning status may continue to receive federal aid.

NOT MEETING SAP

Students who fail to meet the SAP standards after the end of their 'Warning' term or payment period are considered to be 'Not Meeting' SAP. As a result, they are ineligible to receive federal aid for any future coursework attempted. Students in a 'Not Meets' SAP status may appeal this status provided there are extenuating circumstances which interfered with their academic progress.

APPEALING A SAP STATUS

Students who experienced extenuating circumstances which interfered with their academic progress may submit an appeal to have their 'Not Meets' SAP status reviewed by a financial aid representative under the guidance of the Director of Financial Aid. Extenuating circumstances include but are not limited to accidents, medical situations, death in the immediate family or difficult personal situations.

Students who do not meet SAP due to exceeding 150% of the required hours for their program and have a valid reason for exceeding the maximum timeframe may submit an appeal to have their SAP status reviewed by a financial aid representative under the guidance of the Director of Financial Aid.

APPEAL PROCESS

GPA and Completion Rate

Students who fail SAP due to GPA or completion rate may submit an appeal within 30 days of the start of the term (Fall or Spring) by providing the following documentation. Please note: Students whose appeals are received after 30 days will have their appeal evaluated for future terms only.

- A written and signed explanation from the student describing the extenuating circumstance(s) which interfered with their ability to be academically successful.
- Documentation which supports the extenuating circumstance(s).
- An academic plan signed by both the student and the Academic Advisor listing the coursework the student is required to attempt in order to be academically successful in the continuation of their program.

Exceeding 150% of credits or hours

Students who fail SAP due to exceeding 150% of the attempted credits or hours for their program may submit an appeal within 30 days of the start of the term (Fall or Spring) by providing the following documentation:

- A written and signed statement from the student describing why they have exceeded 150% of attempted credits or hours in their program along with an explanation of their intended career goals.
- Documentation which supports the extenuating circumstance.
- An academic plan signed by both the student and the Academic Advisor listing the coursework the student is required to attempt in order to be academically successful in the continuation of their program.

Appeals submitted with incomplete or unsigned documentation or submitted beyond the 30-day deadline will not have their aid eligibility evaluated for the current term.

Students will be notified of the decision regarding their SAP appeal via certified mail within 30 days of receipt of their appeal. If an appeal is denied, then a student will have the ability to enroll as a self-paying student.

PROBATIONARY STATUS

If a student's SAP appeal is approved they will be assigned a status of 'probation'. Depending on their situation, they may be granted one to two additional terms or payment periods of federal financial aid eligibility. Failure to meet SAP standards after the probationary period will result in the termination of federal aid eligibility.

RE-ESTABLISHING ELIGIBILITY FOR FINANCIAL AID

A student's eligibility for federal student aid is re-established when they meet the minimum 2.0 GPA, have completed at least 67% of their attempted coursework and have attempted less than 150% of the credits or hours in their program of study.

UNDERSTANDING SAP STATUS

Meeting SAP – Student has a cumulative academic GPA of 2.0 or higher, has completed at least 67% of all attempted credits and has attempted less than 150% of the maximum timeframe for their program of study.

Warning – Student has not met the GPA or completion rate requirements for one term or payment period.

Not Meets – Student has not met the GPA or completion rate requirements for two terms or payment periods.

Probation – Student has successfully appealed their 'Not Meets' SAP status and has been granted one or two terms or payment periods of federal aid eligibility.

Termination – Student has failed to meet SAP during their probationary status and cannot appeal their status.

ATTENDANCE POLICY

STC strives to provide the best educational opportunities possible to prepare students for their chosen occupation. **Students are to be on time and attend all classes**, consistent with attendance expectations in the workplace. However, Wilton Simpson Technical College recognizes there may be times when students cannot attend school due to extreme circumstances. In that case the student must notify the instructor to inform of his/her absence. In Florida, public technical centers are on a clock hour system and are required to have and adhere to an attendance policy. Time missed due to arriving late or leaving early count toward absences. Students whose attendance falls below 90% (rounded up) of the scheduled clock hours, per term, will have their situation reviewed with the possibility of a warning and/or academic plan. Students who are absent 8 consecutive days will be removed from the program. Students who are withdrawn due to excessive absences will not be entitled to reimbursements. Make up time has been built into each program calendar. Please note students receiving financial aid must adhere to minimum attendance progress to continue to receive aid.

EXCUSED ABSENCES IN CLOCK-HOUR PROGRAMS

In a clock-hour program, a limited number (10%) of excused absences, per term, are permitted. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed, and do not have to be made up for the student to receive the degree or certificate for the program. Students must bring in documentation to the Director for approval. The school will prioritize make up days over excused absences, which will be reserved for extreme circumstances outside of the student's control.

MAKE-UP HOURS

Due to extenuating circumstances, we understand that there may be times that are unavoidable to miss school. Therefore, make-up days have been made available for each program.

LEAVE OF ABSENCE

Under certain circumstances such as a death in the family or major illness, a student may put in writing their request for a Leave of Absence. A Leave of Absence can be for no more than 8 days and must be approved by the Director of Adult Education. The leave of absence will alter the graduation date for the student and will only be granted once.

GRADING SYSTEM

Students must maintain an overall grade of 70 percent or higher in all attendance, theory, clinical and/or shop performance during each evaluation period and complete the minimum number of competencies within the pacing guide for each program for the evaluation period. Some programs have higher standards and students must adhere to these standards to make satisfactory academic progress.

Student grades include the following:

- Participation
- End of Course exam
- Workbook/Assignment
- Quiz/Chapter work

Grading Scale:

- A = 100 – 90
- B = 89 – 80
- C = 79 – 70

- D = 69 – 60
- F = Below 60

Failure to make Satisfactory Academic Process may result in the student being withdrawn from the program. Students who receive Federal Financial Aid must adhere to additional provisions set out in the Financial Aid Policy & Procedures handbook.

.

.

INSTITUTIONAL INFORMATION

ACADEMIC PROGRAM IMPROVEMENT

Each program at Wilton Simpson Technical College is subject to review through a variety of mechanisms. Each year we ask our students to complete a questionnaire on the program and the school. We review the feedback and make appropriate adjustments as necessary. We also meet with industry partners twice a year to review the program curriculum, lab areas and equipment. Minute notes are kept, and any suggestions for program improvements are noted and actioned per administration. We also ensure our instructors participate in relevant professional development training to ensure academic standards are maintained.

ACCIDENTS AND INJURIES

In the event of an accident or injury on campus, you should immediately notify the instructor or other Wilton Simpson Technical College personnel. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have First-aid kits, and additional kits are also located in the business office. Emergency medical services will be contacted for a serious injury or medical condition. You must have an emergency contact card on file with the administrative office.

Books

It is the student's right to have a real and reasonable opportunity to purchase books elsewhere other than through Wilton Simpson Technical College. We have 3 bid vendors on of the books needed for our classes and student's may research it on their own as well. If students choose to purchase books from STC, then they will need to sign a form that we have given them every opportunity to purchase books on their own from other vendors. If students choose to use Financial Aid to purchase books, then students will have to sign another form authorizing STC to take the full book amount from student's first Pell check.

CAMPUS SAFETY AND SECURITY

STC may utilize Deputies from the Hernando County Sheriff's office to provide security. In the event of an emergency if no Deputy is on campus, students and staff need to contact 911 for immediate assistance.

CLERY ACT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. More information on the Clery Act can be found at www.cleryact.info.

Sexual Misconduct –Wilton Simpson Technical College prohibits any form of sexual misconduct. When sexual misconduct is brought to the attention of administration, Wilton Simpson Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students should be aware the technical center is prepared to take action to prevent and correct such behavior. Individuals who engage in sexual misconduct are subject to disciplinary action, which may result in expulsion from the college.

Any sexual activity without consent given will be considered sexual misconduct. Consent must be free of force, threat, intimidation or coercion. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent cannot be given by a person who is asleep, intoxicated, incapacitated or unable to communicate without impaired judgment. Consent to one form of sexual activity does not mean consent is given to another type of activity or subsequent

activities. Consent is revocable at any time. Sexual misconduct includes sexual and gender-based harassment, sexual assault, dating violence, domestic violence and stalking.

Sexual Harassment – Attempting to coerce an unwilling person into a sexual relationship; to subject a person to unwanted sexual attention; to punish a refusal to comply; or to create a sexually intimidating, hostile or offensive work, social or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to the intimidating or embarrassing emphasis of sexual identity. This definition will be interpreted and applied consistent with generally accepted standards of mature behavior, academic freedom and freedom of expression.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits.

Sexual harassment can occur in any type of relationship, involving faculty, staff, students, friends or strangers. Sexual harassment also involves relationships among equals. Power relationships and social dependencies exist between students as well, and may be exploited in ways that are damaging to either party. Students would therefore be aware of the offense that may be taken by any unwelcome sexual advance. Persistent requests for social encounters and favors, physical contact of a lewd type, indecent exposure, persistent requests for or realized sexual encounters, sexual crimes and rape constitute sexual harassment when they are accompanied by one or more of the following terms or conditions: explicit or implicit promises or rewards for cooperation, explicit or implicit threats of punishment for non-cooperation and/or intimidation that creates a hostile or offensive academic/work environment, interference with an individual's scholastic/work performance, preventing an individual's full enjoyment of educational/professional opportunities, or an action that induces conformance stress, anxiety, fear or sickness on the part of the harassed person. Implicit in the legal definition of sexual harassment is the assumption that sexual harassment prevents the realization of the victim's full potential as a student. A person sexually harassing another, who reports to him or her, is thus prohibiting the victim of the freedom to do his/her job, whether as a student or employee. Sexual harassment is considered an unethical and unprofessional as well as illegal behavior and will not be tolerated.

Sexual Assault – Any attempt to engage in any sexual or intimate act with another person without the consent of the other person or in circumstances in which the person is unable, due to age, alcohol/chemical or other impairment, mental deficiency or incapacity to give consent. It is the responsibility of the person initiating sexual or intimate activity to make sure the other person is capable of consenting to that activity.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship and the frequency of the interaction between the persons involved in the relationship.

Domestic Violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Florida, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Florida. Students requiring immediate assistance are encouraged to contact the Dawn Center 24-Hour Crisis Hotline (352)686-8430.

Rape – The penetration, not matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's safety or the safety of others, or suffer substantial emotional distress.

More information on available resources can be found on the technical center's website at hernandoschools.org/schools/stc.

Reporting Sexual Misconduct: Dating Violence, Domestic Violence, Sexual Assault & Stalking

The technical center encourages all sexual misconduct to be reported. Wilton Simpson Technical College will take prompt and appropriate action to end the misconduct and prevent its recurrence. All students have a right to report sexual misconduct by contacting one of the following:

- School Administration on (352) 797-7091
- Hernando County Sheriff's Office on (352) 754-6830

In the event of a crime including dating violence, sexual assault

Sexual Misconduct Prevention and Warning Signs

Within a relationship, there can be indicators of either partner's propensity to become abusive. Partner violence is any sexual, physical, verbal, or emotional abuse of one partner by the other in a romantic relationship. While arguing or fighting occurs in all relationships, partner violence is about power and control of one partner by the other. Due to the nature of being in a relationship with the abuser, partner violence can be hard to identify and understand. If you are in an abusive relationship, you may find it difficult to acknowledge because the abuser is someone for whom you have feelings. Abusive behavior can take many forms. Be concerned if your partner:

- Is jealous and possessive
- Tries to control everything you do
- Tries to isolate you from family and friends
- Has a quick temper or unpredictable reactions to ordinary things
- Often exhibits violent behavior toward animals, children, or other people
- Pressures you for sex
- Has a history of bad relationships
- Has a strong belief in extreme gender roles

In all relationships, it is important to trust your instincts. If your intuition tells you something is wrong, you shouldn't ignore it.

Bystander Intervention

Bystander intervention is a strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. It encourages people to get involved when they see something wrong or dangerous – to tell some, intervene, get help, or speak up. So how do you do it?

Use the 3 D's: Direct, Delegate, and Distract

Direct: Do something yourself (like ask someone to stop what they're doing, or check on someone you might be worried about).

Delegate: If you can't do something yourself because of your barriers, ask a friend, a faculty or staff member, or a trusted peer to help.

Distract: If you don't want to address the situation directly or even acknowledge that you can see it, try to think of a distraction that will diffuse the situation or calm things down in the moment. Distractions could be "accidentally' spilling a drink, asking to borrow the phone of someone who is in a risky situation, asking for a ride or starting an unrelated conversation.

If you see something, do something:

- Talk to your friends honestly and openly about sexual assault.

- Don't just be a bystander. If you see something, intervene in any way that you can without endangering yourself.
- Trust your gut. If something looks like it might be a bad situation, it probably is.
- Be direct! Ask someone who looks like they need help if they're okay.
- Get someone to help you if you see something. Delegate by enlisting a friend or bystander to step in.
- Keep an eye on someone who has had too much to drink.
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
- Recognize the potential danger of someone who talks about planning to target another person at the party.
- Be aware if someone is deliberately trying to intoxicate, isolate or corner someone else.
- Get in the way by creating a distraction, drawing attention to the situation, or separating them.
- Understand that if someone does not or cannot consent to sex, its rape.
- Never blame the victim.

Safety on Campus

1. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
    a) Do not leave personal property in classrooms
    b) Report to your institutional official, any suspicious persons.
    c) Always try to walk in groups outside the school premises. Let the administrative team know of any concerns you have with safety on campus.
    d) If you are waiting for a ride, wait within sight of other people
    e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
    f) The "*Crime Awareness and Campus Security Act*" is available upon request to students, employees (staff and faculty) and prospective students.
    g) The School has no formal program, other than orientation, that disseminates this information. All faculty undergo an annual training on campus security and all students receive written confirmation of campus security procedures during enrollment and at their orientation. All information is available on request.
    h) Information regarding any crimes committed on the campus will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation, the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

Procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking

The procedures for campus disciplinary action in cases of alleged domestic violence, dating violence or stalking are dealt with the utmost urgency. Under these procedures, both the accuser and accused are entitled to the same opportunities to have others present during disciplinary proceedings. Additionally, both the accuser and accused will be informed of the outcome of any institutional disciplinary proceeding. A student found to have violated Wilton Simpson Technical College

behavior standards related to domestic violence, dating violence or stalking may be suspended or expelled from STC for the first offense.

CANCELLED CLASSES DUE TO INCLEMENT WEATHER

In the event weather conditions are such that travel to and from Wilton Simpson Technical College would be hazardous or extreme temperature presents a problem of safety or comfort, the education center may be closed for the day or delayed in opening.

CELL/DIGITAL PHONES AND PAGERS

In order to maintain an environment conducive to learning, cell/digital phones and pagers must be turned off or in silent mode during classroom hours. You will not be permitted to use cell phones while class is in session. An office phone is available in the Administration office for emergencies.

CERTIFICATE REQUIREMENTS

A student must meet all of the following conditions to earn a Certificate of Program Completion from Wilton Simpson Technical College:

- Have attained a grade of "C" or better (2.0 GPA) for the program
- Complete the required curriculum
- Settle all school debt
- Meet Florida Basic Skills Levels in mathematics, reading and language
- Receive the instructors recommendation

COLLEGE NAVIGATOR WEBSITE

Students may check College Navigator Website for our updated information at https://nces.ed.gov/collegenavigator/

COMPLAINT/GRIEVANCE PROCEDURE

In the event that there is a complaint or issue at the classroom level, the student should first speak to the instructor in private about their concern. If the complaint cannot be resolved at the classroom level, the student should submit the complaint to the Administrator on duty. If the complaint cannot be resolved at that level, the student may present the complaint formally, in writing, to the Director of Adult and Technical Education within three (3) days. If the grievance is not resolved satisfactorily, the grievant may appeal within five (5) days to the Hernando County School District, 901 N Broad Street, Brooksville, FL, 34601. In the event a student cannot resolve a conflict concerning his/her technical training at the local level, he/she may contact the Florida Department of Education - Career and Adult Education at 325 West Gaines Street, Suite 734, Tallahassee, Florida, 32399-0400, 850-245-0446, http://www.fldoe.org/policy/cie/file-a-complaint.stml. Grievances may also be registered with COE, (Council on Occupational Education) at 7840 Roswell Rd., Building 300, Suite 325, Atlanta, GA, 30350, 800-917-2081, www.council.org.

COPYRIGHT INFRINGEMENT

Students who infringe copyright law infringement via unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person presents someone else's work as their own. Whether a student copies an assignment, downloads a paper from an Internet site, or uses a cut and paste system for creating text, that student has committed plagiarism. All parties to plagiarism are equally guilty, regardless of whether the student gives or receives work. All students shall abide by the provisions of United States Copyright Law (Title 17, United States Code, Sect. 101, et seq). Student who cheat, plagiarize, or infringe copyright law will face any or all of the following consequences:

- First Offense – If the student is a minor, the student's parent will be contacted. The student will receive a failing grade for the assignment. The student may be suspended from school for one to five days.
- Second Offense – will result in dismissal from the program.

Students who cheat on industry certification or licensing exams will be removed from the testing area. An incident report will be filed with the testing agency to determine if the student will be allowed to test again.

CRISIS RESPONSE PLAN

In the event of an extreme, dangerous, or emergency situation a comprehensive plan of action is in place to deal with such matters. Should a crisis develop, notify your instructor or administration immediately. Policies are in place, are provided to students at orientation and are clearly displayed in the program area. In extreme circumstances, call 911.

DISABILITY DISCLOSURE

Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.

A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities.

To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

The following are acceptable forms of documentation and must include a diagnosis, impact of the diagnosed disability and recommended accommodations.

A 504 Plan

A Psychological Report

A letter from a physician

Please contact Sophia Watson, Director of Adult and Technical Education @ 352-797-7018 or Watson_s@hcsb.k12.fl.us to schedule an Intake Meeting.

DRESS CODE/UNIFORMS

The technical programs may require uniforms. If applicable, you will be expected to comply with uniform requirements. The instructor will provide specific information. You will be expected to comply with safety apparel requirements.

Under no circumstances will anyone be allowed to remain on campus, regardless of program, if their manner of dress in any way disrupts the educational process as determined by the onsite administrator.

Wilton Simpson Technical College prepares students to enter the job market. Therefore, students should dress in accordance with the accepted standards of business and industry. The dress code in each program varies with the needs of the occupational area. However, the following minimum requirements apply:

- Hard-soled and closed toed shoes must be worn in all occupational areas. Sandals, flip-flops, open toe shoes and bare feet are not permitted. **NO EXCEPTIONS.**
- For safety and/or health reasons, students will follow established safety procedures and practices acceptable to their occupation. For example: Contain his/her hair in a net or similar device or have his/her hair cut to an acceptable length, remove jewelry, wear safe clothing.

DRIVING/PARKING

Parking is provided in designated areas for Wilton Simpson Technical College students. Parking in areas other than designated student parking lots is prohibited. The speed limit of 15 miles an hour is strictly enforced. Parking privileges may be revoked for parking and speeding violations. Loitering is not allowed in and around cars.

All Florida State Statutes are applicable while driving on school grounds. Failure to follow these rules will result in the revocation of parking privileges.

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

DRUG FREE CAMPUS POLICY

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance or use or be in possession of tobacco or tobacco products, as defined by Florida Statutes, while on STC campus, both the Main Campus at Nature Coast Technical High School or at our extension Site at Central High School or while on STC sponsored trips involving students. Students not in compliance with STC campus policy will be immediately dismissed.

When administrative officials have reasonable suspicion that any student at the Wilton Simpson Technical College is under the influence of intoxicating beverages or controlled substances the student will be asked to immediately submit to a urinalysis at their own expense prior to returning to campus. In the event that a student refuses to be tested, the student will be dismissed from the instructional program and forfeit all paid fees. The student may return to campus with a negative test result. Any student dismissed for drug related issues, may be required to complete a substance abuse program prior to re-entry. In all cases, the student will be tested prior to return to class and will be responsible for the expense of the return to class testing as well as for follow-up testing that may be required by the administration.

The referral or dismissal of any student for positive drug testing results will be handled in a confidential manner to avoid any potential embarrassment to the student. All administrators are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the campus immediately. Any person who has been given notice by an administrator and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser. While on STC sponsored trips, the following action may become necessary:

- Alcoholic beverages in possession of minors will be seized.
- Students and/or adults in possession of alcoholic beverages may be sent back at their own expense and/or other appropriate actions taken.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S. LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27, F.S. HISTORY: ADOPTED: REVISION DATE(S): 11/11/02; 06/08/09 (EDITORIAL) FORMERLY: 2.116, 3.107, 3.108, 3.160, 6.170, And 8.212

Suspension of Eligibility for Drug-Related Offenses for Pell Recipients

GENERAL - A student who has been convicted of any offense under Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such a conviction and ending after the interval specified in the following:

1) The possession of a controlled substance, the ineligibility period is:
    a) First offense – 1 year
    b) Second offense – 2 years
    c) Third offense – Indefinite
2) The sale of a controlled substance, the ineligibility period is:
    a) First offense – 2 years
    b) Second offense – Indefinite

REHABILITATION - A student whose eligibility has been suspended per the offenses above, may resume eligibility before the end of the ineligibility period determined if:

- The student satisfactorily completes a drug rehabilitation program that complies with such criteria as prescribed in regulations for purposes of this paragraph; and includes two unannounced drug tests; or
- The conviction is reversed, set aside, or otherwise rendered nugatory.

DEFINITIONS – In this subsection, the term "controlled substance" has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

EFFECTIVE DATE – The amendment made by paragraph the general paragraph regarding suspension of eligibility for drug-related offenses, shall apply with respect to financial assistance to cover the costs of attendance for periods of enrollment beginning after the date of enactment of this Act.

EMERGENCIES

In case of fire, inclement weather, bomb threats, lock downs or other emergencies, you must follow the directions provided by the instructor. In case of emergency situations requiring evacuation, you should follow evacuation routes that are posted by every designated exit. In other emergency situations, you should go to the designated safety areas inside the buildings as directed. An emergency contact will be requested upon application to Wilton Simpson Technical College.

EQUITY STATEMENT

The Hernando County School District prohibits any form of discrimination or harassment on the basis of race, color, sex, religion, national origin, marital status, age, GINA, or disability in any of its programs, services or activities. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the Career & Technical Education programs.

Contact information for 504 Coordinator/Equity:

Jill Kolasa, Director of Student Services

1036 Varsity Dr.

Brooksville, Florida 34601

352-797-7008

kolasa_j@hcsb.k12.fl.us

Troy Labarbara, Director of Exceptional Student Support Services

1036 Varsity Dr.

Brooksville, Florida 34601

352-797-7022

labarbara_t@hcsb.k12.fl.us

Contact information for Equity Coordinator:

Matthew Goldrick, Supervisor of Professional Standards

Phone: 352-797-7019

919 N. Broad Street

Brooksville, Florida 34601

goldrick_m@hcsb.k12.fl.us

IDENTIFICATION BADGES

Picture identification badges are issued to all STC students each school year. A $5.00 fee is assessed for the identification badges. A replacement fee of $10 will be charged for any lost badges. Identification badges are to be worn at all times while students are on campus.

INTERNET & TECHNOLOGY POLICY

Wilton Simpson Technical College adheres to the Hernando County School Board Policy regarding internet usage which is displayed upon sign on. District provided computers shall not be used for personal or financial gain or for the benefit of private, "for profit" or "not-for-profit" organizations, or for any commercial or illegal activity. The student will not place any software on the district-provided computer without permission from the designated district technology specialist at the school. Students will honor all licenses, copyrights, patents, restrictions and terms and conditions associated with computer software (e.g.: no illegally duplicated software). The student will be responsible for lost or damaged computers and/or software.

LAB AND SHOP SAFETY

Safety and safe practices are of utmost importance at Wilton Simpson Technical College. You are expected to complete shop safety curriculum and pass a safety examination. Students are expected to wear safety glasses, to dress appropriately, to comply with safety regulations, and to exercise prudent judgment with self and for the care of others. If you do not follow shop and lab safety rules you may be dismissed from the program.

NAME, PHONE NUMBER OR ADDRESS CHANGE

Phone numbers are required as they are used to notify students in the event of an emergency or school closure. Please keep the office notified in case of a change of name, phone number or address so that accurate records may be maintained.

NET PRICE CALCULATOR

The Net price Calculator is located on our website at hernandoschools.org/schools/stc.

PROCEDURES FOR HANDLING ALLEGED SCHOOL RELATED CRIMES

- Any individual member of the technical center community may initiate disciplinary proceedings for an alleged violation of the Code of Conduct. The complaint must be submitted in writing to the Administrative Office.
- After a preliminary investigation, the Director of Adult & Technical Education will determine if there is sufficient information to warrant disciplinary proceedings. At that time the Director may notify the Sheriff's Office if it has been determined that a crime has been committed.
- Disciplinary proceedings are initiated by the Director in a face-to-face disciplinary conference.
- The disciplinary conference shall take place no earlier than 48 hours from the date of notification, unless waived by the student.
- Cameras, camera phones and audio/video recording devices other than those belonging to the technical center are not permitted at a disciplinary conference.
- The Director may choose to adjourn the disciplinary conference at any time to obtain further information from other sources.
- At the conclusion of the disciplinary conference, the Director may dismiss all disciplinary charges or make a judgement to assign sanctions.
- A letter confirming the decision will be sent to the student and a copy placed in the student's permanent record.
- If at any time during the investigation the student is arrested for the offense that occurred at school, the student will be withdrawn immediately.

SEARCH OF PERSON

You may be subject to be searched at any given time upon reasonable suspicion for any reason by administration. This includes search of person, possessions, lockers, and vehicles on the Wilton Simpson Technical College campus.

STATEMENT OF NONDISCRIMINATION

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the CTE programs.

- Students enrolled in apprenticeship programs registered with the Florida Department of Education.
- Post-secondary students with a documented disability who are completing a post-secondary adult vocational program, but have been unsuccessful in obtaining the designated basic skills exit criteria, may have this requirement waived based on District procedures and statutory authority. Assessment of student mastery of basic skills will conform to State Board of Education Rule 6A-10.040. Our policy states:
    - Student will complete the TABE.
    - Student will provide documentation of their disability that would impact their test performance.
    - Wilton Simpson Technical College will make remediation available to the student through program instruction and/or AAAE (face to face instruction).
    - Student will retake the TABE.

If student with a documented testing disability does not meet minimum scores on the retest TABE, student will be exempt from meeting this completion requirement.

STUDENT BODY DIVERSITY

Students may find updated information on our STC Website (hernandoschools.org/schools/stc) and also the College Navigator website (https://nces.ed.gov/collegenavigator/).

STUDENT CODE OF CONDUCT

STC students are expected to adhere with the legal and ethical standards of the institution. STC reserves the right to administratively withdraw students at any time for misconduct. Students admitted to the school will receive a student handbook that outlines specific information regarding student conduct.

We believe that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all at Wilton Simpson Technical College will reach their goals.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

Therefore:

Wilton Simpson Technical College staff will treat all students enrolled, fellow staff members and members of the public with respect and will expect the same in return.

- Wilton Simpson Technical College staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.
- Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

STUDENT TIME RECORDS

It is imperative that students be in class on a daily basis. It is the students' responsibility to accurately record their attendance and clock hours for each class. It is the student's responsibility to fingerprint themselves in when they get to class and fingerprint themselves out when they leave so that accurate records can be kept. Accurate records of attendance are important as student attendance determines the pace of completion for the course as well as impacting final grades.

TARDY POLICY

Punctuality is crucial to student success in the classroom. If a student is late this will be reflected in their grade. If there are excessive tardiness, it will affect his or her program clock hours and will ultimately affect their final grade.

TOBACCO/SMOKE FREE CAMPUS POLICY

In accordance with Hernando County School Board Policy, STC is a tobacco and smoke free campus at both our Main Campus, Nature Coast Technical High School and our extension campus, Central High School. Tobacco products or Smoking is not permitted on the campus. This policy is to prevent the use of tobacco on School Board property in compliance with Florida Statute and to provide a healthy learning environment free from exposure to carcinogens. For the purpose of this policy, tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. Individuals may not smoke, chew, dip, or use any type of tobacco or smoking product on or around campus. Individuals may not stand or hang out along the streets or property around the exterior of the campus. Violation of the policy may result in dismissal. Resources are available to assist you with compliance.

TUITION AND FEES FOR TECHNICAL PROGRAMS

All STC courses are $2.44 per program clock hour for in state tuition. The out of state tuition rate is $9.91. There are additional fees for each program – please refer to the program supply lists found at hernandoschools.org/schools/stc for a breakdown of costs associated with each program. The registration fee is non-refundable. Tuition shall be waived for career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedent who meets the requirements of State law. Any career center operated by the Board shall, within the nonresident student enrollment system-wide, prioritize the enrollment of a veteran who is granted an out-of-state fee waiver pursuant hereinabove over any other student who is granted an out-of-state fee waiver under this policy.

Payment for program tuition is made at the time of registration at the Administrative office based at 801 N. Broad Street, Brooksville, Florida, 34601. Payment of installment plans can be made at the administrative office, 4057 California Street, Brooksville, Florida, 34604 also. Cash, money order, debit card, Visa, Discover and Master Card are accepted forms of payment for most programs.

Non-payment of agreed upon payment plan installments will result in automatic withdrawal from the career-technical program and all tuition paid to-date and fees will be forfeited. Class books will be returned or the cost of the book will be billed to the student at the stated purchase rate when the book is signed for. Re-entry into a Wilton Simpson Technical College program may be allowed as long as any outstanding amounts are paid.

VACCINATION POLICY

Required vaccinations are program specific. Currently there are no programs at Wilton Simpson Technical College that require vaccinations. This policy is subject to change if our accreditation/licensing agencies require proof of vaccinations as a condition of enrollment.

VOTER REGISTRATION

Every applicant who goes through Orientation will be given a voter registration application to fill out if they are interested and it is posted on our website (hernandoschools.org/schools/stc).

WEAPONS

Anyone who has, carries, or conceals any gun, pistol, sword, knife, razor or other weapon on campus or in a vehicle parked on Wilton Simpson Technical College's campus will be withdrawn from Wilton Simpson Technical College and is subject to having criminal penalties imposed.

SERVICES TO STUDENTS

ASSISTANCE WITH ENROLLMENT

Staff are available to meet the needs of our students as required. Services cover school information, enrollment procedures, financial aid, security policies, completion rates and crime statistics. Contact can be made through the business office (Monday to Thursday 8.00am to 8.30pm and Friday 8.00am to 4.00pm) on 352-797-7091. Queries should be directed as follows:

Director of Adult & Technical Education – services for students with disabilities.

Manager of Career Enhancement – completion rates, security policies and crime statistics.

Financial Aid Coordinator – Title IV financial aid procedures and veteran's benefits.

Workforce Development Specialist – School information, enrollment information and tours.

ACCESS TO YOUR RECORDS

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05, which can be picked up in the Administrative office.

AWARDS CEREMONY

Wilton Simpson Technical College conducts an awards and graduation ceremony each spring. Anyone who is completing a program will be invited to participate. Friends and family are invited to attend, but the number of available tickets may be limited.

COUNSELOR

Wilton Simpson Technical College has a Counselor available if you need to discuss class and/or personal issues and concerns. Appointments can be made with the administrative office.

CAREER PATHWAYS

Wilton Simpson Technical College has in place articulation agreements with Pasco-Hernando State College effective for the 2020-21 year.

To ensure students of each agreement are awarded appropriate career and technical education credit, and to ensure that career certificate education articulates to college credit toward associate degree programs, Pasco Hernando State College agrees to grant, at no cost to eligible students, credit as outlined in the specific program agreements. In accordance with Section 1007.233, Florida Statutes (F.S.), articulated college credit must be awarded upon initial enrollment in the associate degree program. Furthermore, the award of credits described is contingent upon the conditions being met by Wilton Simpson Technical College, Pasco Hernando State College and the student.

Award of credit process:

- Students must meet with the designated college staff member to verify completion of the articulated program, initiate the credit award process, and discuss course requirements for intended program of study at the college.
- To be awarded the college credit guaranteed for a specific program agreement, students must present an original career certificate of completion or an official transcript that delineates program completion.
- Students entering the associate degree program specified within the specific program agreement must meet the admissions requirements of the college and the program to which they are applying, as well as the common placement testing requirements outlined in section 1008.30, F.S., and Rule 6A-10.0315(2), Florida Administrative Code (F.A.C).
- Students must enroll at the Florida College System institution in the program specified within three years of completion of the Career Certificate program in order to redeem the college credit. Students who enroll after three years may be eligible for the awarding of credits on a course-by-course basis at the discretion of the postsecondary institution. (This may be done through demonstration of current industry knowledge, i.e. employer letter, proof of industry certification passage, approved student assessments, portfolio of work, etc.)

Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. Wilton Simpson Technical College is part of the Tampa Bay Consortium which provides career pathway agreements: http://www.careerpathways.me

CAREER DUAL ENROLLMENT

Career Dual Enrollment is an option for high school students to enroll in post-secondary courses to earn elective or vocational credit toward high school graduation requirements and to receive hours toward a career and technical program. Any interested high school students should be prepared to visit the program and instructor prior to beginning the registration process for the career certificate program.

The statutory eligibility requirements for career dual enrollment include a 2.0 unweighted GPA per s.1007.271, be at least 16 years of age, and be on target for graduation. Attendance and discipline records must be satisfactory. Recommendation for the application process to Wilton Simpson Technical College will be through school guidance counselors. Career dual enrollment courses offered that will lead to an approved Industry Certification from the Funding List of s.1008.44, F.S. are as follows:

Program	Course Code	Course Name	Course Code	Clock Hours	Credit Hours
Applied Cybersecurity	Y100300	Cybersecurity Associate	CTS0018	600	4
		Information Security Manager	CTS0019	150	1
				750	5
Automotive Service Technology 1	T400700	Automobile Services Assistor	AER0014	300	2
		Automotive Brake System Technician	AER0418	150	1
		Automobile Suspension and Steering Technician	AER0453	150	1
		Automotive Electrical/Electronic System Technician	AER0360	300	2
		Engine Repair Technician	AER0110	150	1
				1050	7
Heating, Ventilation, Air Conditioning/Refrigeration 1	C400410	Introduction to HVAC/R	ACR0000	250	1.5
		HVAC/R Fundamentals	ACR0001	250	1.5
		HVAC/R Service Practices	ACR0012	250	1.5
				750	4.5
Welding Technology	J400400	Welder Assistant 1	PMT0070	150	1

		Welder Assistant 2	PMT0071	150	1
		Welder, SMAW 1	PMT0072	150	1
		Welder, SMAW 2	PMT0073	150	1
		Welder	PMT0074	450	3
				1050	7

Rule 6A-10.040, Basic Skills Requirements for Postsecondary Career and Technical Certificate Education require that students shall complete an entry level basic skills examination with the first six weeks of admission into the program. Additionally, continued eligibility for career dual enrollment requires successful completion of each course within the career certificate, prior to graduation of the career certificate program. Students must enroll at a time whereby they can successfully complete the career certificate program prior to graduation from high school. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Per s. 1007.271, F.S., and based on Dual Enrollment budget and seat constraints, Hernando County School District and Wilton Simpson Technical College will not deny dual enrollment participation to students who meet both the statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

A delineation of the high school credit earned for the completion of each career dual enrollment course and program will provide a clock hour to credit hour equivalency. The high school credit will only be awarded upon successful completion of the entire postsecondary course. The weighting for the dual enrollment courses will be weighted in line with Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses in calculating the GPA.

Statewide Articulation agreements may be awarded for individual industry certification earned to be used at the college level. Wilton Simpson Technical College is part of the Tampa Bay Consortium which provides career pathway agreements (http://www.careerpathways.me/).

Per s. 1007.271(3), F.S. will allow an exception to entrance based on grade point average to the agreement on the recommendation of all parties. Consideration is on a case by case basis.

The initial screening of potential applicants shall be the responsibility of high school guidance counselors to determine career readiness, appropriate GPA, attendance and behavior records. Reports will be provided throughout the sessions to high school counselors regarding the progress of all students. The Wilton Simpson Technical College administrative team will review progress throughout each session and take steps to ensure students stay on track. A sufficient GPA must be maintained throughout.

Wilton Simpson Technical College will enter grades and transmit to the school data entry at the school of record. Grades for dual enrollment will be entered on both the student's high school transcript and the postsecondary transcript. Credit hours upon completion of the courses transmission of the grades will be sent to the school of record in Hernando County School District.

Sections 1007.271 and 1009.25, F.S. provides that dual enrollment students are exempt from payment of tuition, fees including laboratory fees and registration fees. Due to space constrictions within the programs, places will be allocated to dual enrollment students based on budget and available seats. A wait list will be developed – students will be allocated a place based on the following criteria:

1. They are still meet the eligibility requirements.
2. If enrolled they would be able to complete the dual enrollment course prior to graduating high school.
3. Allocation for placement will be given on a first come first served basis.

Exceptions may be made based on seat availability and/or Dual Enrollment budget constraints.

Dual enrollment students are responsible for arranging and paying for transportation to and from Wilton Simpson Technical College as well as all other dual enrollment related transportation. Parents/guardians assume all financial responsibility and liability for dual enrollment related transportation.

Wilton Simpson Technical College assures students with disabilities equal access as described in Section 504 and 508 of the Rehabilitation Act of 1973 and in compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Disclosure of a disability is voluntary.

A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities. To obtain services and accommodations, current documentation is required (within 5 years) and must be presented to Student Services.

DROP/ADD PERIOD FOR TECHNICAL PROGRAMS

1. A 100 percent refund shall be made if the student drops the class prior to the first class meeting.
2. A 100 percent refund shall be made if the student drops the class within the first 5 business days of the semester.

Individuals withdrawing from a program within the first five days of the term must notify the Administrative Office in writing that they are withdrawing. Students are encouraged to state the reason for withdrawal.

Refunds due to course cancellation will be at one hundred percent (100%).

Refunds, when due, are made within thirty (30) days of the last day of attendance and will be initiated by bookkeeping office. The refund will be mailed to the person who made the payment. No refunds are available for General Education programs.

NO refunds will be given on registration fees, books, supplies, insurance, testing or other fees.

PROGRESS REPORTS

Progress Reports are issued at the middle point and the end of each term to everyone enrolled in a technical program. Reports will be issued according to the Wilton Simpson Technical College school calendar.

TRANSCRIPTS & ACCESS TO YOUR RECORDS

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05.

If you have completed a program you may contact the administrative office for a copy of your transcripts. All requests are to be made by completing the Transcript Request form. Request forms are available in the administrative office or can be downloaded from www.hcsb.k12.fl.us/studentrecordsrequest. Same day service is not available. Transcripts will be provided only when your financial obligation has been cleared.

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 – 750 Hours

Instructor

Mr. Mike Rae and Mr. Jake Adlao

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	ACR0000	Introduction to HVAC/R	250 Hours	49-9021
B	ACR0001	HVAC/R Fundamentals	250 Hours	49-9021
C	ACR0012	HVAC/R Service Practices	250 Hours	49-9021
		Total Course Length	750 Hours	

Program Description

The Air-Conditioning, Refrigeration and Heating Technology Program includes classroom and shop instruction in the basic principles of air conditioning and refrigeration that apply to commercial and residential systems. Students entering this program will develop the basic knowledge and skills for entry level employment as installers or mechanics in the air conditioning, refrigeration and heating industry or provide supplemental training for persons previously or currently employed in this career field. Both classroom and laboratory work will be necessary for completion of the program.

Certificates available

EPA 608 refrigerant R410A Safety HVAC Excellence Employment Ready Exams Series

TABE Minimum Requirements

Area	Minimum Score
Reading	9
Language	9
Math	10

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the HVAC program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class.

Tools

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

Schedule

Monday, Tuesday, Wednesday and Thursday 4-9pm

Location

Central High School

14075 Ken Austin Parkway

Brooksville, FL 34613 (352) 797-7091 Instructional Ratio 20:1

Automotive Service Technology 1

Instructors

Mr. Barry Beyerl and Mr. Mark Flannery

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
A	AER0014	Automotive Services Assistor	300 Hours	49-3023
B	AER0418	Automotive Brake System Technician	150 Hours	49-3023
C	AER0453	Automobile Suspension & Steering Technician	150 Hours	49-3023
D	AER0360	Automotive Electrical/Electronic System Technician	300 Hours	49-3023
E	AER0110	Engine Repair Technician	150 Hours	49-3023
		Total Course Length	1050 Hours	

Program Description

This program helps to prepare the student for employment in the automotive mechanics field. Students learn to diagnose malfunctions, repair, adjust or replace parts of the automobile, restoring it to the conditions and specifications recommended by the manufacturer.

Certifications available

ASE

TABE minimum standards

Area	Minimum Score
Reading	9
Language	9
Math	10

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the automotive program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class.

Tools

Basic hand tools and equipment are required for this program. Information regarding specific tools will be discussed the first week of class.

Schedule

Mondays, Tuesday, Wednesday and Thursday, 4-9pm

Location:

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091 Instructional Ratio 20:1

Cosmetology

Instructor

Ms. Eilleen Guthart

Program Structure

OCP	Course Number	Course Title	Course Length	SOC Code
	CSP0009	Grooming and Salon Services, Core, Facials and Nails	225 Hours	39-5012
	COS0002	Cosmetology and Hairdresser 1	300 Hours	39-5012
	COS0003	Cosmetology and Hairdresser 2	300 Hours	39-5012
A	COS0009	Cosmetology and Hairdresser 3	375 Hours	39-5012
		Total Course Length	1200 Hours	

Program Description

Cosmetology enables people to acquire technical knowledge and skills necessary to qualify for the Florida Cosmetology State License Examination. Instruction includes a combination of class theory and practical experiences through practice with mannequins and patrons. Students will take a state board exam at the completion of the program for the Florida cosmetology license.

Certifications Available

Florida Board of Cosmetology License

TABE minimum standards

Area	Minimum Score
Reading	9
Language	8
Math	8

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. This program requires that a uniform be worn daily. Uniform consists of a black smock, black pants and black shoes.

Schedule

Monday, Tuesday, Wednesday & Thursdays, 3-9 pm

Class Location

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091 Instructional Ratio 20:1

Welding Technology

Instructor

Mr. Jason Whitman and Mr. David Shriver

OCP	Course Number	Course Title	Course Length	SOC Code
	PMT0070	Welder Assistant 1	150 hours	51-9198
A	PMT0071	Welder Assistant 2	150 hours	51-9198
	PMT0072	Welder, SMAW 1	150 hours	51-4121
B	PMT0073	Welder, SMAW 2	150 hours	51-4121
C	PMT0074	Welder	450 hours	51-4121
		Total Course Length	1050 Hours	

Program Description

The welding program includes classroom and shop instruction and prepare students for employment in the welding industry. The course is multi-tiered and students entering this program will develop the knowledge and skill both basic and intermediary, for employment in Shield Metal Arc Welding, Gas Metal Arc Welding, Flux-Core Arc Welding and Gas Tungsten Arc Welding to professional competency.

Certifications available

American Welding Society Examinations

TABE minimum standards

Area	Minimum Score
Reading	9
Language	9
Math	9

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for the welding program consists of a collared work shirt and dark work type pants. All students must purchase and wear safety glasses, hard leather work shoes with non-skid, oil resistant soles. Proper uniform and safety equipment must be worn each day to class. Students must also provide their own approved welding helmet and gloves.

Schedule

Monday, Tuesday, Wednesday and Thursdays 3:30 – 9:30

Location

Central High School

14075 Ken Austin Parkway

Brooksville, FL 34613

(352) 797-7091 Instructional Ratio 20:1

Applied Cyber-Security

Instructors

Mr. Justen Early

OCP	Course Number	Course Title	Course Length	SOC Code
A	CTS0018	Cybersecurity Associate	600 hours	15-1122
B	CTS0019	Information Security Manager	150 hours	15-1122
		Total Course Length	750 hours	

Program Description

This course provides students with the skills to analyze cybersecurity issues from a variety of perspectives, Lead teams of cybersecurity professionals and make strategic decisions to protect entities from cyber threats.

Certifications available

CompTIA A+

CompTIA Network+

Network Security+

TABE minimum standards

Area	Minimum Score
Reading	9
Language	9
Math	10

Books, Required Materials & Uniforms

Reference Appendix A for current required book and supply list. The uniform for this course is a polo style shirt and long pants.

Schedule

Monday, Tuesday, Wednesday and Thursday 4-9pm

Location

Nature Coast Technical High School

4057 California Street

Brooksville, FL 34609

(352) 797-7091 Instructional Ratio 20:1

Appendix A

Automotive Services Technology 1

- ✓ Supplies and uniforms are **required** before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice but must be of Automotive Service Usage.
- ✓ ASE registration and examinations at students own expense.

Type	Description	**Tuition & Fees**	Quantity	Unit Cost	Total Cost
Tuition	Automotive Services Technology 1 (Total Program Length)		1050 hrs.	$2.92 p/hr.	$3,066.00
Fee	Lab Fee		1	$225.00	$225.00
Fee	Registration Fee		1	$30.00	$30.00
Fee	Student ID		1	$5.00	$5.00
Book	Fundamentals of Automotive Technology, Principles & Practice $355.50 ISBN: 9781284182286 – Textbook & 2 Year online access code, Student workbook and Tasksheet Manual			1	$355.50
					$3,681.50
Fee	ASE Certification		4	$44.00	$188.00
Fee	ASE Registration		2	$34.00	$68.00
					$3,937.50

Books, Uniform & Supplies

Type	Description	Quantity	Unit Cost	Total Cost
Uniform	Work Pants, Shop-Top and oil resistant work shoes, close toed $150.00		1	$150.00
Supply	Safety Glasses	1	$10.00	$10.00
Supply	Ear Plugs	1	$9.89	$9.89
				$169.89

Tuition		$3,066.00
Fees		$260.00
NATEF Registration & examinations		$256.00
Books		$355.50
Uniforms & Supplies		$169.89
	PROGRAM TOTAL	**$4,107.39**

Cosmetology

- ✓ Supplies and uniforms are **required** before first day of school*
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice.

Type	Tuition & Fees	Quantity	Unit Cost	Total Cost
Tuition	Cosmetology (Total Program Length)	1200 hrs.	$2.92 p/hr.	$3,504.00
Fee	Lab Fee	1	$150.00	$150.00
Fee	Registration Fee	1	$30.00	$30.00
Fee	Student ID	1	$5.00	$5.00
Fee	Milady Online and Text Bundle	1	$243.50	$243.50
	MindTap (ISBN-13: 978-1-305-721937) 13th Edition			
	Milady Textbook (ISBN-13: 978-1-305-721934) 13th Edition			-
Fee	Cosmetology Tool Kit **(Required)**	1	$364.52	*$364.52
				$4,297.02
	Supplies & Uniforms & Book/Online Recommendations			
Uniform	Black Smock, Black Pants, Black Close Toed Shoes	1	$150.00	$150.00
Fee	PassPassPass online	1	39.00	39.00
Supply	Pack of Pens	1	$7.00	$7.00
Supply	1" Binder	1	$4.99	$4.99
Supply	Pack of Index Cards	1	$2.29	$2.29
Supply	Pack of Notebook Filler Paper	1	$2.49	$2.49
Supply	Box of Latex Gloves	1	$9.39	$9.39
				$215.16
	Exams			
Exam	HIV/AIDS		$20.00	$20.00
Exam	Cosmetology Exam		$63.50	$63.50
Fee	Testing Center Fee		$30.00	$30.00
				$113.50
	PROGRAM TOTAL			**$$4,625.68**

Cosmetology Tool Kit (S&H included)

Items Included in Tool Kit: ***$364.52**

Scalpmaster Nylon Crinkle Uniform
Soft N Style Duck Bill Clips Steel (12)
Soft ‘n Style Bevel Spray Bottle 12oz
Celebrity Selena Manikin
Soft ‘n Style 1lb 2oz Bobby Pins
Satin Edge Hair Styling Kit right handed
Soft ‘n Style Butterfly Clamp 3”
KB Innovations Mannequin Holder Wide
Salon Chic 8.5 inch Marceling Carbon Comb
Scalpmaster Detangling Brush – black
Salonchic 8’ Dual Purpose Carbon Comb
Hot Tools ION Dryer
Scalpmaster 7 PC Ceramic Brush Set
Scalpmaster Nylon Styling Cape
Celebrity Zoey Manikin (two)
City Lights XL Nylon Tote
DL Pro Manicure Kit 9 PC
Soft ‘n Style Butterfly Clamp 2”
Scalpmaster Replacement Blades
Satin Edge Slant Tweezer – red
Scalpmaster Silicon Metal Tail Comb
Salonchic 9.5” Rattail Carbon Comb
Hot Tools 1” XL Flat Iron

Applied Cyber Security

- ✓ Supplies, textbooks, and uniforms are **required** before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice.
- ✓ Industry examinations through CompTIA at students own expense – prices subject to change.

Type Cost	**Tuitions & Fees**		Quantity	Unit Cost	Total
Tuition	Applied Cyber Security (Total Program Length)	750 hrs.	$2.92 p/hr.	$2,190.00	
Fee	Student Module	3	$129.00	$387.00	
Fee	Lab Fee	1	$140.00	$140.00	
Fee	Registration Fee	1	$30.00	$30.00	
Fee	Student ID	1	$5.00	$5.00	

$2,752.00

Uniform & Supplies & Recommended Guides

Uniform	Collared Shirt, Long Pants, Closed Shoes	1	$150.00	$150.00	
Book	The Official CompTIA A+ Core 1 Study Guide: Exams 220-1001 (ISBN: 978-1-64274-133-9) 2019	1	$99.00		$99.00
Book	The Official Comp TIA A+ Core 2 Study Guide: Exams 220-1002 (ISBN: 978-1-64274-145-2) 2019	1	$99.00		$99.00
Book	The Official CompTIA Network+ Study Guide: N10-007 (ISBN: 978-1-64274-145-2) 2018	1	149.00	149.00	
Book	The Official Comp TIA Security+ Study Guide: SY0-501 (ISBN: 978-1-64274-008-0) 2018	1	159.00	159.00	
Supply	Ream of Paper for Printer	1	$6.49	$6.49	
Supply	Jump Drive 8 gig min.	1	$12.99	$12.99	
Supply	Read/Write DVDs Pack of Five	1	$15.99	$15.99	
Supply	Headphones	1	$5.00	$5.00	
Supply	Notecards	1	$5.89	$5.89	
Supply	USB Mouse	1	$9.99	$9.99	

$712.35

	Tuition		$2,190.00
	Fees		$562.00
	Uniform, Supplies & Recommended Guides		$712.35
		PROGRAM TOTAL	**$3,464.35**

Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)1

- ✓ Supplies, textbooks, and uniforms are **required** before first day of school*
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from the Distributor of their choice.
- ✓ EPA608, R-410A Safety and Employment Ready exams – at students cost.

Type	Description	Quantity	Unit Cost	Total Cost
	Tuition & Fees			
Tuition	HVAC (Total Program Length)	750 hrs.	$2.92 p/hr.	$2,190.00
Books	Modern Refrigeration & Air Conditioning 21st Edition (Text/WB/Lab) ISBN 978-1-64564-718-8)	1	$153.75	$153.75
Fee	Lab Fee	1	$240.00	$240.00
Fee	Student ID	1	$5.00	$5.00
Fee	Registration Fee	1	$30.00	$30.00
				$2,618.75
Exam	EPA 608	1	$25.00	$25.00
Exam	R-410A Safety	1	$25.00	$25.00
Exam	HVAC Excellence Employment Ready Electrical	1	$15.00	$15.00
Exam	HVAC Excellence Employment Ready Air Conditioning	1	$15.00	$15.00
Exam	HVAC Excellence Employment Ready Heat Pump	1	$15.00	$15.00
				$2,713.75
	Uniform & Supplies			
Uniform	Work pants, work shirt, Closed Shoes	1	$150.00	$150.00
Supply	Safety Glasses (ANSI approved)	1	$5.00	$5.00
Supply	Calculator – Square Root	1	$7.99	$7.99
Supply	Black Electrical Tape	1	$3.98	$3.98
Supply	Air Duct Calculator	1	$5.00	$5.00
Tool	Tool Box or Tool Bag	1	$19.99	$19.99
Tool	Fieldpiece SC56 Swivel Head Meter or equivalent Must do capacitors, ohms, volts, & amps	1	$200.00	$200.00
Tool	Wire Crimp Terminal Tool	1	$14.20	$14.20
Tool	Combination Screwdriver Set or 6 in one or 8 in one driver	1	$20.25	$20.25
Tool	Needle Nose Pliers – 6”	1	$13.97	$13.97
Tool	Lineman Pliers	1	$17.99	$17.99
Tool	Tub Cutter (mini IMP)	1	$15.99	$15.99
Tool	Imperial Tube Cutter – 127 FB	1	$29.08	$19.08
Tool	Imperial Eastman Flare/Swage Set	1	$81.47	$81.47
Tool	Tubing Bender ¼”, 3/8”, ½”	1	$65.95	$65.95
Tool	Inspection Mirror	1	$9.23	$9.23
Tool	Service Wrench – small	1	$18.53	$18.53
Tool	Wire Strippers	1	$10.98	$10.98

Tool	Refrigeration Gauges – R-22 & R-410 compatible 5'Hoses (yellow jacket) $60.00		1	$60.00
Tool	Field piece ATC1 or ATC1R Pipe Temperature Clamp or equivalent	1	$105.00	$105.00
Tool	Adjustable Wrench 10", 8", 6"	1	$30.00	$30.00
Tool	Channel Lock Pliers	1	$10.99	$10.99
Tool	Hose Quick Disconnect (90 degree)	3	$20.83	$62.49
Tool	Valve Core Remover Tool – Yellow Jacket	1	$35.00	$35.00
Tool	Nut Driver – ¼" & 5/16" set, Long Shank	1	$10.04	$19.04
Tool	Alligator Clips or equivalent	2	$1.80	$3.60
Tool	Socket Set – 3/8" drive	1	$37.87	$37.87
Tool	Magnehelic 2" scale	1	$88.50	$88.50
Tool	Sling Psychrometer (digital is acceptable)	1	$83.88	$83.88
				$1,215.97

	Tuition	$2,190.00
	Fees	$275.00
	Book	$153.75
	Examination Fees	$95.00
	Uniforms &Supplies	$1,215.97
	PROGRAM TOTAL	**$3,929.72**

Welding

- ✓ Textbooks, and uniforms are **required** before first day of school*, supplies are optional.
- ✓ Check with instructor before purchasing any tools on this list.
- ✓ Prices listed below are approximate and subject to change and subjected to state tax where applicable
- ✓ Students may purchase items below from Distributor of their choice. Any listed below are merely suggestions.
- ✓ Certified Welder examination payable to testing center location chosen by student – price can vary.

Type	**Tuition & Fees**	Quantity	Unit Cost	Total Cost
Tuition	Welding Technology (Total Program Length)	1050	$2.92	$3,066.00
Fee	Lab Fee	4	$300.00	$1,200.00
Fee	Student ID	1	$5.00	$5.00
Fee	Registration Fee	1	$30.00	$30.00
Book	Modern Welding			
ISBN: 978-1-63563-694-3 Textbook & WB		1	$129.75	$129.75
				$4,430.75
Exam	American Welding Society Welding Test (student cost)	1	$300.00	$300.00
				$4,730.75

	Uniforms (Required), Tools and Supplies (Optional)			
Uniform	Jeans & work shirt (100% cotton) - Required	1	$65.49	$65.49
Uniform	High-top leather safety steel toe boots - Required	1	$49.99	$49.99
Uniform	Fire Resistant welding jacket - Required	1	$54.04	$54.04
Uniform	Leather welding gloves - Required	1	$16.88	$16.88
Uniform	Welders hat or skullcap - Required	1	$5.26	$5.26
Supply	Clear safety glasses or prescription glasses with side shields	1	$6.43	$6.43
Supply	Face shield w/head gear (OFC & PAC)	1	$24.95	$24.95
Supply	Ear Plugs	1	$9.89	$9.89
Supply	Welding helmet	1	$51.40	$51.40
Supply	Welding filter plates #10	1	$6.00	$6.00
Tools	Carbon steel wire brush	1	$8.08	$8.08

Type		Quantity	Unit Cost	Total Cost
Tools	Chipping hammer	1	$7.98	$7.98
Tools	Pliers, Wrenches, Clamps	1	$86.85	$86.85
Tools	12” adjustable wrench	1	$27.98	$27.98
Tools	10” groove or slip joint pliers	1	$24.99	$24.99
Tools	6” side or diagonal cutting pliers	1	$5.98	$5.98
Tools	10” vice grip pliers	1	$16.48	$16.48
				$468.67

	Tuition		$3,066.00
	Lab Fees		$1,200.00
	Uniforms, Tools & Supplies		$468.67
	Registration Fee		$30.00
	Student ID Fee		$5.00
	Book		$129.75
	Exam Fee		$300.00
		PROGRAM TOTAL	**$5,199.42**

Industry Certification & Licensure Requirements by Program

Heating, Ventilation, Air Conditioning,/Refrigeration (HVAC/R) 1

Minimum Age for Industry Examinations	None
Minimum Clock Hours	150 onwards
Examination Fees	EPA608 & R410A = $25. Employment Ready exams + $15 each
Examination Contact at STC	Manager of Career Enhancement
Examination Website for external testing	Non Applicable
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/architecture-construction.stml - C400410

Automotive Service Technology 1

Minimum Age for Industry Examinations	18
Minimum Clock Hours	450 onwards
Examination Fees	Registration: each $36, Examination: each $43
Examination Contact at STC	Manager of Career Enhancement
Examination Website for external testing	Non Applicable
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/transportation-distribution-logistics.stml - T400700

Cosmetology

Minimum Age for Industry Examinations	16
Minimum Clock Hours	1200
Examination Fees	Application = $63.50, Testing Center Fees = $30, HIV Test Fee = $20
Examination Contact at STC	Manager of Career Enhancement
Examination Website for external testing	http://www.myfloridalicense.com/dbpr/
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/human-services.stml - D500100

Welding Technology

Minimum Age for Industry Examinations	None
Minimum Clock Hours	1050
Examination Fees	Certified Welder - $350+
Examination Contact at STC	Manager of Career Enhancement
Examination Website for external testing	None applicable

Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/manufacturing.stml - J400400

Applied Cyber Security

Minimum Age for Industry Examinations	None
Minimum Clock Hours	150 onwards
Examination Fees	Comp TIA: A+ = $219, Network+ = $319, Security + = $339
Examination Contact at STC	Manager of Career Enhancement
Examination Website for external testing	www.pearson.com
Florida Department of Education Curriculum	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2019-20-frameworks/info-technology.stml - Y100300

Be aware that all licensure and industry certifications may be subject to background checks by the administering agency.

Veteran's Attendance Policy

(This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. If school policy is more restrictive, it may be used)

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as quarter hour, half hour and hour absence.

Students exceeding 20% (percentage) **total** absences of scheduled hours in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

****

Standards of Academic Progress for VA Students

(All standards must logically relate to graduation requirements)

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of 70% each phase. (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA or percentage falls below 70% at the end of any phase (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 70% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of 70%.

****

Veteran's Credit for Previous Education or Training

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

School Official Signature: _____

Title: Supervisor of Adult & Technical Education Date: 10/6/2017

School Name: SunCoast Technical Education Center

Address: 801 N. Broad Street

City, State, Zip Code: Brooksville, FL 34601

BSA Form 1005 (November 2016)

~~Hernando County School District Adult Education Programs~~

~~All visitors must check in at the Administration Office~~

~~801 North Broad Street~~
~~Brooksville, Florida 34601~~
~~352-797-7018~~
~~Fax: 352-797-7118~~

~~Sophia Watson, Supervisor of Adult & Technical Education~~

GENERAL INFORMATION

Accidents and Injuries

In the event of an accident or injury on campus, you should immediately notify the instructor or other Adult Education personnel. Faculty/staff will handle injuries such as superficial lacerations or abrasions. All programs have first-aid kits. Emergency medical services will be contacted for a serious injury or medical condition. You must have an emergency contact card on file with the Adult Education administration office.

Campus Safety and Security

Hernando Adult Education may utilize Deputies from the Hernando County Sheriff's office to provide security. In the event of an emergency if no Deputy is on campus, students and staff need to contact 911 for immediate assistance.

Canceled Classes Due to Inclement Weather

In the event weather conditions are such that travel to and from classes would be hazardous or extreme temperature presents a problem of safety or comfort, the education center may be closed for the day or delayed in opening.

Emergencies

In case of fire, inclement weather, bomb threats, lock downs or other emergencies, you must follow the directions provided by the instructor. In case of emergency situations requiring evacuation, you should follow evacuation routes that are posted by every designated exit. In other emergency situations, you should go to the designated safety areas inside the buildings as directed. An emergency contact will be requested upon registration.

Equity Statement

The Hernando County School District prohibits any form of discrimination or harassment on the basis of race, color, sex, religion, national origin, marital status, age, GINA, or disability in any of its programs, services or activities. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English. The lack of English language skills will not be a barrier to admission into the Career & Technical Education programs.

Contact information for 504 Coordinator/Equity:
Jill Kolasa, Supervisor of Student Services
1036 Varsity Dr. Brooksville, Florida 34601
352-797-7008
kolasa_j@hcsb.k12.fl.us

Cathy Dofka, Director of Exceptional Student Support Services
1036 Varsity Dr. Brooksville, Florida 34601
352-797-7022
dofka_c@hcsb.k12.fl.us

Contact information for Equity Coordinator:
Matthew Goldrick, Supervisor of Professional Standards

919 N. Broad Street Brooksville, Florida 34601
352-797-7019
goldrick_m@hcsb.k12.fl.us

Name, Phone Number or Address Change

Phone numbers are required as they are used to notify students in the event of an emergency or school closure. Please keep the office notified in case of a change of name, phone number or address so that accurate records may be maintained.

Statement of Nondiscrimination

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices. In accordance with Florida Administrative Code, national origin minority or Limited English Proficient (LEP) students shall not be subjected to any disciplinary action because of their appropriate use of a language other than English.

If you are disabled and require reasonable accommodation to participate in an adult education class you should request such accommodation prior to enrollment.

TUITION AND FEES

Adult Education students are assessed $30.00 per term for instruction in GED®, ESOL, Adult High School or Adult Basic Education classes. For short-term, fee-based classes, the full cost of instruction determines the cost of the class. Tuition and fees are set by the Florida Legislature and are subject to change without notice.

Community Education course fees will vary. Please consult the fall or spring brochure for the most up to date information.

No fees shall be charged for co-enrolled classes.

CODE OF CONDUCT

It is the goal of our program to provide an educational opportunity for all. In order for this to occur, it is necessary that the education center environment be free from disruptions that interfere with each person's right to learn and the teacher's responsibility to teach. Instructors will provide individual program rules.

If you consistently violate the education center's policies you may be administratively withdrawn from the program without entitlement to reimbursement.

Hernando Adult Education students are expected to adhere with the legal and ethical standards of the institution. Hernando Adult Education reserves the right to administratively withdraw students at any time for misconduct. Students admitted to the school will receive a student handbook that outlines specific information regarding student conduct.

We believe that a safe, secure, nurturing and civil environment is essential in accomplishing its mission to create a community which works together so all at Hernando Adult Education will reach their goals.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents and the general public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

Therefore:

Hernando Adult Education staff will treat all students enrolled, fellow staff members and members of the public with respect and will expect the same in return.

- Hernando Adult Education staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.
- Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

Cell/Digital Phones and Pagers

In order to maintain an environment conducive to learning, cell/digital phones and pagers must be turned off or in silent mode during classroom hours. You will not be permitted to use cell phones while class is in session. An office phone is available in the Administration office for emergencies.

Check Writing Policy

If your check is returned or rejected for any reason, you expressly authorize your bank account to be electronically debited for the amount of the check, PLUS a processing fee of $25.00 or the maximum amount allowed by law. We use Check Care for collection action on all returned checks. A copy of their graduated charges is available on request.

Class Hours:

Some programs have a minimum attendance requirement for satisfactory academic progress. Failure to meet minimum progress can result in delay in completing the program. For our Adult Basic Education Courses and ESOL courses, 6 consecutive absences will result in removal from class without entitlement to reimbursement.

Dress Code

Under no circumstances will anyone be allowed to remain on campus, regardless of program, if their manner of dress in any way disrupts the educational process.

Driving/Parking Privileges

Parking is provided in designated areas for Adult Education. Parking in areas other than designated student parking lots is prohibited. The speed limit of 15 miles an hour is strictly enforced. Parking privileges may be revoked for parking and speeding violations. Loitering is not allowed in and around cars.

All Florida State Statutes are applicable while driving on school grounds. Failure to follow these rules will result in the revocation of parking privileges.

Each student who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. Furthermore, locating or operating automobiles, trucks, vans, or other transportation means on

School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

Drug Free Campus Policy

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior modifying or controlled substance or use or be in possession of tobacco or tobacco products, as defined by Florida Statutes, while on any Adult Education campus, or while on Adult Education sponsored trips involving students. Students not in compliance with the campus policy will be immediately dismissed.

When administrative officials have reasonable suspicion that any student at the Hernando Adult Education program is under the influence of intoxicating beverages or controlled substances the student will be asked to immediately submit to a urinalysis at their own expense prior to returning to campus. In the event that a student refuses to be tested, the student will be dismissed from the instructional program and forfeit all paid fees. The student may return to campus with a negative test result. Any student dismissed for drug related issues, may be required to complete a substance abuse program prior to re-entry. In all cases, the student will be tested prior to return to class and will be responsible for the expense of the return to class testing as well as for follow-up testing that may be required by the administration.

The referral or dismissal of any student for positive drug testing results will be handled in a confidential manner to avoid any potential embarrassment to the student. All administrators are hereby directed to advise an individual who has an alcoholic beverage in his/her possession to leave the campus immediately. Any person who has been given notice by an administrator and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser. While on Adult Education sponsored trips, the following action may become necessary:

- Alcoholic beverages in possession of minors will be seized.
- Students and/or adults in possession of alcoholic beverages may be sent back at their own expense and/or other appropriate actions taken.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S. LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27, F.S. HISTORY: ADOPTED: REVISION DATE(S): 11/11/02; 06/08/09 (EDITORIAL) FORMERLY: 2.116, 3.107, 3.108, 3.160, 6.170, And 8.212

Identification Badges

You will be required to scan your driver's license prior to entering campus. Once your license is scanned you will be given a badge that must be visible the entire time you are on campus.

Internet & Technology Policy

The Adult Education program adheres to the Hernando County School Board Policy regarding internet usage. District provided computers shall not be used for personal or financial gain or for the benefit of private, "for profit" or "not-for-profit" organizations, or for any commercial or illegal activity. The student will not place any software on the district-provided computer without permission from the designated district technology specialist at the school. Students will honor all licenses, copyrights, patents, restrictions and terms and conditions associated with computer software (e.g.: no illegally duplicated software). The student will be responsible for lost or damaged computers and/or software.

Search of Person

You may be subject to be searched at any given time upon reasonable suspicion for any reason by administration. This includes search of person, possessions, lockers, and vehicles on the Adult Education campus.

Tobacco/Smoke Free Campus Policy

In accordance with Hernando County School Board Policy, Hernando Adult Education is a tobacco and smoke free campus at all of our locations. Tobacco products or Smoking is not permitted on the campus. This policy is to prevent the use of tobacco on School Board property in compliance with Florida Statute and to provide a healthy learning environment free from exposure to carcinogens. For the purpose of this policy, tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, etc., and any other smoking product, smokeless product or spit less tobacco and/or electronic cigarettes. Individuals may not smoke, chew, dip, or use any type of tobacco or smoking product on or around campus. Individuals may not stand or hang out along the streets or property around the exterior of the campus. Violation of the policy may result in dismissal. Resources are available to assist you with compliance.

Weapons

Anyone who has, carries, or conceals any gun, pistol, sword, knife, razor or other weapon on campus or in a vehicle parked on Adult Ed's campus will be withdrawn from Adult Education and is subject to having criminal penalties imposed.

SERVICES TO STUDENTS

Access to Your Records

You may request your class information by completing the HCSD Transcript Request Form S0-SS-05, which can be picked up in the Administrative office. GED® transcripts are can be obtained by logging into the student dashboard located at GED.com.

Awards Ceremony

We conduct an awards and graduation ceremony each spring. Anyone who achieves their GED® will be invited to participate in our graduation ceremony. Friends and family are invited to attend, but the number of available tickets may be limited.

Complaint/Grievance Procedure

You are encouraged to resolve an informal complaint/issue at the classroom level. If you have a complaint that cannot be resolved at the classroom level, the student should present the complaint to the Adult Literacy Specialist. If the complaint cannot be resolved you should present the complaint to the Supervisor of Adult & Technical Education.

Advisor

An Advisor is available if you need to discuss class and/or personal issues and concerns. Appointments can be made in the administration office.

Payment of Tuition and Fees

Fees must be paid prior to the first day of classes. The fee for Community Education courses vary. General Education Programs require a fee of $30 per term. Payment can be made by cash, or check.

Refunds

Refunds due to course cancellation will be at one hundred percent (100%).

~~Refunds, when due, are made within thirty (30) days of the last day of attendance. The refund will be mailed to the person who made the payment.~~

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 7. 23-0767 7/26/2022

Title and Board Action Requested
Enter a Final Order Expelling the Student in Case No. E2022-06-01 for one (1) year through May, 2023.

Executive Summary
The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one (1) student from Hernando High School for one (1) year through May, 2023.

My Contact
Jill Kolasa, Director
(352) 797-7008

2018-23 Strategic Focus Area
Pillar 1: Student Achievement

Financial Impact
The cost for this agenda item is $ 0, see attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 8. 23-0768 7/26/2022

Title and Board Action Requested
Enter a Final Order Expelling the Student in Case No. E2022-06-02 for one (1) year through May, 2023.

Executive Summary
The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board expel one (1) student from Hernando High School for one (1) year through May, 2023.

My Contact
Jill Kolasa, Director
(352) 797-7008

2018-23 Strategic Focus Area
Pillar 1: Student Achievement

Financial Impact
The cost for this agenda item is $ 0, see attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 9. 23-0779 7/26/2022

Title and Board Action Requested
Citizen Input on agenda items for this meeting (Green Form)

Executive Summary
Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to an item for this meeting.

My Contact
Kelly A. Pogue
Secretary to the School Board and General Counsel
(352) 797-7253

2018-23 Strategic Focus Area
Pillar 4: Communication & Community Engagement

Financial Impact
There is no financial impact

Hernando County School Board
CITIZEN INPUT
GREEN SPEAKER FORM

Part 1: The Process

- This is the opportunity for the public to address items on the Board's Agenda. Speakers who wish to address any matter of relevance to the operation of schools not included on the agenda, additional time will be reserved for Citizen Input at the end of the meeting's agenda.
- Each speaker will have three (3) minutes for each section of Citizen Input.
- Speakers must complete this *Citizen Input Speaker* form.
- Submit the completed form with any attachments you wish to share with the Board to the Board Secretary *prior* to speaking. The Board may not accept documents submitted while the speaker is providing input.
- The public is reminded that it may also address the Board with regard to items appearing on the agenda for public hearing at the time of the public hearing.

**Note: The Board typically does not respond to remarks or questions made during Citizen Input.*

- Inquiries or comments made during Citizen Input may be followed up with the citizen and reported back to the Board by the Superintendent or his/her staff as soon as possible.
- Although the Board encourages citizen participation, it must also be understood that no immediate action will be taken on items presented during the public comment portion of the meeting.
- If Board action is needed, the matter may be placed on the agenda of an upcoming meeting for further consideration.

Part II: Decorum

- Profanity is strictly prohibited.
- The negative use of any student's name, or references made to other students or families, is strictly discouraged.

PLEASE PRINT ALL INFORMATION BELOW:

Failure to complete this form or to sign below will prevent the Citizen Input form from being presented to the Board Chair.

LEGAL NAME: _____

LEGAL ADDRESS: _____

PHONE: (_____) _____

☑Please check if this matter pertains to a School Board agenda item for this meeting. Agenda item number(s) being addressed: _____

_____

_____

Reminders:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following Citizen's Input guidelines:

- The speaker will adhere to a three (3) minute time limit per speaker.
- Time may not be yielded to other speakers.
- The Chairperson has the authority to limit discussion if the subject is outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board should be attached to this form.
- The Chairperson may deny all forms submitted after the close of the Citizen's Input section of the agenda.

My signature is confirmation that I have read, understand and agree to abide by the guidelines listed above:

Signature of speaker: _____

Chairperson's Approval of form: _____

Chairperson's Denial of form based on Guideline No. _____

FOR OFFICE USE ONLY:

Date Received: _____

Time Received: _____

Hernando School District

School Board Regular Meeting

Agenda Item # 10. 23-0817 7/26/2022

Title and Board Action Requested
Approval of the Personnel Recommendations

Executive Summary
The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board approve the Personnel Recommendations as attached.

My Contact
Ray Pinder
Director of Human Resources
352-797-7005 Ext. 445
pinder_r@hcsb.k12.fl.us

2018-23 Strategic Focus Area
Pillar 2: People

Financial Impact
See Attachments.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

I. CONSENT AGENDA

A. Approval of Personnel Recommendation

1. Instructional Appointments and Approval of Probationary Contract
Megan Arick – Teacher, PMS – 8/3/2022
Michelle Ballistrea-Snodgrass – Licensed Physical Therapy Assistant, ESE – 8/3/2022
Jenna Barbee – Teacher, WWK8 – 8/3/2022
Emily Bastien – Teacher, PMS – 8/3/2022
George Bennett – Teacher, CHS – 8/3/2022
Eyvonne Bognetti – Teacher, EK8 – 8/3/2022
Ethan Cain – Teacher, CK8 – 8/3/2022
Candace Carsey – Certified School Counselor, FES – 8/3/2022
Katherine Chwalik – Teacher, NCTHS – 8/3/2022
Andrea Conner – Teacher, EES – 8/3/2022
Joseph Demartini – Teacher, CHS – 8/3/2022
Sarah Fagan – Certified School Counselor, CHS – 8/3/2022
Jessica Herrera – Teacher, SES – 8/3/2022
Kathleen Kennedy – Teacher, CHS – 8/3/2022
Tasheba Kimble – Teacher, PGES – 8/3/2022
Jennifer Kynerd – Instructional Practices Coach, EES – 8/3/2022
Tonya Mateuszczyk – Teacher, CK8 – 8/3/2022
Jacquelynn Muncy – Teacher, BES – 8/3/2022
Ricardo Penalvert – Teacher, CHS – 8/3/2022
Kara Potts – Teacher, ESE – 8/3/2022
Kim Redgrave – Teacher, PMS – 8/3/2022
Julianne Robledo – Teacher, SES – 8/3/2022
Darrell Stewart – Teacher, EES – 8/3/2022

2. Instructional Appointments and Approval of Annual Contract
Tashine Charles – Teacher, CHS – 8/3/2022
Andre Dyer – Teacher, CHS – 8/3/2022

3. Instructional Transfers
Cyndee Cason – From Teacher, FWSHS – To Teacher, CHS – 8/3/2022
Amanda Goodell – From Teacher, SHES – To Teacher, PGES – 8/3/2022
Lisa Masserio – From Teacher, NCTHS – To Teacher on Special Assignment HCTA President, Hernando County Teachers Association – 8/3/2022
Tiffany Mongold – From Teacher, SES – To Teacher, PGES – 8/3/2022
Kimberly Morse – From Teacher, WWK8 – To Teacher, PGES – 8/3/2022
Bonnie Torres – From Teacher, WWK8 – To Teacher, PGES – 8/3/2022
Marvin Wethington – From Teacher, EK8 – To Teacher, SES – 8/3/2022

4. Instructional Separations
Yasmeen Anis – Teacher, PGES – 6/1/2022 (Resignation)
Cassandra Clayton – Teacher, PMS – 8/3/2022 (Resignation)
Michelle Davey – Teacher, FWSHS – 6/1/2022 (Resignation)
Yvette Dodd – Teacher, MES – 6/1/2022 (Resignation)
Maureen Gallagher – Teacher, FCMS – 6/1/2022 (Resignation)
Annie Hinman – Certified School Counselor, WWK8 – 6/1/2022 (Resignation)
Kaitlyn Hynoski – Teacher, WWHS – 6/1/2022 (Resignation)
Kiauna Sharmetta Izlia – Teacher, NCTHS – 6/1/2022 (Resignation)
Drake Middlebrook – Teacher, DSPMS – 6/1/2022 (Resignation)
Kelly Priede – Teacher, BES – 6/1/2022 (Resignation)

Tasha Williams – Teacher, EK8 – 6/1/2022 (Resignation)
Donna Willis – Teacher, CK8 – 8/5/2022 (Resignation)

5. Administrative Appointments
Celisse DiPaolo – Assistant Principal, WWK8 – 7/25/2022
Anna Jensen – Director of ESE, ESE – 7/1/2022
Deanna LaPlatney – Assistant Principal, WES – 7/25/2022
Holly Longo – Assistant Director of Food Service, FNS – 7/1/2022
Lauren Schumacher – Assistant Principal, FCMS – 7/25/2022
Jodi Sloan – Assistant Principal, CHS – 7/25/2022

6. Administrative Transfers
Lisa Castoria – From Assistant Principal, WWK8 – To Assistant Principal, FES – 7/1/2022
Donald McNaughton – From Assistant Principal, DSPMS – To Assistant Principal, HHS – 7/1/2022
Daniel O'Rourke – From Assistant Principal, HHS – To Assistant Principal, EK8 – 7/1/2022
Katie Reynolds – From Assistant Principal, EES – To Assistant Principal, EK8 – 7/25/2022
Melissa Tomlinson – From Assistant Principal, FES – To Assistant Principal, WWK8 – 7/1/2022

7. Non-instructional and Professional/Technical/Supervisory Leaves
Robert Church – Environmental Services Technician, BES – From 7/1/2022 through 7/18/2022 (Extension)

8. Non-instructional and Professional/Technical/Supervisory Appointments
David Digregorio – Environmental Services Technician, PMS – 7/1/2022
Timothy Fahey – Carpenter II, Maintenance – 7/5/2022
Nancy Liucci – Secretary II, Hernando County Adult Education – 7/5/2022
Tammy Lyons – Environmental Services Technician, School Distribution Center – 7/1/2022
Rian Rose – Risk, Benefits and Compliance Specialist, Risk, Benefits and Compliance – 7/5/2022
Jeff Roth – Electrician II, Maintenance – 7/5/2022
Selena Santiago – Environmental Services Technician, FWSHS – 7/5/2022
Nicholas Smith – Environmental Services Technician, WWK8 – 7/1/2022

9. Non-instructional and Professional/Technical/Supervisory Transfers
Elizabeth Albright – From Accounting Technician, ESE – To FTE Support Specialist, ESE – 7/8/2022
Michelle Barash – From Supervisor of Elementary Programs, Academic Services – To Director of Elementary Programs – Academic Services – 7/1/2022
Lauren Blackwell – From Administrative Assistant, Federal Programs – To Manager of Federal Programs, Federal Programs – 7/1/2022
Janea Brown – From Risk, Benefits and Compliance Specialist, Risk, Benefits and Compliance – To Wellness Specialist, Risk Benefits and Compliance – 7/1/2022
Emilie Cannon – From Paraprofessional, EK8 – To Data Entry Operator, EK8 – 7/1/2022
Peyton Cipriani – From Maintenance Helper, Maintenance – To Semi-Skilled Craftsman, Maintenance – 7/11/2022
Francisco Cuervo – From Environmental Services Technician, CHS – To Environmental Services Technician, WWK8 – 7/1/2022
Jesse Diaz – From Lead ESOL, Academic Services – To Supervisor of Instructional Technology, Academic Services – 7/1/2022
Kelly Downey – From Coordinator of ESE, ESE – To Supervisor of ESE, ESE – 7/1/2022
Christie Forrester – From FNS Assistant, WES – To Environmental Services Technician, HHS – 7/11/2022
Christopher Guay – From Environmental Services Technician, WWK8 – To Help Desk Trainer, TIS – 7/1/2022
Sandra Hurst – From Compliance Monitor of Heath, Office of Safe Schools – To Coordinator and Compliance Monitor of Threat Assessments, Office of Safe Schools – 7/1/2022
Conner Kiran – From Office Clerk, Support Building – To Switchboard Operator, Support Building – 7/1/2022

George Lynch – From Environmental Services Technician, WWK8 – To Environmental Services Technician II, WWK8 – 7/1/2022
Krystallin Martin – From Environmental Services Technician, DSPMS – To Environmental Services Technician, FES – 7/1/2022
John Morris – From Supervisor of Secondary Programs, Academic Services – To Director of Secondary Curriculum, Academic Services – 7/1/2022
Toni Pastore – From Computer Lab Manager, PMS – To Secretary II, PMS – 7/1/2022
Jennifer Patrick – From Team Development and Marketing Specialist, FNS – To Operations Specialist, FNS – 7/1/2022
Dawn Poppe – From Payroll Assistant, Human Resources – To Employee Data and Certification Specialist, Human Resources – 8/3/2022
Nicole Rodriguez – From Office Clerk, FWSHS – To Secretary II, FWSHS – 7/11/2022
Sonsee Sanders – From Coordinator of Program Evaluation, Academic Services – To Supervisor of Data Informed Supports, Academic Services – 7/1/2022
Magen Schlechter – From Coordinator of Federal Programs, Academic Services – To Supervisor of Federal Programs, Federal Programs – 7/1/2022
Ronald Stiffler – From Bus Operator, Transportation – To Dispatcher, Transportation – 8/1/2022
Douglas Thompson – From Environmental Services Technician, HHS – To Maintenance Helper, Transportation – 7/5/2022
Hailey Tillery – From Risk, Benefits and Compliance Clerk, Risk, Benefits and Compliance – To Risk, Benefits and Compliance Specialist, Risk, Benefits and Compliance – 7/1/2022
William Ward – From Systems Operations Specialist, FNS – To Operations Specialist, FNS – 7/1/2022
Tracey Whiten – From FNS Assistant Manager, FCMS – To FNS Manager, EK8 – 8/3/2022

10. Non-instructional and Professional/Technical/Supervisory Separations
Nicola Barlow – Manager of Career Enhancement, Hernando County Adult Education – 6/23/2022 (Resignation)
Sara Brenner – FNS Assistant Manager, FNS – 5/31/2022 (Resignation)
Joshua Cardon – Environmental Services Technician, EK8 – 6/23/2022 (Resignation)
Robert Church – Environmental Services Technician, BES – 7/5/2022 (Resignation)
Denise Clark – Route Specialist, Transportation – 7/28/2022 (Retirement)
Anthony Clemmons – Maintenance Helper, Maintenance – 6/22/2022 (Probationary Release)
Joanne Cooke – Computer Lab Manager, CK8 – 6/1/2022 (Retirement)
Victoria Hayes – Paraprofessional, WES – 9/30/2022 (Retirement)
Julia Morgillo – Paraprofessional, SES – 5/27/2022 (Resignation)
Aida Pagan – Paraprofessional, CES – 5/27/2022 (Resignation)
Linda Peirce – Supervisor of Assessment and Accountability, Assessment – 6/30/2022 (Retirement)
John Pintavalle – Bus Attendant, Transportation – 5/27/2022 (Deceased)
Crystal Rhine – Paraprofessional, SHES – 5/27/2022 (Resignation)
Angelina Ruiz – Paraprofessional, FCMS – 5/27/2022 (Resignation)
Noah Souza – Vehicle Technician, Transportation – 6/30/2022 (Resignation)
Cheryl Spraberry – FNS Assistant III, FNS – 8/10/2022 (Retirement)

11. Other
<u>Additional Duty, and/or Additional Days/Hours</u>
Tamara Armstrong – Paraprofessional, EES (Media) – 6/3/2022 – 35 total hrs. (ESSER II)
Nicole Avramides – School Health Professional, Academic Services (Mental Health Training) – 6/15/2022 – 7.75 total hrs. (Mental Health)
Keara Bailey – Teacher, MES (ESY) – 6/9/2022 – 80 total hrs. (ESSER)
Kelly Baker – Certified School Counselor, SES (Guidance) – 6/14/2022 – 23.25 total hrs. (ESSER)
Joanna Barbosa – Paraprofessional, CHS (Media) – 8/3/2022 – 38.75 total hrs. (ESSER II)
Jessica Bates – Teacher, DSPMS (Lesson Planning) – 6/2/2022 – 12 total hrs. (Title I)
Daiquiri Benard – Teacher, BES (Assessment) – 6/2/2022 – 38.75 total hrs. (ESSER)

Travis Bruns – Teacher, WHMS (ESY) – 6/22/2022 – 40 total hrs. (ESSER)
Emilie Cannon – Data Entry Operator, Academic Services (Mental Health Training) – 6/16/2022 – 7.75 total hrs. (Mental Health)
Erin Casey – School Social Worker, MES (Guidance) – 6/2/2022 – 23.25 total hrs. (ESSER II)
Lisa Castoria – Assistant Principal, FES (AP Summer Hours) – 6/22/2022 – 48 total hrs. (ESSER)
Rachel Clark – Teacher, CHS (Managing School Website) – 8/3/2022 – 60 total hrs. (General)
Evelyn Colon – Teacher, FES (Assessment) – 6/2/2022 – 38.75 total hrs. (ESSER)
Ashley Day – Certified School Counselor, HHS (Scheduling) – 7/25/2022 – 38.75 total hrs. (ESSER II)
Tina Deets – Teacher, WES (Media) – 6/2/2022 – 38.75 total hrs. (ESSER II)
Kelly Demitro – Secretary II, NCTHS (Media) – 6/24/2022 – 7.75 total hrs. (ESSER)
Brandon Derespiris – Assistant Principal, CHS (AP Summer Hours) – 6/22/2022 – 80 total hrs. (ESSER II)
Paul Duncan – Teacher, Federal Programs (Private School Extended Learning) – 7/1/2022 – 50 total hrs. (ESSER)
Maria Teresa Estrada – School Social Worker, Student Services (Grant) – 5/30/2022 – 37.75 total hrs. (ELC)
Melanie Fielder – Teacher, WHMS (Assessment) – 6/2/2022 – 38.75 total hrs. (ESSER)
Edward Finch – Assistant Principal, CK8 (AP Summer Hours) – 6/2/2022 – 32 total hrs. (ESSER)
Edward Finch – Assistant Principal, CK8 (AP Summer Hours) – 6/2/2022 – 32 total hrs. (General)
Jocelyn Fischer – Teacher, EK8 (Media) – 6/22/2022 – 38.75 total hrs. (ESSER)
Michelle Fox – Teacher, FES (Media) – 6/28/2022 – 38.75 total hrs. (ESSER)
Tracy Frazier – Teacher, SHES (Assessment) – 6/2/2022 – 38.75 total hrs. (ESSER II)
Flor Gamez-Giaccone – Certified School Counselor, WWK8 (Guidance) – 6/2/2022 – 77.50 total hrs. (ESSER)
Stanley Garthwait – Teacher, NCTHS (Summer Recovery) – 6/27/2022 – 16 total hrs. (ESSER)
Amy Gendron Angeletti – Certified School Counselor, DES (Guidance) – 6/2/2022 – 23.25 total hrs. (ESSER)
Heather Graham – Office Clerk, Academic Services (Mental Health Training) – 6/15/2022 – 7.75 total hrs. (Mental Health)
Kenneth Grimes – Bus Operator, Transportation (Assist Paint Crew) – 7/1/2022 – 160 total hrs. (General)
Darlene Guido – Paraprofessional, WHMS (ESY) – 6/20/2022 – 67.50 total hrs. (ESSER)
Stacey Hartwell – Teacher, SES (Media) – 6/14/2022 – 38.75 total hrs. (ESSER)
Nadia Helton-King – Teacher, PGES (Lesson Planning) – 6/6/2022 – 22 total hrs. (Title I)
Lisa Herbert – FNS Assistant, FNS (Summer Multi Lead) – 6/1/2022 – 175 total hrs. (FNS)
Shannon Hess – Teacher, SES (Assessment) – 6/14/2022 – 38.75 total hrs. (ESSER)
Misty Holtzlander – Bus Operator, Transportation (Utility) -= 7/5/2022 – 75 total hrs. (General)
Leann Horwarth – School Health Professional, ESE (ESY) – 6/7/2022 – 300 total hrs. (ESY)
Tiffany Howard – Reading Coach, Academic Services (Summer Camp) – 6/2/2022 – 200 total hrs. (ESSER)
Tiffany Howard – Reading Coach, Academic Services (Summer Programs) – 6/2/2022 – 100 total hrs. (Reading)
Dacey Hughes – Assistant Principal, SES (AP Summer Hours) – 6/22/2022 – 80 total hrs. (ESSER)
Richard Inmon – Assistant Principal, BES (AP Summer Hours) – 6/22/2022 – 80 total hrs. (ESSER)
Richard Inmon – Assistant Principal, BES (AP Summer Hours) – 6/22/2022 – 56 total hrs. (General)
Kristi Jernigan – Teacher, BES (Guidance) – 6/6/2022 – 23.25 total hrs. (ESSER)
Shone Jung – Teacher, CK8 (Assessment) – 6/2/2022 – 38.75 total hrs. (ESSER)
Shone Jung – Teacher, Academic Services (Summer Reading Camp) – 6/16/2022 – 90 total hrs. (Reading)
Corrinne Keiper – Teacher, Academic Services (Credit Recovery) – 6/22/2022 – 60 total hrs. (ESSER)
Kathryn Kellogg – Teacher, Federal Programs (Career Exploration Camp) – 6/13/2022 – 18 total hrs. (Title IV)
Francis Kennedy – Bus Operator, Transportation (ESY) – 6/20/2022 – 60 total hrs. (ESSER)
Dana Kublick – Assistant Principal, WES (AP Summer Hours Beyond Contract) – 6/22/2022 – 16 total hrs. (ESSER)
Deana LaPlatney – Assistant Principal, WES (AP Summer Hours) – 6/22/2022 – 64 total hrs. (ESSER)
Deana LaPlatney – Assistant Principal, WES (AP Summer Hours) – 7/19/2022 – 24 total hrs. (General)
Jodi LaRocca – Teacher, NCTHS (Assessment) – 7/1/2022 – 38.75 total hrs. (ESSER)
Jennifer Lawson – Certified School Counselor, CES (Guidance) – 7/1/2022 – 46.50 total hrs. (ESSER II)
Leigh Ann Ledford – Teacher, SHES (Media) – 6/2/2022 – 38.75 total hrs. (ESSER II)
Matthew Leonhart – Teacher, DSPMS (Lesson Planning) – 6/2/2022 – 10 total hrs. (Title I)
Nancy Lovelock – Teacher, BES (Media Specialist) – 6/7/2022 – 38.75 total hrs. (ESSER)

JoSandra Maner – Assistant Principal, NCTHS (AP Summer Hours) – 6/22/2022 – 80 total hrs. (ESSER)
JoSandra Maner – Assistant Principal, NCTHS (AP Summer Hours) – 6/22/2022 – 56 total hrs. (General)
Jowatha Maner – School Social Worker, WHMS (Guidance) – 6/2/2022 – 31 total hrs. (ESSER)
Michelle Masson – Teacher, FES (Guidance) – 6/14/2022 – 23.25 total hrs. (ESSER)
Dan Marcinwoski – Computer Lab Manager, WHMS (Textbook) – 6/7/2022 – 38.75 total hrs. (ESSER)
Theresa Maul – School Social Worker, Student Services (Mental Health Assistance) – 6/7/2022 – 5 total hrs. (Mental Health)
Michelle Mayhill – Teacher, CHS (Assessment) – 7/26/2022 – 38.75 total hrs. (ESSER II)
Danette McBride – Secretary, CHS (Mental Health Training) – 6/16/2022 – 7.75 total hrs. (Mental Health)
Donald McNaughton – Assistant Principal, HHS (AP Summer Hours) – 6/27/2022 – 40 total hrs. (ESSER)
Donald McNaughton – Assistant Principal, HHS (AP Summer Hours) – 7/12/2022 – 56 total hrs. (General)
Brad Merschbach – Assistant Principal, HHS (AP Summer Hours) – 6/22/2022 – 40 total hrs. (ESSER II)
Brad Merschbach – Assistant Principal, HHS (AP Summer Hours) – 7/18/2022 – 32 total hrs. (General)
Amber Monsod – Teacher, PGES (Lesson Planning) – 6/6/2022 – 26 total hrs. (Title I)
Brenda Morris – Teacher, WES (Assessment) – 6/2/2022 – 38.75 total hrs. (ESSER II)
Teresa Morris – Teacher, Academic Services (Lesson Planning) – 6/13/2022 – 40 total hrs. (Perkins)
Mildred Murrman-Dudley – Assistant Principal, WWHS (AP Summer Hours) – 6/22/2022 – 96 total hrs. (General)
Nicholas Pagano – Assistant Principal, CES (AP Summer Hours) – 7/1/2022 – 56 total hrs. (ESSER II)
Toni Pastore – Secretary II, Academic Services (Mental Health Training) – 6/16/2022 – 7.75 total hrs. (Mental Health)
Kristin Peeples – Assistant Principal, NCTHS (AP Summer Hours) – 6/22/2022 – 136 total hrs. (General)
Regan Pisarski – Secretary II, Academic Services (Mental Health Training) – 6/14/2022 – 7.75 total hrs. (Mental Health)
Brittany Porter – School Health Professional, ESE (ESY) – 6/7/2022 – 94 total hrs. (ESY)
Lysandra Rae – Certified School Counselor, WHMS (Guidance) – 6/2/2022 – 62 total hrs. (ESSER)
Annette Reidinger – Teacher, Academic Services (Lesson Planning) – 6/13/2022 – 15 total hrs. (Perkins)
Michael Richter – Teacher, Academic Services (Career Exploration Camp) – 6/27/2022 – 30 total hrs. (Perkins)
Natasha Saavedra – Assistant Principal, PGES (AP Summer Hours) – 6/22/2022 – 80 total hrs. (ESSER)
Natasha Saavedra – Assistant Principal, PGES (AP Summer Hours) – 7/1/2022 – 56 total hrs. (General)
Carolina Saitta – Teacher, DSPMS (Lesson Planning) – 6/2/2022 – 30 total hrs. (Title I)
Leslie Sasker – Assistant Principal, WHMS (AP Summer Hours) – 6/22/2022 – 40 total hrs. (ESSER)
Leslie Sasker – Assistant Principal, WHMS (AP Summer Hours) – 6/22/2022 – 96 total hrs. (General)
Lauren Schumacher – Assistant Principal, CK8 (AP Summer Hours) – 6/2/2022 – 32 total hrs. (ESSER)
Lauren Schumacher – Assistant Principal, CK8 (AP Summer Hours) – 6/2/2022 – 88 total hrs. (General)
Eric Schwartz – Assistant Principal, EES (AP Summer Hours) – 6/22/2022 – 80 total hrs. (ESSER)
Eric Schwartz – Assistant Principal, EES (AP Summer Hours) – 7/15/2022 – 56 total hrs. (General)
Kevin Seroski – Teacher, PGES (Lesson Planning) – 6/6/2022 – 7.5 total hrs. (Title I)
Colleen Slavin Meszaros – Paraprofessional, DES (ESY Sub) – 6/21/2022 – 67.5 total hrs. (ESSER)
Jodi Slone – Assistant Principal, CHS (AP Summer Hours) – 6/22/2022 – 120 total hrs. (General)
Janice Smith – Substance Abuse Prevention, Student Services (Mental Health Assistance) – 6/15/2022 – 48 total hrs. (Mental Health)
Nicole Stanina – School Social Worker, WES (Guidance) – 6/2/2022 – 23.25 total hrs. (ESSER II)
Jillian Strat – Teacher, EK8 (Guidance-Scheduling) – 6/7/2022 – 116.25 total hrs. (ESSER)
Jillian Strat – Teacher, EK8 (Assessment) – 6/7/2022 – 38.75 total hrs. (ESSER)
Julie Sweeney – Assistant Principal, DES (AP Summer Hours) – 6/22/2022 – 80 total hrs. (ESSER)
Julie Sweeney – Assistant Principal, DES (AP Summer Hours) – 7/12/2022 – 56 total hrs. (General)
Angel Theodore – Teacher, PGES (Lesson Planning) – 6/6/2022 – 16 total hrs. (Title I)
Colleen Thomas – Teacher, PGES (Lesson Planning) – 6/6/2022 – 24 total hrs. (Title I)
Stacey Visceglis – Teacher, SHES (Guidance) – 6/13/2022 – 23.25 total hrs. (ESSER II)
Recia Van Raalte – Certified School Counselor, PGES (Guidance) – 6/6/2022 – 23.25 total hrs. (ESSER)

Ondina Waldron – Students and Families in Transition Unaccompanied Youth Case Worker, Federal Programs (School and Community Outreach, Attending, Planning and Conducting PD) – 7/1/2022 – 78 total hrs. (ARP HCY)
Sharon Warthen – Substance Abuse Prevention Educator, Student Services (Bridging Services) – 6/15/2022 – 48 total hrs. (Mental Health)
Lindsay Weaver – Teacher, DSPMS (Lesson Planning) – 6/2/2022 – 20 total hrs. (Title I)
Danyl Williams – College and Career Specialist, Academic Services (Data for State Reporting) – 6/2/2022 – 45 total hrs. (Perkins)
Ryan Wilson – Assistant Principal, DSPMS (AP Summer Hours) – 6/22/2022 – 40 total hrs. (ESSER)
Ryan Wilson – Assistant Principal, DSPMS (AP Summer Hours) – 6/22/2022 – 96 total hrs. (General)
Jennifer Wolfe – Paraprofessional, ESE (ESY) – 6/7/2022 – 116 total hers. (ESY)

Approve Teacher(s), Academic Services, (Summer Reading Camp), 6/7/2022 – 120 total hrs. (Reading)
Antionette Aboagye
Daiquiri Bernard
Eileen Brennan
Eve Cotroneo
Lisa Evans
Brandi Kruszynski
Natalie Laing
Mariann Montesani
Lizette Moreno
Hilary Pellar
Brenda Piazza
Victoria Piccinich
Kathleen Santana
Stephanie Sauvageot
Patricia Spatz
Jillian Strat
Kelly Vega
Shawna Wright

Approve Paraprofessional(s), Academic Services, (Summer Reading Camp), 6/7/2022 – 120 total hrs. (Reading)
Marissa Allen
Tanya Garcia
Erika Gonzalez
Amber Jandro
Tonia Kerr
Lynda Karczewski
Leigh Ann Ledford
Deborah Medina
Charlotte Norford
John Oliveira

Approve Teacher(s) on Administrative Assignment, Academic Services, (Summer Reading Camp), 6/20/2022 – 108 total hrs. (ESSER)
Janice Davis
Joy Gorham
Kelly Grant
Michelle Steele

Approve Teacher(s), Academic Services, (Career Exploration Camp), 6/13/2022 – 18 total hrs. (Perkins)

Angelina Haripersad
Steve Marmol
Alexandra Michalicka
Kelsey Penn
Jonita Saint-Leger

Approve Paraprofessional(s), Academic Services, (Mental Health Training), 6/14/2022 – 7.75 total hrs. (Mental Health)
Robert Crane
Benjamin Davis
Yvette Hart
Breann Johnson
Jeanne Ledbetter
Kathleen Novas
Tony Shackford
James Sloan

Approve Paraprofessional(s), ESE (ESY), 6/20/2022 – 67.5 total hrs. (ESY)
Debra Bonak
Jeanne Ledbetter
Karina Milan-Babilonia

Approve School Health Professional(s), ESE (ESY), 6/16/2022 – 80 total hrs. (ESY)
Laura Balatsos
Sheena Williams
Janine Zanios

Approve School Health Professional(s), ESE (ESY), 6/7/2022 – 100 total hrs. (ESY)
Cherri Conyers
Jennifer Levasseur

Approve School Health Professional(s), ESE (ESY), 6/6/2022 – 310 total hrs. (ESY)
Cheryl Fuerst
Suzanne Mulvihill

Approve Speech and Language Pathologist(s), ESE, (ESY) – 6/6/2022 – 280 total hrs. (ESSER)
Kayla Cotto
Melissa Franz

Approve Teacher(s), ESE, (ESY), 6/20/2022 – 75 total hrs. (ESSER)
Cynthia Ambrose-Spano
Theresa Badala
Darla Croft
Lysandra Rae
Miranda Sosar

Approve Behavior Specialist(s), ESE, (Planning), 6/22/2022 – 15.50 total hrs. (ARP IDEA)
Cynthia Ambrose-Spano
Amy Anderson
Racquel Armstrong
Stephanie Brijbag
Rebecca Coleman

Approve Students and Families in Transition Specialist(s), Federal Programs, (School and Community Outreach, Attending, Planning and Conducting PD), 7/2/2022 – 78 total hrs. (ARP ACY)
Pamela Barron
Vanessa Torres

Approve School Social Worker(s), Student Services, (Mental Health Assistance), 6/23/2022 – 40 total hrs. (Mental Health)
Allyson Cavanaugh
Dawn DiFresco
Cynthia Jackson

Approve Bus Attendant(s), Transportation, (ESY), 6/20/2022 – 45 total hrs. (ESSER)
Pearlie Delaine
Tina Horan
Angelia Jost
Achira Kahawalage
Frederic Morello
Joann Muzyka
Ronald Peeples
Indira Perera
Janine Rahn
Barbara Schulwitz
Maria Stinnett

Approve Bus Operator(s), Transportation, (ESY), 6/20/2022 – 60 total hrs. (ESSER)
Phil Elliott
Paula Frank
George Frankoff
Michael Greco
Jeffrey Heath
Carol Heintzelman
Zelmond Morgan
Edwin Rivera
Pamela Tokar
Marcia Vincente

Approve Teacher(s), BES (Facilitated Planning), 6/13/2022 – 20 total hrs. (Title I)
Elizabeth Altman
Robin Bishop
Sandy Capel
Simone Drake
Michelle Fetrow
Brad Huber
Nancy Lovelock
Cathy Massey
Terry McLain
Danielle Moody
Lynn Noark
Amy Patton
Brittany Schuler
Caitlin Spears
Hayley Trinque
Margaret Tupinamba

Rachel Vascellaro
Michele Watson
Cynthia Wilson
Toni Young
Love Zajac

Approve Teacher(s), BES (Facilitated Planning), 6/13/2022 – 50 total hrs. (Title I)
Patricia Gibson
Jennifer Mousel

Approve Certified School Counselor(s), CK8 (Summer Scheduling), 6/2/2022 – 38.75 total hrs. (ESSER)
Lauren Carlo
Heather Dancsak

Approve Certified School Counselor(s), CK8 (Summer Scheduling), 6/2/2022 – 19.38 total hrs. (ESSER)
Amanda Brady
Carrie Wilson

Approve Teacher(s), PGES (Assessment), 6/6/2022 – 38.75 total hrs. (ESSER)
Galathea Reed
Victoria Rocanelli

Approve Teacher(s), PGES (Lesson Planning), 6/6/2022 – 1 total hr. (Title I)
Dawn Albanese
Lynn Fradera
Lana Michelle Norris
Christine Spinuzza

Approve Teacher(s), PGES (Lesson Planning), 6/6/2022 – 2 total hrs. (Title I)
Eve Cotroneo
Lynn Denig
Michelle Haenel
Stacie Hill
Patricia Kramer
Andrea Kreismann
Cynthia Mairoini
Rachel Medeiros
Laura Rieker
Laura Santiago
Teresa Skinner

Approve Teacher(s), PGES (Lesson Planning), 6/6/2022 – 3 total hrs. (Title I)
Kimberly Beyerl
Carla Cornell
Laura Lambert
Amanda Price
Christie Probus

Approve Teacher(s), PGES (Lesson Planning), 6/6/2022 – 4 total hrs. (Title I)
Susan Bienstock-Price
Brea Blake
Keri Lyn Hackney
Elizabeth Johnston

Brandy Kinkade
Mary Beth Longcoy-Gisler
Marlo Morelli
Kimberly Reimer
Vashty Wisloh

Approve Teacher(s), PGES (Lesson Planning), 6/6/2022 – 2 total hrs. (Title I)
Geraldine Phillips
Ashley Mayville
Stacey Monroe
Jessica Strat

Approve Teacher(s), SES (Lesson Planning), 6/2/2022 – 20 total hrs. (Title I)
Kelly Baker
Erika Balmer
Dana Bonner
Diana Bordonaba-Rivera
Kaitlyn Brunner
Kristen Cameron
Christine Demaris
Stacey Hartwell
Jaime Hernandez
Shannon Hess
Karen Hray
Laura Kortman
Lisa Mazzuco
Mary McCarthy
Shannon Pease
Karen Saverino
Varvara Savouidakis
Diana Sullivan
Casey Tobias

Approve Teacher(s), SHES (Lesson Planning), 6/22/2022 – 8 total hrs. (Title I)
Nicole Albinger
Julie Allen
Ashley Andrade
Sasha Barker
Lyndsay Bartley
Heather Bass
Anna Beeman
Kristen Bilodeau
Melanie Blankenship
Katie Blanton
Cerina Brooks
Emily Buttelman
Patricia Casson
Dawn Childers
Emilee Crist
Julieann Daggett
Tracy Frazier
Cherie Gamble
Jennifer Gompers

Mary Gonzalez
Amy Hall
Stephani Halstead
Brittany Hovey
Sarah Hubbard
Victoria Jasztal
Brittany Kerr
Faith Lancaster
Leigh Ann Ledford
Jaclyn Liss
Dorothy Marr
Veronica Martin
Shawna Morgan
Ashley Perez
Devon Pratser
Melody Raddish
Sandra Rathke
Destiny Richard
Maxine Rodriguez
Amanda Samson
Elizabeth Scheidle
Pamela Sheeder
Jessica Sheridan
Casey Simpkin
Brittany Smith
Adriann Stewart
Stacey Visceglie
Bonnie White
Erin Whitten
Iraida Whitter
Laura Williams
Emily York
Jennifer Zito

Approve Teacher(s), DSPMS (Lesson Planning), 6/2/2022 – 20 total hrs. (Title I)
Regina Cooper
Robert Sanborn

Approve Teacher(s), FCMS (Lesson Planning), 6/6/2022 – 12 total hrs. (Title I)
Elizabeth Decker
Ashlee Renczkowski
Fawn Renczkowski

Approve Assistant Principal(s), PMS (AP Summer Hours), 6/22/2022 – 116 total hrs. (General)
Alexandra Rastatter
Joshua Smith

Approve Assistant Principal(s), PMS (AP Summer Hours), 6/22/2022 – 20 total hrs. (ESSER)
Alexandra Rastatter
Joshua Smith

Approve Certified School Counselor(s), CHS (Guidance), 6/2/2022 – 38.75 total hrs. (ESSER II)
Holly Becker

Monica Lehman
David McDuffie
Ruth Owen

Approve Assistant Principal(s), FWSHS (AP Summer Hours), 6/22/2022 – 26 total hrs. (ESSER)
Robert Beach
Kimberly Buford
Brandon Wright

Approve Assistant Principal(s), FWSHS (AP Summer Hours), 7/5/2022 – 88 total hrs. (General)
Robert Beach
Kimberly Buford
Brandon Wright

Approve Certified School Counselor(s), HHS (Guidance), 7/1/2022 – 38.75 total hrs. (ESSER II)
Janice Greene
Jennifer Lee
Melody Whitaker

Approve Certified School Counselor(s), NCTHS (Guidance), 7/1/2022 – 38.75 total hrs. (ESSER)
Courtney Judd
Tania Kelly
Vicki Schlum Hughes
Natalie Tarr

Approve Assistant Principal(s), WWHS (AP Summer Hours), 6/22/2022 – 40 total hrs. (ESSER)
Sarah Shelby
Mildred Murrman-Dudley

Part-time Hernando eSchool Teacher(s) for 2022-2023 Year
Garrett Stevens

Approve In-District Trainers
Melissa Dicaro
Amy DeFilippis
Tiffany Howard
Theresa Maul
Melissa Watkins

12. Drop Program Participant(s)
Roxanne DeAngelis – Teacher, SES – 8/1/2022
Michael Dimuro – Teacher, WES – 1/1/2023
Kim Griffith – Teacher, CES – 7/1/2022
Kenneth Platt – Teacher, DSPMS – 8/1/2022

13. Supplements - see attached list(s)

Running Total (Per Attached List) 2022-2023 School Year

$	748,433.80	Instructional
$	37,786.40	Noninstructional
$	786,220.20	Sub-Total
$	163,219.21	Benefits (20.76%)
$	949,439.41	Total

INSTRUCTIONAL SUPPLEMENTS/DIFFERENTIATED PAY FOR ADDITIONAL DUTIES 2022/2023			
		Board Action 7/26/2022	
Brownell, Erin	Academic Services	Advanced Degree- Instructional	$ 2,500.00
Guerin, Lisa	Academic Services	Advanced Degree- Instructional	$ 2,500.00
Howard, Tiffany	Academic Services	Advanced Degree- Instructional	$ 3,500.00
Johnson, Andrew	Academic Services	Advanced Degree- Instructional	$ 2,500.00
Williams, Danyl	Academic Services	Advanced Degree- Instructional	$ 2,500.00
Zopf, Martha	Academic Services	Advanced Degree- Instructional	$ 2,500.00
Drake, Simone	BES	Advanced Degree- Instructional	$ 2,500.00
Gorham, Joy	BES	Advanced Degree- Instructional	$ 2,500.00
Palka, Dana	BES	Advanced Degree- Instructional	$ 2,500.00
Seifried, Victoria	BES	Advanced Degree- Instructional	$ 2,500.00
Tupinamba, Margaret	BES	Advanced Degree- Instructional	$ 2,500.00
Adams, Aaliyah	CES	Advanced Degree- Instructional	$ 2,500.00
Awtrey, Elisabeth	CES	Advanced Degree- Instructional	$ 2,500.00
Hyde, Crystal	CES	Advanced Degree- Instructional	$ 2,500.00
Moynihan, Kim	CES	Advanced Degree- Instructional	$ 2,500.00
Russell III, Robert	CES	Advanced Degree- Instructional	$ 2,500.00
Russell, Alicia	CES	Advanced Degree- Instructional	$ 2,500.00
Tyree, Eric	CES	Advanced Degree- Instructional	$ 2,500.00
Wilkerson, Christine	CES	Advanced Degree- Instructional	$ 2,500.00
Becker, Holly	CHS	Advanced Degree- Instructional	$ 2,500.00
Bennett II, George	CHS	Advanced Degree- Instructional	$ 2,500.00
Canfield, Stacie	CHS	Advanced Degree- Instructional	$ 2,500.00
Carson, Jeffrey	CHS	Advanced Degree- Instructional	$ 2,500.00
Cruz, Christian	CHS	Advanced Degree- Instructional	$ 2,500.00
Fagan, Sarah	CHS	Advanced Degree- Instructional	$ 2,500.00
Hyde, Heidi	CHS	Advanced Degree- Instructional	$ 2,500.00
Jensen, Kevin	CHS	Advanced Degree- Instructional	$ 2,500.00
Kingdom, Rachel	CHS	Advanced Degree- Instructional	$ 2,500.00
Kolar, Diane	CHS	Advanced Degree- Instructional	$ 2,500.00
Lehman, Monica	CHS	Advanced Degree- Instructional	$ 2,500.00
McDuffie, David	CHS	Advanced Degree- Instructional	$ 2,500.00
Pusateri, James	CHS	Advanced Degree- Instructional	$ 2,500.00
Yoanidis, Renia	CHS	Advanced Degree- Instructional	$ 2,500.00
Brady, Amanda	CK8	Advanced Degree- Instructional	$ 2,500.00
DaSilva-Serrano, Brittney	CK8	Advanced Degree- Instructional	$ 2,500.00
Davis, Janice	CK8	Advanced Degree- Instructional	$ 2,500.00
Kloiber, Michele	CK8	Advanced Degree- Instructional	$ 2,500.00
Nelson Hill, Schandell	CK8	Advanced Degree- Instructional	$ 2,500.00
Nelson, Sara	CK8	Advanced Degree- Instructional	$ 2,500.00
Shumate, Jeffery	CK8	Advanced Degree- Instructional	$ 2,500.00
Sikes, Laura	CK8	Advanced Degree- Instructional	$ 2,500.00
Statuto, Brittany	CK8	Advanced Degree- Instructional	$ 2,500.00
Stuckey, Thomas	CK8	Advanced Degree- Instructional	$ 2,500.00
Sylvia, Kelly	CK8	Advanced Degree- Instructional	$ 2,500.00
Arledge, Melissa	DES	Advanced Degree- Instructional	$ 2,500.00
Flaschenriem, Heather	DES	Advanced Degree- Instructional	$ 2,500.00
Gracia, Jasmin	DES	Advanced Degree- Instructional	$ 2,500.00
Grant, Kelly	DES	Advanced Degree- Instructional	$ 2,500.00

Hill, Kenneth	DES	Advanced Degree- Instructional	$	2,500.00
Jimenez, Kathleen	DES	Advanced Degree- Instructional	$	2,500.00
Lewis, Christina	DES	Advanced Degree- Instructional	$	2,500.00
Montesani, Mariann	DES	Advanced Degree- Instructional	$	2,500.00
Smoak, Amanda	DES	Advanced Degree- Instructional	$	2,500.00
Spallino, Josephine	DES	Advanced Degree- Instructional	$	2,500.00
Steele, Michelle	DES	Advanced Degree- Instructional	$	2,500.00
Berry, Marva	DSPMS	Advanced Degree- Instructional	$	2,500.00
Bookhamer, Jennifer	DSPMS	Advanced Degree- Instructional	$	2,500.00
Cavanaugh, Kasey	DSPMS	Advanced Degree- Instructional	$	2,500.00
Leasure, Jessie	DSPMS	Advanced Degree- Instructional	$	2,500.00
Mason, Brenda	DSPMS	Advanced Degree- Instructional	$	4,500.00
Seitz, Christopher	DSPMS	Advanced Degree- Instructional	$	2,500.00
Smith, Kelly	DSPMS	Advanced Degree- Instructional	$	2,500.00
Swiatek, Lauren	DSPMS	Advanced Degree- Instructional	$	2,500.00
Truitt, Ryan	DSPMS	Advanced Degree- Instructional	$	2,500.00
Conner, Andrea	EES	Advanced Degree- Instructional	$	2,500.00
Dotson, Rachel	EES	Advanced Degree- Instructional	$	2,500.00
Drake, Tracey	EES	Advanced Degree- Instructional	$	2,500.00
Lewis, Kimberly	EES	Advanced Degree- Instructional	$	2,500.00
Potts, Kara	EES	Advanced Degree- Instructional	$	2,500.00
Sesny, Christina	EES	Advanced Degree- Instructional	$	2,500.00
Verdone, Nancy	EES	Advanced Degree- Instructional	$	2,500.00
White, Nicole	EES	Advanced Degree- Instructional	$	2,500.00
Altimari, Nicholas	EK8	Basketball Coach- Boys	$	1,443.00
Anderson, Erin	EK8	Basketball Coach- Girls	$	1,443.00
Bohto, Kathryn	EK8	Advanced Degree- Instructional	$	2,500.00
Cuevas, Toni	EK8	Advanced Degree- Instructional	$	2,500.00
Gordon, Hannah	EK8	Advanced Degree- Instructional	$	2,500.00
Grinnen, Scott	EK8	Advanced Degree- Instructional	$	2,500.00
Grinnen, Scott	EK8	Tennis Coach- Boys	$	855.00
Hagler, Nicole	EK8	Advanced Degree- Instructional	$	2,500.00
Huntley, Beth	EK8	Advanced Degree- Instructional	$	2,500.00
Joseph, Tanisha	EK8	Advanced Degree- Instructional	$	2,500.00
Kittle, Laura	EK8	Advanced Degree- Instructional	$	2,500.00
Mahla, Tyler	EK8	Golf Coach- Boys & Girls	$	855.00
Manning, Denise	EK8	Advanced Degree- Instructional	$	2,500.00
Merle, Christina	EK8	Advanced Degree- Instructional	$	2,500.00
Mojica Mercado, Vanessa	EK8	Advanced Degree- Instructional	$	2,500.00
Nelson, Melissa	EK8	Advanced Degree- Instructional	$	2,500.00
Neuwirth, Tamela	EK8	Advanced Degree- Instructional	$	2,500.00
Pletcher, Sheila	EK8	Advanced Degree- Instructional	$	2,500.00
Sanchez, Barbara	EK8	Advanced Degree- Instructional	$	2,500.00
Toler, Kaitlin	EK8	Softball Coach	$	1,443.00
Toler, Kaitlin	EK8	Volleyball Coach	$	1,443.00
Toxen, Sara	EK8	Basketball Coach- Girls	$	1,443.00
Toxen, Sara	EK8	Tennis Coach- Girls	$	855.00
Toxen, Sara	EK8	Head Volleyball Coach- Gender Equity	$	1,401.00
Warwick, Jessica	EK8	Advanced Degree- Instructional	$	2,500.00
Zolik, Sara	EK8	Advanced Degree- Instructional	$	2,500.00
Eppley, Kathryn	Endeavor	Advanced Degree- Instructional	$	2,500.00
Hoblit, Tiffany	Endeavor	Advanced Degree- Instructional	$	2,500.00

McCarthy, Nancy	Endeavor	Advanced Degree- Instructional	$ 2,500.00
Seroski, Keri	Endeavor	Advanced Degree- Instructional	$ 2,500.00
Ambrose-Spano, Cynthia	ESE	Advanced Degree- Instructional	$ 4,500.00
Attard, Charles	ESE	Advanced Degree- Instructional	$ 2,500.00
Bombly, Sarah	ESE	Advanced Degree- Instructional	$ 4,500.00
Bonnoyer, Susan	ESE	Advanced Degree- Instructional	$ 2,500.00
Bowen, Karen	ESE	Advanced Degree- Instructional	$ 2,500.00
Brijbag, Stephanie	ESE	Advanced Degree- Instructional	$ 2,500.00
Brothers, Alison	ESE	Advanced Degree- Instructional	$ 2,500.00
Butler, Maribridget	ESE	Advanced Degree- Instructional	$ 4,500.00
Dancsak, Christina	ESE	Advanced Degree- Instructional	$ 2,500.00
Goree, Martha	ESE	Advanced Degree- Instructional	$ 2,500.00
Johnson, Nicole	ESE	Advanced Degree- Instructional	$ 2,500.00
Lanning, Sandra	ESE	Advanced Degree- Instructional	$ 4,500.00
Ledoux, Mary	ESE	Advanced Degree- Instructional	$ 2,500.00
Lee, Christina	ESE	Advanced Degree- Instructional	$ 2,500.00
Loeffler, Danielle	ESE	Advanced Degree- Instructional	$ 2,500.00
McHugh, Anne	ESE	Advanced Degree- Instructional	$ 2,500.00
O'Brien-Vartapurian, Kathleen	ESE	Advanced Degree- Instructional	$ 2,500.00
O'Dell Jr., Harry	ESE	Advanced Degree- Instructional	$ 2,500.00
Olsson, Anita	ESE	Advanced Degree- Instructional	$ 2,500.00
Sommer, Wilson	ESE	Advanced Degree- Instructional	$ 2,500.00
Taylor, Kristin	ESE	Advanced Degree- Instructional	$ 2,500.00
Blevins, Trina	FCMS	Advanced Degree- Instructional	$ 2,500.00
Bradburn, Sarah	FCMS	Team Leader- Social Studies	$ 1,288.00
Cappadonia-Swanker, Jessica	FCMS	Advanced Degree- Instructional	$ 2,500.00
Chapman, Keane	FCMS	Advanced Degree- Instructional	$ 2,500.00
Cooper, Karen	FCMS	Advanced Degree- Instructional	$ 2,500.00
Corona, Marisa	FCMS	Advanced Degree- Instructional	$ 2,500.00
Corona, Marisa	FCMS	Team Leader- Grade 7	$ 1,288.00
Enders, Brandy	FCMS	Advanced Degree- Instructional	$ 2,500.00
Eppley, Kimberly	FCMS	Advanced Degree- Instructional	$ 2,500.00
Grefe, Alecia	FCMS	Team Leader- Language Arts	$ 1,288.00
Grefe, Ethan	FCMS	Team Leader- Grade 8	$ 1,288.00
Hall, Tina	FCMS	Advanced Degree- Instructional	$ 2,500.00
Hall, Tina	FCMS	Team Leader- ESE	$ 1,288.00
Loughran, Donna	FCMS	Yearbook Advisor	$ 668.00
Madden, Lisa	FCMS	Advanced Degree- Instructional	$ 2,500.00
Mobley, Erica	FCMS	Advanced Degree- Instructional	$ 2,500.00
Morris, Teresa	FCMS	Advanced Degree- Instructional	$ 2,500.00
Morris, Teresa	FCMS	Team Leader- Electives	$ 1,288.00
Renczkowski, Ashlee	FCMS	Team Leader- Math	$ 1,288.00
Renczkowski, Fawn	FCMS	Team Leader- Science	$ 1,288.00
Ruiz, Maria	FCMS	Advanced Degree- Instructional	$ 2,500.00
Soccorso, Jennifer	FCMS	Team Leader- Grade 6	$ 1,288.00
Blazsek, Dana	FES	Advanced Degree- Instructional	$ 2,500.00
Brittain, Sharon	FES	Advanced Degree- Instructional	$ 2,500.00
Carsey, Candace	FES	Advanced Degree- Instructional	$ 2,500.00
Chamberlin, Michelle	FES	Advanced Degree- Instructional	$ 2,500.00
Chapin, Meghan	FES	Advanced Degree- Instructional	$ 2,500.00
Ginn, Margaret	FES	Advanced Degree- Instructional	$ 2,500.00
Masson, Michelle	FES	Advanced Degree- Instructional	$ 2,500.00

Meyvis, Karen	FES	Advanced Degree- Instructional	$ 2,500.00
Rosado, Elizabeth	FES	Advanced Degree- Instructional	$ 2,500.00
Vitale, Jessica	FES	Advanced Degree- Instructional	$ 2,500.00
Allen, Ellen	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Ashworth, Nicole	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Cac, Darien	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Cascio, Michael	FWSHS	Advanced Degree- Instructional	$ 4,500.00
Clurman, Susan	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Fisher, Shawn	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Frank, Linda	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Graham, Tyson	FWSHS	Advanced Degree- Instructional	$ 2,500.00
James, Maritza	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Leko, Christopher	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Perlegis, Matthew	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Prokop, Jennifer	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Rubin, Beth	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Scott, Maryann	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Sufficool, Maria	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Taaffe, Kyra	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Taylor, Elyza	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Temple, Vickie	FWSHS	Advanced Degree- Instructional	$ 2,500.00
Bittinger, Kevin	HHS	Softball Coach- Varsity	$ 2,542.00
Bittinger, Kevin	HHS	Golf Coach- Varsity Boys	$ 1,443.00
Bruns, Travis	HHS	Head Basketball Coach- Varsity Boys	$ 2,542.00
Bruns, Travis	HHS	Asst. Track Coach- Varsity Girls	$ 1,443.00
Bruns, Travis	HHS	Cross Country Coach- Varsity Boys	$ 1,443.00
Bruns, Travis	HHS	Cross Country Coach- Varsity Girls	$ 1,443.00
Campbell, Kirsten	HHS	Advanced Degree- Instructional	$ 2,500.00
Day, Ashley	HHS	Advanced Degree- Instructional	$ 2,500.00
Diehl, John	HHS	Advanced Degree- Instructional	$ 2,500.00
Griffith, Mark	HHS	Advanced Degree- Instructional	$ 2,500.00
Kelton, Ashley	HHS	Advanced Degree- Instructional	$ 2,500.00
LaBelle, April	HHS	Tennis Coach- Varsity Girls	$ 1,443.00
LaBelle, April	HHS	Soccer Coach- JV Girls	$ 1,443.00
Lee, Jennifer	HHS	Advanced Degree- Instructional	$ 2,500.00
Lee, Mark	HHS	Athletic Director	$ 3,830.00
Lisk, Sue	HHS	Advanced Degree- Instructional	$ 2,500.00
Michaels, Heather	HHS	Advanced Degree- Instructional	$ 2,500.00
Scargle Jr., John	HHS	Head Football Coach- Varsity Fall	$ 2,736.80
Scriven, Herman	HHS	Tennis Coach- Varsity Boys	$ 1,443.00
Shrader, David	HHS	Asst. Football Coach- JV Fall	$ 1,368.00
Shrader, David	HHS	Asst. Football Coach- JV Spring	$ 342.00
Shrader, David	HHS	Soccer Coach- Varsity Girls	$ 2,542.00
Torres Velazquez, Cristina	HHS	Advanced Degree- Instructional	$ 4,500.00
Whitaker, Melody	HHS	Advanced Degree- Instructional	$ 2,500.00
Whitehouse, Crystal	HHS	Cheerleading Coach- Varsity	$ 2,299.00
Becker, Dawn	MES	Advanced Degree- Instructional	$ 2,500.00
Casey, Erin	MES	Advanced Degree- Instructional	$ 2,500.00
Freeman, Audra	MES	Advanced Degree- Instructional	$ 2,500.00
Gainer, April	MES	Advanced Degree- Instructional	$ 2,500.00
Kuykendall, Rebecca	MES	Advanced Degree- Instructional	$ 2,500.00
Sauvageot, Stephanie	MES	Advanced Degree- Instructional	$ 2,500.00

Tackett, Jennifer	MES	Advanced Degree- Instructional	$ 2,500.00
Wright, Shawna	MES	Advanced Degree- Instructional	$ 2,500.00
Bushell, Beverly	NCTHS	Advanced Degree- Instructional	$ 2,500.00
Cook, Heather	NCTHS	Advanced Degree- Instructional	$ 2,500.00
Garthwait, Stanley	NCTHS	Advanced Degree- Instructional	$ 2,500.00
Honor, Lydia	NCTHS	Advanced Degree- Instructional	$ 2,500.00
Judd, Courtney	NCTHS	Advanced Degree- Instructional	$ 2,500.00
Liggett II, Charles	NCTHS	Advanced Degree- Instructional	$ 2,500.00
Saint-Leger, Jonita	NCTHS	Advanced Degree- Instructional	$ 2,500.00
Salas, Justin	NCTHS	Advanced Degree- Instructional	$ 2,500.00
Arroyo, Remy	PGES	Advanced Degree- Instructional	$ 2,500.00
Hamann, Kim	PGES	Advanced Degree- Instructional	$ 2,500.00
Helton King, Nadia	PGES	Advanced Degree- Instructional	$ 2,500.00
Johnston, Elizabeth	PGES	Advanced Degree- Instructional	$ 2,500.00
Medeiros, Rachel	PGES	Advanced Degree- Instructional	$ 2,500.00
Pagels, Jaimie	PGES	Advanced Degree- Instructional	$ 2,500.00
Prosper, Bibiana	PGES	Advanced Degree- Instructional	$ 2,500.00
Rocanelli, Victoria	PGES	Advanced Degree- Instructional	$ 2,500.00
Thomas, Colleen	PGES	Advanced Degree- Instructional	$ 2,500.00
Vanraalte, Recia	PGES	Advanced Degree- Instructional	$ 2,500.00
Alise, Jason	PMS	Tennis Coach- Boys	$ 855.00
Alise, Jason	PMS	Tennis Coach- Girls	$ 855.00
Beall, George	PMS	Advanced Degree- Instructional	$ 2,500.00
Blackwell, Reuel	PMS	Softball Coach	$ 1,443.00
Duncan, Paul	PMS	Athletic Director	$ 1,123.00
Duncan, Paul	PMS	Basketball Coach- Boys	$ 1,443.00
Duncan, Paul	PMS	Basketball Coach- Girls	$ 1,443.00
Duncan, Paul	PMS	Golf Coach- Boys & Girls	$ 855.00
Hudson, Althea	PMS	Track Coach- Girls	$ 1,443.00
Hudson, Ricardo	PMS	Track Coach- Boys	$ 1,443.00
Kufner, Cynthia	PMS	Advanced Degree- Instructional	$ 2,500.00
Labelle, Lisa	PMS	Advanced Degree- Instructional	$ 2,500.00
LaRiviere, Derek	PMS	Basketball Coach- Girls	$ 1,443.00
Lawless, Michael	PMS	Advanced Degree- Instructional	$ 2,500.00
Pastore, Toni	PMS	Head Volleyball Coach- Gender Equity	$ 1,401.00
Redgrave, Kim	PMS	Advanced Degree- Instructional	$ 2,500.00
Ruiz, Maria	PMS	Volleyball Coach	$ 1,443.00
DiLorenzo-Francis, Kathleen	Prof. Development	Advanced Degree- Instructional	$ 2,500.00
Salinas, Leslie	Prof. Development	Advanced Degree- Instructional	$ 2,500.00
Bennett, Philip	SES	Advanced Degree- Instructional	$ 2,500.00
D'Anna, Stephanie	SES	Advanced Degree- Instructional	$ 2,500.00
Jamalkowski, Emma	SES	Advanced Degree- Instructional	$ 2,500.00
Mongold, Tiffany	SES	Advanced Degree- Instructional	$ 2,500.00
Tobias, Casey	SES	Advanced Degree- Instructional	$ 2,500.00
Allen, Julie	SHES	Advanced Degree- Instructional	$ 2,500.00
Blanton, Kaitlyn	SHES	Advanced Degree- Instructional	$ 2,500.00
Hall, Amy	SHES	Advanced Degree- Instructional	$ 3,500.00
Halstead, Stephani	SHES	Advanced Degree- Instructional	$ 2,500.00
Hubbard, Sarah	SHES	Advanced Degree- Instructional	$ 2,500.00
Whitter, Iraida	SHES	Advanced Degree- Instructional	$ 2,500.00
Atchison, Michele	Student Services	Advanced Degree- Instructional	$ 2,500.00
Bond, Jack	Student Services	Advanced Degree- Instructional	$ 3,500.00

Cavanaugh, Allyson	Student Services	Advanced Degree- Instructional	$ 2,500.00
Davis, Sharon	Student Services	Advanced Degree- Instructional	$ 2,500.00
Dicaro, Melissa	Student Services	Advanced Degree- Instructional	$ 2,500.00
Edwards, Katherine	Student Services	Advanced Degree- Instructional	$ 2,500.00
Ermann, Hailey	Student Services	Advanced Degree- Instructional	$ 3,500.00
Estrada, Maria	Student Services	Advanced Degree- Instructional	$ 2,500.00
Garrett, Christie	Student Services	Advanced Degree- Instructional	$ 2,500.00
Gereaux, Pamela	Student Services	Advanced Degree- Instructional	$ 1,000.00
Ilowit, Isaiah	Student Services	Advanced Degree- Instructional	$ 3,500.00
Kelley, Christina	Student Services	Advanced Degree- Instructional	$ 2,500.00
Kittoe, William	Student Services	Advanced Degree- Instructional	$ 2,500.00
Knispel, Denise	Student Services	Advanced Degree- Instructional	$ 4,500.00
Maul, Theresa	Student Services	Advanced Degree- Instructional	$ 2,500.00
Mulock, Matthew	Student Services	Advanced Degree- Instructional	$ 2,500.00
Shepherdson, Beth	Student Services	Advanced Degree- Instructional	$ 2,500.00
Torres, Maria	Student Services	Advanced Degree- Instructional	$ 2,500.00
Watkins, Melissa	Student Services	Advanced Degree- Instructional	$ 2,500.00
Waldron, Ondina	Title I	Advanced Degree- Instructional	$ 2,500.00
Hoover, Ariel	WES	Advanced Degree- Instructional	$ 2,500.00
LaPlatney, Deana	WES	Advanced Degree- Instructional	$ 2,500.00
Stanina, Nicole	WES	Advanced Degree- Instructional	$ 2,500.00
Carr, Juretta	WHMS	Advanced Degree- Instructional	$ 2,500.00
DeFilippis, Amy	WHMS	Advanced Degree- Instructional	$ 2,500.00
Howland, Tiffany	WHMS	Advanced Degree- Instructional	$ 2,500.00
Langworthy, Kristi	WHMS	Advanced Degree- Instructional	$ 2,500.00
Maner, Jowatha	WHMS	Advanced Degree- Instructional	$ 2,500.00
Reiter, Karen	WHMS	Advanced Degree- Instructional	$ 2,500.00
Supple, Renee	WHMS	Advanced Degree- Instructional	$ 2,500.00
Adesso, Lore	WWHS	Advanced Degree- Instructional	$ 1,000.00
Athanason, Traci	WWHS	Advanced Degree- Instructional	$ 2,500.00
Childs, Ashley	WWHS	Advanced Degree- Instructional	$ 2,500.00
Cozzitorto, Anthony	WWHS	Advanced Degree- Instructional	$ 2,500.00
Crosby, Nicole	WWHS	Advanced Degree- Instructional	$ 2,500.00
Earnest, Amy	WWHS	Advanced Degree- Instructional	$ 2,500.00
Exford, Laura	WWHS	Advanced Degree- Instructional	$ 2,500.00
Hernaiz, Victoria	WWHS	Advanced Degree- Instructional	$ 2,500.00
Lester, Caitlin	WWHS	Advanced Degree- Instructional	$ 2,500.00
Martin, Tammy	WWHS	Advanced Degree- Instructional	$ 2,500.00
Medlen, Jennifer	WWHS	Advanced Degree- Instructional	$ 2,500.00
Olsson, Douglas	WWHS	Advanced Degree- Instructional	$ 2,500.00
Pellito, Thomas	WWHS	Advanced Degree- Instructional	$ 2,500.00
Quarto, Michael	WWHS	Advanced Degree- Instructional	$ 2,500.00
Shaffer, Keith	WWHS	Advanced Degree- Instructional	$ 2,500.00
Araoz, Jeanine	WWK8	Advanced Degree- Instructional	$ 2,500.00
Bender, Allison	WWK8	Advanced Degree- Instructional	$ 2,500.00
Brannan, Angela	WWK8	Advanced Degree- Instructional	$ 2,500.00
Faillace, Brittany	WWK8	Advanced Degree- Instructional	$ 2,500.00
Gomes, Kimberly	WWK8	Advanced Degree- Instructional	$ 2,500.00
Johnson, Karen	WWK8	Advanced Degree- Instructional	$ 2,500.00
Macvicar, Jitka	WWK8	Advanced Degree- Instructional	$ 2,500.00
Miller, Elizabeth	WWK8	Advanced Degree- Instructional	$ 3,500.00
Rooney, Nicole	WWK8	Advanced Degree- Instructional	$ 2,500.00

Rotach, Angel	WWK8	Advanced Degree- Instructional	$ 2,500.00
Seeholzer, Michelle	WWK8	Advanced Degree- Instructional	$ 2,500.00
Thomas, Mark	WWK8	Advanced Degree- Instructional	$ 2,500.00
		Total From Previous Agenda	$ -
		Total Instructional Supplement/Differentiated Pay	**$748,433.80**

NONINSTRUCTIONAL, PROFESSIONAL/TECHNICAL & ADMINISTRATIVE SUPPLEMENTS 2022/2023			
		Board Action 7/26/2022	
Bligen, Aisha	Adult Ed.	Degree Supp. PTS	$ 896.40
Coker, Catherine	Adult Ed.	Degree Supp. PTS	$ 896.40
Martin, Magdalena	Business Svc.	Degree Supp. PTS	$ 896.40
Horn, Ann	CHS	Bookkeeper ESE Center	$ 500.00
Langley, Sandra	CHS	Data Entry ESE Center	$ 500.00
Earles, Deanna	DES	Data Entry ESE Center	$ 500.00
Renczkowski, Barbara	DES	Bookkeeper ESE Center	$ 500.00
Buscemi, Wendy	EK8	Bookkeeper ESE Center	$ 500.00
Piecora, Joseph	EK8	Data Entry ESE Center	$ 500.00
Copeland, Horace	Endeavor	Degree Supp. PTS	$ 705.60
Oakley, Richard	Facilities	Degree Supp. PTS	$ 896.40
Flint, Maria	FCMS	Translator	$ 996.00
Longo, Holly	Food & Nutrition	Degree Supp. PTS	$ 896.40
Patrick, Jennifer	Food & Nutrition	Degree Supp. PTS	$ 896.40
Ward, William	Food & Nutrition	Degree Supp. PTS	$ 896.40
White, Patti-Ann	Food & Nutrition	Degree Supp. PTS	$ 698.40
Carson, Cameron	Maintenance	Crew Chief	$ 1,028.00
Griffith, Michael	Maintenance	Crew Chief	$ 1,028.00
Harvey, Christine	Maintenance	Crew Chief	$ 1,028.00
Jutting, David	Maintenance	Crew Chief	$ 1,028.00
Lamphier, Larry	Maintenance	Crew Chief	$ 1,028.00
Mathis, Joel	Maintenance	Crew Chief	$ 1,028.00
Matias, William	Maintenance	Crew Chief	$ 1,028.00
Mock, Charles	Maintenance	Crew Chief	$ 1,028.00
Pope, Shawn	Maintenance	Crew Chief	$ 1,028.00
Rae, Michael	Maintenance	Crew Chief	$ 1,028.00
Richards, Dale	Maintenance	Crew Chief	$ 1,028.00
Sapp, Johnny	Maintenance	Crew Chief	$ 1,028.00
Tejada, Enrique	Maintenance	Crew Chief	$ 1,028.00
Bromfield, Joanne	PGES	Data Entry ESE Center	$ 500.00
Handzus, Laurie	PGES	Bookkeeper ESE Center	$ 500.00
Clark, Paula	Prof. Development	Degree Supp. PTS	$ 896.40
Goldrick, Matthew	Prof. Standards	Degree Supp. PTS	$ 896.40
Rodriguez-Fonte, Awilda	Risk & Benefits	Wellness	$ 2,500.00
Rodriguez-Fonte, Awilda	Risk & Benefits	Translator	$ 996.00
Garcia-Vargas, Mildry	Student Services	Translator	$ 996.00
Smith, Janice	Student Services	Degree Supp. PTS	$ 777.60
Howland, Steve	TIS	Degree Supp. PTS	$ 896.40
Imhof, Kristy	TIS	Degree Supp. PTS	$ 896.40
Nycz, Michael	TIS	Degree Supp. PTS	$ 896.40
Aguiar, Carmen	WHMS	Bookkeeper ESE Center	$ 500.00
Aguiar, Carmen	WHMS	Translator	$ 996.00
Irizarry, Bernice	WHMS	Data Entry ESE Center	$ 500.00
		Total From Previous Agenda	$ -
		Total Noninstructional/PTS/Adm. Supplements	$ 37,786.40

Hernando School District

School Board Regular Meeting

Agenda Item # 11. 23-0766 7/26/2022

Title and Board Action Requested

Approve the Memorandum of Understanding (MOU) Between Hernando County Community Anti-Drug Coalition DBA Hernando Community Coalition (HCC) and Hernando County Schools for the 2022-2023 School Year.

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Board approve the Memorandum of Understanding (MOU) with Hernando Community Coalition for the 2022-2023 school year for the Prevention of Youth Substance Use, Untreated Mental Health Issues and to Increase linkages to Behavioral Health Services and Supports.

My Contact

Jill Kolasa, Director
Student Services
(352) 797-7008

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

The cost for this agenda item is $ 0, see attached budget sheet. The cost for the previous fiscal year was $ 0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Memorandum of Understanding ("MOU") Between
Hernando County Community Anti-Drug Coalition dba Hernando Community Coalition (HCC) AND
Hernando County Schools
Project Period: July 1, 2022, to June 30, 2023

Background: HCC is a countywide behavioral health partnership working to prevent and reduce substance use and associated problems among youth and families in Hernando County, Florida. HCC is funded through the federal Substance Abuse Prevention and Treatment Block Grant (Block Grant), administered by the Florida Department of Children and Families, and the Substance Abuse and Mental Health Services Administration (SAMHSA) Strategic Prevention Framework-Partnership for Success (SPF-PFS) grant.

HCC Overall Goals and Long-term Objectives
GOAL: Increase Community Collaboration
OBJECTIVES: Grow the Prevention Infrastructure; Increase Professional Development

GOAL: Reduce and Prevent Youth Substance Use
OBJECTIVES: Decrease Past 30-Day Use of Alcohol, Tobacco, Vaporizers, Marijuana, and Prescription Drugs and/Other Opiates; Reduce variables supportive of youth substance use: Retail/Social Access; Social Norms; and Low Perception of Risk of Harm

GOAL: Reduce and Prevent Substance-Related Problems
OBJECTIVES: Reduce the Impact of Behavioral Health Disparities Leading to Substance Use and Abuse; Reduce Substance Exposed Newborns; Reduce Untreated Mental Health Issues Leading to Substance Use; Increase Linkages to Behavioral Health Services and Supports

Scope of Partnership: HCC will provide behavioral health evidenced-based prevention approaches to Hernando County Schools students and families, in accordance with state and federal funding awards, as permitted by and adhering to the District's policies and procedures. Projects/programs offered to Hernando County Schools (See Appendix 1) provided by the HCC are based on funding levels from state and federal government funds and are subject to change if directed from the funded agency. HCC will provide needed materials, staffing, and support as appropriate to complete grant funded activities.

Responsibilities: As the grant/funding applicant, HCC is responsible for overall performance and timely completion of all deliverables per State and National funding requirements. For projects/programs completed in partnership with the HCC, data such as "numbers reached" may be required for reporting purposes. The HCC does not collect personal information for data collection purposes as it is not necessary for population-level change. Using funded workplans, performance is measured by reaching 100% of our targets for a strategy within indicated timeframes. Any confidential or identifying information for school will be kept at school/district respective offices (in accordance with their policies/procedures), with only demographics, process and outcome information provided to the HCC.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their undersigned officials as duly authorized:

Hernando County Community Anti-Drug Coalition	Hernando County Schools
Signature: Tresa J. Watson	Signature:
By: Tresa J. Watson	By:
Title: Executive Director Date: 6/21/2022	Title: Date:

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Appendix 1
July 1, 2022, to June 30, 2023, Project Overview

HCC Funding Streams

- Strategic Prevention Framework-Partnership for Success (SPF-PFS) grant funded by the Federal Substance Abuse and Mental Health Services Administration (SAMHSA)
- Community Coalition Alliance (CCA) award through LSF Health Systems (LSF), the Florida Department of Children and Families (DCF) State Block Grant, funded by SAMHSA
- Florida Prevention Partnership Grant (PPG) awarded to BayCare Behavioral Health via LSF/DCF.

Strategy	Description	Annual Measures	Intended Outcomes (including reducing ATOD Use)	Partners (including HCSB)	Funding
imPACT – Positive Action Change Teams	School-based youth groups promoting healthy behaviors	• Maintain 8 schools • Add 1 new school	Increase Pro-Social Opportunities	CK8, WWK8, DSPMS, PMS, CHS, HHS, NCTHS, WWHS	CCA SPF-PFS
"Talk, They Hear You"	Parent awareness campaign providing info on how to talk to teens about ATOD	• 6 at-risk schools • 300 parents • English/Spanish info • media impressions	Decrease Perceptions of Parental Approval; Increase Perception of Risk	SS Office, Parent Academy	SPF-PFS
Vape Social Norming	Schoolwide awareness with anti-vape messaging	• 8 to 9 schools • Schoolwide messaging • Events	Decrease Perceptions of Peer Approval; Increase Perception of Risk	imPACT	PPG, CCA, SPF-PFS
Vape Detectors / Vape Cloud	Detect vaping in school bathrooms and monitor detection data	• 12 schools • Monitor 100 devices via data cloud system	Increase Detection of electronic delivery devices (nicotine /marijuana) Use on School Campus leading to decreased student disciplines	SS, SROs	CCA SPF-PFS
Know the Law	Education/ information on ATOD laws	• 1,000 6th-12th graders	Increase Perception of Risk	SRO's, HCSO	CCA
Rx Social Access Initiative	Rx information and Safe medication disposal systems	• 3 schools	Reduce access; Decrease Perception of Use; Increase parental perceptions of risk	High School Athletics	PPG, CCA, SPF-PFS
NARCAN® (Naloxone HCL) Nasal Spray	Temporarily reverse the effects of opioid medicines	• 12 kits per school • 12 tip cards per school • More as needed upon request	Overdose death prevention	SS, DCF	CCA
You're Not Alone	Behavioral health social norming program	• 4 to 12 schools (MS, K8, and/or HS) • Schoolwide messaging • Teen norms survey • Classroom presentations	Increase coping skills; Decrease stigma of emotional and behavioral disorders; Increase early identification of symptoms	SS, imPACT	PPG, CCA, SPF-PFS
Hernando Cares Behavioral Health Resource Guides	Resource list of local and nearby service providers	• Provide copies of guides for use by school staff and parent distribution	Increase access/ decrease barriers to services; Increase early identification of symptoms	SS, imPACT, Parent Academy	PPG, CCA, SPF-PFS
Handle With Care model	Notices for schools upon child welfare/ law enforcement investigations	• 250 notifications	Increase classroom interventions, allowances, support, and linkages for youth and families to needed services – School data	SS, HCSO, DCF	SPF-PFS

STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

WHEREAS, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by 212.08(6), Fla. Stat.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan_k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor: Hernando Community Coalition

Tresa Watson

Printed Name: Tresa J. Watson

Title: Executive Director

Date: 6/20/22

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Agenda Item # 12. 23-0785 7/26/2022

Title and Board Action Requested

Approve the Agreement Between Hernando County School Board and the Early Learning Coalition for Voluntary Pre-Kindergarten (VPK) Program Services

Executive Summary

The Director of Elementary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the agreement between Hernando County School Board and the Early Learning Coalition for voluntary pre-kindergarten services. The school district will administer the Voluntary Pre-kindergarten Education program at the district level for students in a fall pre-kindergarten program delivered with Title I wrap around services (Title I schools) and self-pay wrap around services for Chocachatti Elementary School.

Brooksville, Chocachatti, Deltona, Eastside, Moton, Pine Grove, Spring Hill, and Westside Elementary Schools will be used for Fall VPK. VPK dollars will be used to off set costs for Pre-K from Title I. The goal is to build a larger Pre-K program to serve the early learning needs of the district. The program will begin August 10, 2022 through May 31, 2023. The program will follow the 2022-2023 HCSD student calendar.

My Contact

Michelle Barash
Director of Elementary Programs
352-797-7000 ext. 433
barash_m@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

The cost for this agenda item is $0, see attached budget sheet. The cost for the previous fiscal year was $0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN
PROVIDER CONTRACT
FORM DEL-VPK 20

I. PARTIES AND TERMS OF CONTRACT

1. **Parties.** This Contract is made and entered into this 1st day of July, 20 22, by and between the Early Learning Coalition of Pasco and Hernando (herein referred to as "COALITION"), and Hernando County School District (doing business as, if applicable) ___ (herein referred to as "PROVIDER"), with its principal office located at 919 N BROAD ST BROOKSVILLE, FL 34601-2397 and its provider physical site address (if the single site provider physical site address is different from principal office address) located at ___.

   a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school Voluntary Prekindergarten (VPK) Education Program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.

   b. **Multiple Private Provider Locations.** If PROVIDER is executing a single Contract on behalf of multiple private VPK provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.

   c. **Identification Number.** Insert PROVIDER'S ☒ EIN or ☐ SSN here: 596000647

   PROVIDER's EIN (Employer Identification Number) or SSN (Social Security Number) is requested in accordance with ss.119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Department of Education and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for processing payments to PROVIDER as a VPK provider, for reporting those payments for federal tax purposes, and for routine identification.

2. **Purpose.** This Contract is designed to inform PROVIDER of the requirements of participation in the VPK Program. Payment is not conveyed to PROVIDER through this Contract. Instead, PROVIDER must agree to comply with the terms and conditions of this Contract in order to be eligible to participate in the VPK Program. This Contract is to engage an eligible provider to provide VPK services to eligible VPK children. PROVIDER will receive payment based on Legislative appropriations, the Department's Uniform Attendance Policy for Payment (Rule 6M- 8.204, Florida Administrative Code (F.A.C.), and a child's attendance certified by the parent and provider (Rule 6M-8.305, F.A.C.).

3. **Term.** This Contract applies to the 20 22 - 20 23 VPK program year. PROVIDER shall offer a school-year program and/or a summer program. This Contract begins on 7/1/2022, or on the date on which the Contract is signed and dated by the last party required to sign the Contract, whichever occurs last, and expires upon completion of the VPK instructional hours

and completion of the requirements outlined in this Contract or termination of this Contract under Section XI.

A school-year VPK program shall be 540 instructional hours and a summer VPK program shall be 300 instructional hours. In the event there is a transfer of ownership before all instructional hours are completed, PROVIDER may schedule only the remaining instructional hours of the program for the VPK classes) previously enrolled under the prior ownership.

4. **Payment Limitations.** PROVIDER will not receive nor be entitled to payment for VPK program services before this Contract is fully executed by both parties or after expiration of the Contract.

5. **Applicable Law.** PROVIDER and COALITION agree that the following, including any revision made after the execution of this Contract, are the provisions governing the VPK program and that PROVIDER and COALITION will be bound by the same:
   - Chapter 1002, Florida Statutes (F.S.);
   - Chapter 6M-8, Florida Administrative Code (F.A.C.); and
   - Rules 6A-1.09433 & 6A-6.03033, F.A.C.

6. **Not Transferrable.** This Contract is not transferrable or assignable to another entity. A change in ownership requires execution of a new contract. In the event of a change of ownership, sale, sale of assets, conveyance of ownership or other transfer of ownership interest, the provider shall notify the coalition no later than 30 calendar days prior to the transfer of ownership.

II. PROVIDER ELIGIBILITY

7. **General Eligibility.**

a. Provider Type. To be eligible to deliver the VPK Program, PROVIDER must be either a public school or a private provider (a licensed child care facility, a licensed family day care home, a licensed large family child care, a non-public school exempt from licensure, or a faith-based child care provider exempt from licensure, or a child development program that is accredited by a national accrediting body and operates on a military installation that is certified by the United States Department of Defense).

A charter school that includes VPK in its charter is a public school and shall only execute this Contract with the approval and oversight of the school district. A charter school that does not include VPK in its charter must meet the requirements to be a private provider to be eligible to deliver the VPK Program.

Check the box to indicate PROVIDER's type:

☒ A public school (Form DEL-VPK 20PS must be completed as an authorized attachment to this Contract.)

☐ A private provider/non-public school (Form DEL-VPK 20PP must be completed as an authorized attachment to this Contract.)

b. Eligibility pursuant to s. 1002.91(5), F.S. PROVIDER represents that PROVIDER, or an owner, officer, or board director thereof, has not been convicted of, found guilty of, or pled

guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years and is not acting as the beneficial owner for someone who has been convicted of, found guilty of, or pled guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., within the last five (5) years.

c. Eligibility pursuant to s. 1002.91(7), F.S. PROVIDER represents that PROVIDER is not on the United States Department of Agriculture National Disqualified List nor does PROVIDER share an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.

d. Eligibility pursuant to the successful completion of terms of prior contract. PROVIDER agrees to successfully complete corrective action due to noncompliance determinations from a prior Contract, as applicable, for the duration of this Contract.

e. Eligibility pursuant to s. 448.095, F.S. PROVIDER acknowledges that PROVIDER must register with and use the E-Verify system to verify the work authorization status of all newly hired employees. PROVIDER represents that it does not employ, contract with or subcontract with an unauthorized alien, and shall provide an affidavit affirming this prior to the effective date of the contract. PROVIDER further acknowledges violation of s. 448.09(1), F.S. may result in termination of this contract.

8. **Required Forms.** PROVIDER certifies that it has registered with COALITION on forms prescribed by the Department, that any information supplied by PROVIDER is accurate and complete, and that it will notify COALITION in accordance with the notification requirements in Paragraph 63 of any change in the information submitted on those forms. Changes implemented by PROVIDER prior to notification to COALITION that fail to comply with all VPK qualifications and requirements shall result in financial consequences referenced in Paragraph 51 and corrective action referenced in Paragraph 53.

III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

9. **Child Enrollment.** PROVIDER agrees to enroll eligible children for the VPK Program only with authorization from COALITION which will be provided in the form of a Child Certificate of Eligibility from the single statewide information system. PROVIDER agrees to obtain and complete, with parent, an eligibility certificate form (Form DEL-VPK 02 or Form OEL-VPK 04). In the event that PROVIDER has multiple locations, PROVIDER may only change the location where the child is served in accordance with the reenrollment requirements established in Rule 6M-8.210, F.A.C.

10. **Adherence to Requirements.**

a. PROVIDER agrees to deliver the VPK Program in accordance with all of the requirements which are set forth in applicable statutes, rules, and this Contract.

b. PROVIDER agrees to participate in a VPK Program Orientation conducted by the COALITION prior to the execution of this contract, if offered by the COALITION.

11. **Assessment.** PROVIDER agrees to implement the coordinated screening and progress monitoring program and program assessment in accordance with s. 1002.68, F.S., and rules adopted pursuant to s. 1002.68, F.S.

12. **Curricula**. PROVIDER agrees that it will implement curricula to deliver VPK Program instruction in accordance with s. 1002.67(2)(b), F.S.

13. **Required Parent Information.** PROVIDER agrees that PROVIDER will provide a copy of its attendance policy to the COALITION before contract execution and to the parent of each child at the time the child is admitted into PROVIDER's VPK Program. The PROVIDER shall adopt its own, but in accordance with s. 1002.71, F.S., the attendance policy must require parents to verify each month, the child's attendance on forms prescribed by the Department in Rule 6M-8.305, F.A.C. PROVIDER agrees to not amend its VPK program attendance policy for the duration of this Contract. The provider's attendance policy shall address school year and summer programs separately if applicable.

14. **Fees Prohibited**. PROVIDER agrees that, in accordance with s. 1002.71(8)(a), F.S., PROVIDER shall not require payment of a fee or charge for services provided for a child in the VPK Program during instructional hours reported for funding. PROVIDER shall not require a fee or payment as a condition of enrollment or participation in the VPK Program. A provider found to have required such fees is subject to termination for cause of this Contract as described in paragraph 54.

15. **Supplemental Services.** PROVIDER agrees that, in accordance with section 1002.71(8)(b), F.S., PROVIDER shall not require a child to enroll for, or require the payment of any fee or charge for, supplemental services (e.g., "extended-day," "extended-year," "wrap-around," or "full-day" services) as a condition of admitting the child in the VPK Program. PROVIDER agrees to schedule all VPK hours offered for any VPK class so that parents are not constructively required to enroll child in supplemental services or pay any fee or charge (e.g., scheduling instructional hours in a day with a break in instructional time, for which parents would be required to pay for supplemental services for care). A provider found to have required such fees is subject to termination for cause of this Contract as described in paragraph 55.

16. **Parent Not Responsible for Financial Consequences.** PROVIDER agrees that, if PROVIDER does not receive payment from COALITION for offering VPK Program instruction to a child, PROVIDER shall not require the child's parent to pay for the services.

17. **Instructor Requirements.** PROVIDER agrees that at all times each of its VPK instructor(s) and substitute instructor(s) meet the eligibility requirements in accordance with sections 1002.55, 1002.61, or 1002.63, F.S.

18. **VPK Class Staffing.** PROVIDER agrees to maintain proper staffing as required by VPK statutes. A properly credentialed instructor must be present for all VPK classes. For school-year classes that are composed of 12-20 children, an additional adult instructor must be present who is eligible to work in the VPK provider's setting in accordance with sections 1002.55 and 1002.63, F.S. The VPK class size shall not exceed the approved capacity of the physical space where instruction is provided.

19. **Substitute Instructors.** PROVIDER agrees that substitute instructors who meet the requirements of Rule 6M-8.410, F.A.C. may replace a lead VPK instructor, when the VPK lead instructor is not present at the facility. The time that all substitute instructors that do not meet the credentials of a lead instructor may replace a lead instructor is limited to 30 percent of the VPK Program's total instructional hours in a VPK class.

20. **Prohibited Forms of Discipline.** In accordance with s. 1002.55(5), F.S., PROVIDER agrees to

implement minimum standards for child discipline practices that are age-appropriate and consistent with the requirements in s. 402.305(12), F.S. Such standards must provide that children not be subjected to discipline that is severe, humiliating or frightening. The discipline must not be associated with food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Children may not be denied active play as a consequence of misbehavior.

21. **Statewide Information System.** PROVIDER agrees to utilize the statewide information system as referenced in s. 1002.82(2)(q), F.S., to submit information and updates regarding the VPK Program. The PROVIDER shall execute this Contract on the Provider Portal found on https://providerservices.floridaearlylearning.com.

22. **Rilya Wilson Act and At-Risk Children.** PROVIDER agrees to abide by the provisions of the "Rilya Wilson Act" (s.39.604,F.S.) for each at-risk child under the age of school entry who is enrolled in the Voluntary Prekindergarten Education Program.

23. **VPK Logo.** PROVIDER may use the registered VPK logo in conjunction with the operation of the VPK program in advertisements, letterhead, educational and promotional materials. PROVIDER agrees to comply with the VPK Logotype Usage and Brand Guidelines (Form DEL-VPK 20B) and must cease use of the VPK logo once services under this contract are suspended or terminated.

24. Provider Deliverables

Deliverable	Provider Type	Task and Activities	Due Date
VPK instructional hours; 540 for school year programs and/or 300 for summer programs	Private and Public	Child enrollment activities per paragraph 9	For the term of this Contract
		Implementation of curricula per the requirements in paragraph 12	
		Instructor Requirements per paragraphs 17-19	
VPK Child Attendance	Private and Public	Completion of Child Attendance and Parental Choice Certificate forms (DEL-VPK 03S and DEL-VPK 03L) per paragraph 37	Monthly
		Monthly Certification of Child Attendance by Provider per paragraph 44	
		Certification of annual cumulative child attendance per paragraph 42	
Information change notification	Private and Public	Compliance with notification requirements per paragraph 64	See paragraph 64
Liability insurance notification	Private	Notification of cancellation of changes to general liability coverage	Within 10 calendar days of cancellation or changes to general liability coverage
Implementation of the coordinated screening and progress monitoring program in accordance with s. 1002.68, F.S.	Private and Public	Administration of the coordinated screening and progress monitoring program during the first administration window.	Within the first 30 calendar days of the VPK class schedule
		Administration of the coordinated screening and progress monitoring program during the second administration window.	Mid-program year of the VPK class schedule
		Administration of the coordinated screening and progress monitoring program during the third administration window.	Within the last 30 calendar days of the VPK class schedule

IV. COALITION RESPONSIBILITIES

25. **Forms Approved**. COALITION has reviewed the documents submitted by PROVIDER and, based on the information submitted, has determined that PROVIDER has completed the forms, meeting necessary requirements established in ss. 1002.55(3)(h), 1002.61(9), or 1002.63(8), F.S., as applicable.

26. **Training and Technical Assistance.** COALITION will notify PROVIDER of the availability of training, technical assistance, and other targeted assistance in support of the provision of quality VPK services for all providers including providers on probation. The technical assistance will be offered in a manner and schedule prescribed by the COALITION or school district.

27. **Child Eligibility.** COALITION has the responsibility for determining the eligibility of children enrolling in the VPK Program. COALITION will issue a *child certificate of eligibility* (Form DEL-VPK 02), adopted in Rule 6M-8.201, F.A.C. or a *certificate of eligibility for reenrollment* (Form OEL-VPK 04), adopted in Rule 6M-8.210, F.A.C., for each eligible child who's parent applies for the VPK program or a reenrollment through the Family Portal.

28. **Limitations on Authority.** COALITION shall not impose any requirement on PROVIDER that exceeds the authority provided under Chapter 1002, F.S., or rules adopted pursuant to Chapter 1002, F.S.

V. MONITORING, AUDITING, AND ACCESS

29. **Monitoring**. PROVIDER understands that the provisions of this Contract are required to fulfill its obligation to offer the VPK Program, and that COALITION will monitor PROVIDER for compliance with the requirements of offering the VPK Program.

30. **Physical Access.** PROVIDER agrees to allow the Department and COALITION staff or sub-contractors immediate access to the facilities and spaces used to offer the VPK Program during normal business hours.

31. **Records Access.** PROVIDER agrees to allow COALITION staff or sub-contractors and the Department to inspect and copy records pertaining to the VPK Program during normal business hours and upon request by COALITION or the Department. Records shall be provided within seventy-two (72) hours.

VI. MAINTENANCE OF RECORDS, DATA, AND CONFIDENTIALITY

32. **Record Confidentiality.** PROVIDER agrees to protect the confidentiality of child and family records. Information associated with the VPK Program shall only be made available in accordance with the restrictions of s. 1002.72, F.S. For the purposes of records of children enrolled in the VPK Program, this Contract is considered an interagency agreement for the purpose of implementing the VPK Program as described in s. 1002.72 (3)(a), F.S. Accordingly, to the extent that PROVIDER receives VPK records in order to carry out its official functions, PROVIDER must maintain and protect the data as required in s. 1002.72, F.S., and in accordance with Paragraphs 33 and 34 below. Individuals and organizations eligible to receive records include PROVIDER, the parent, COALITION, the Department, and other entities identified in s. 1002.72, F.S.

33. **Record Maintenance.** PROVIDER agrees to maintain records, including enrollment and attendance records for children funded by the VPK Program; records of each VPK child, VPK instructor, substitute instructor, or VPK director; and other fiscal records for audit purposes for a period of five (5) years from the date of the last payment for that fiscal year or until the resolution of any audit findings or any litigation related to this Contract, whichever occurs last. PROVIDER may maintain records in an electronic medium and if the PROVIDER does so, then the PROVIDER shall back up records on a regular basis to safeguard against loss.

34. **Record Transfer on Termination.** In the event that PROVIDER permanently ceases to offer the VPK Program before the conclusion of the retention period for VPK records as described in Paragraph 33, whether as a result of unilateral or mutual termination of PROVIDER's eligibility to offer the VPK Program or as a result of PROVIDER ceasing to do business, PROVIDER shall transfer all VPK records required to be maintained under Paragraph 34 to COALITION no later than the close of business on the day PROVIDER ceases to offer the VPK Program. Failure to remit all VPK records required to be maintained will result in COALITION withholding final payment until the requirements of this paragraph are met.

VII. COMPENSATION AND FUNDING

35. **Notification of Enrollment.** PROVIDER agrees that it will not receive payment until the provider has entered the certificate of eligibility number into the Provider Portal and the COALITION has in turn approved the enrollment of the child through the provider portal.

36. **Attendance Documentation.** PROVIDER agrees to document the daily attendance, to certify the monthly attendance, and to certify the annual cumulative attendance of each child admitted to PROVIDER's VPK Program class(es) in accordance with rules of the Department. PROVIDER agrees that, after the annual cumulative attendance has been certified, the certified annual cumulative attendance may not be disputed for payment purposes.

37. **Parent Attendance Certification.** PROVIDER agrees to require that the parent of each child in the VPK Program verify, each month, the child's attendance on the prior month's certified child attendance, in accordance with the requirements of s. 1002.71(6)(b)2., F.S. PROVIDER agrees to maintain the Child Attendance and Parental Choice Certificates (Forms DEL-VPK 03L or DEL-VPK 03S) adopted in Rule 6M-8.305 F.A.C. , which have been signed each month by a parent for each child admitted into PROVIDER's VPK Program class(es).

38. **Direct Deposit.** PROVIDER agrees to provide information necessary to facilitate direct deposit in order to receive VPK reimbursement for services rendered. PROVIDER agrees to provide alternative reimbursement arrangements if PROVIDER chooses to opt out of Direct Deposit, however the reimbursement may be delayed up to 21 calendar days should the PROVIDER choose to opt out.

39. **Payment Rate.** PROVIDER understands that payments for each child may not exceed the amount of funding for one full-time equivalent (FTE) student, as established by the Florida Legislature, except for extreme hardship reenrollment circumstances described in Rule 6M-8.210, F.A.C. The amount of funding for one FTE student is calculated by multiplying the base student allocation provided in the General Appropriations Act by the county's district cost differential. The formula for FTE calculation is subject to revision by the Legislature during the course of the program year. In the event that a change of ownership or transfer of a VPK program has occurred and payment, including advance payment, has been made, the succeeding VPK provider shall not receive funding, that combined with the funds already dispersed to the

preceding VPK provider(s), would exceed the funding for one full-time (FTE) for each child enrolled.

40. **Differential Payment.** PROVIDER understands that subject to appropriation by the Legislature, the PROVIDER may receive a differential payment based on the PROVIDER's performance designation in accordance with s. 1002.68(4)(e), F.S.

41. **Advance Payment Option.** PROVIDER understands that PROVIDER will receive monthly payments in accordance with the rules of the Office of Early Learning. PROVIDER further understands that PROVIDER may elect to receive monthly advance payments based on the number of children enrolled in the PROVIDER's VPK Program class(es) by checking the appropriate box for each program:

School Year Program

☒ PROVIDER elects to receive monthly advance payments for the school year program and understands that advance payments will be reconciled and adjusted in accordance with the rules of the Department.

☐ PROVIDER elects **not** to receive monthly advance payments for the school year program.

or

☐ PROVIDER does not intend to offer the school year program.

Summer Program

☒ PROVIDER elects to receive monthly advance payments for the summer program and understands that advance payments will be reconciled and adjusted in accordance with the rules of the Department.

☐ PROVIDER elects **not** to receive monthly advance payments for the summer program.

or

☐ PROVIDER does **not** intend to offer the summer program.

42. **Final Payment.** PROVIDER understands that COALITION will not issue a final payment to PROVIDER for the VPK program year until PROVIDER certifies the annual cumulative attendance of each child enrolled in PROVIDER's VPK Program in accordance with the rules of the Department.

43. **Overpayment**. PROVIDER agrees that, if the end-of-year reconciliation of payments reveals that PROVIDER received payments in excess of the amount owed to PROVIDER, COALITION will offset the overpayment against the final payment owed to PROVIDER for the program year and any future payments issued to PROVIDER for early learning programs. If PROVIDER ceases to offer early learning programs before the overpayment is fully offset,

PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER will be subject to collection efforts.

44. **Attendance Documentation Submission.** PROVIDER agrees to submit monthly attendance certification in accordance with Rule 6M-8.305, F.A.C., for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the 3rd business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next payment cycle.

45. **Reimbursement Summary Review.** PROVIDER agrees to review the reimbursement summary provided with the monthly reimbursement statement. PROVIDER agrees to report to COALITION any discrepancy, overpayment, or underpayment within sixty (60) calendar days of transmission of the reimbursement summary.

46. **Closures.** PROVIDER agrees compensation for temporary closures will be handled in accordance with Department of Education Rule 6M-8.204(5), F.A.C.

47. **Disallowed Costs.** PROVIDER understands expenditures submitted for reimbursement shall be disallowed if PROVIDER does not adhere to the provisions governing the VPK Program as described in paragraph 5. Any disallowed expenditure may be deducted from any future reimbursement. PROVIDER agrees to return to COALITION any funds received as a result of error or overpayment or disallowed cost. If PROVIDER ceases to offer the VPK Program before the payment is fully recovered, PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER will be subject to collection efforts and fraud restitution.

48. **Head Start Agencies.** If PROVIDER is a Head Start Agency, PROVIDER understands that, in accordance with federal law, PROVIDER's Head Start programs must be "in addition to, and not in substitution for, comparable services previously provided without Federal assistance." (42 U.S.C., s. 9835(c))

49. **Title 20 Schools.** If PROVIDER receives federal funds under Title 20, United States Code, ss. 6311-6322, PROVIDER understands that, in accordance with federal law, PROVIDER may use "Federal funds to supplement, [but] not [to] supplant non-Federal funds." (20 U.S.C., s. 6314(a)(3)(B))

VIII. PROVISIONS FOR PROVIDER ACCOUNTABILITY

50. **Readiness Rates/Performance Metric.** PROVIDER understands that, it is required to adhere to the accountability measures in accordance with s. 1002.68, F.S., and rules adopted pursuant to s. 1002.68, F.S. PROVIDER acknowledges that the calculation of the performance metric shall include program assessment composite scores, learning gains, and norm-referenced developmental learning outcomes resulting from the coordinated screening and progress monitoring program.

51. **Provider on Probation.** PROVIDER understands that it is required to adhere to the probation requirements in accordance with s. 1002.68, F.S., and rules adopted pursuant to s. 1002.68, F.S.

IX. FINANCIAL CONSEQUENCES

52. **Financial Consequences.** As a result of PROVIDER's failure to provide the minimum level of services required by this Contract, COALTION shall temporarily withhold reimbursement, disallow all or part of services not in compliance with the terms of this Contract, or terminate the Contract

X. NONDISCRIMINATION

53. **Discrimination Prohibited.** PROVIDER agrees to comply with the antidiscrimination requirements of 42 U.S.C. s. 2000d, regardless of whether PROVIDER receives federal financial assistance. PROVIDER agrees not to discriminate against a parent or child, including the refusal to admit a child for enrollment in the VPK Program, in violation of the antidiscrimination requirements.

XI. TERMINATION AND NONCOMPLIANCE

54. **Noncompliance Determination and Corrective Action Notice.** If COALITION determines PROVIDER has failed to comply with the provisions governing the VPK Program as described in paragraph 5. or the requirements of this Contract, and COALITION concludes that corrective action will resolve the failure to comply, COALITION must notify PROVIDER in writing. ("Corrective action" means implementation of specific action(s) designed to correct the failure to meet a specific requirement.) The notice must identify the specific requirement(s) which PROVIDER failed to meet and describe how PROVIDER failed to meet each requirement. In addition, the notice must provide a detailed description of any required corrective action and set a deadline for completion of the corrective action. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 61. Upon determining that the PROVIDER has completed the corrective action, the COALITION shall notify the PROVIDER in writing. If the PROVIDER has not satisfactorily implemented its corrective actions by the end of this Contract, the PROVIDER will still be held accountable for implementing the remainder of the corrective actions if the PROVIDER remains eligible to deliver VPK and executes a new contract with the COALITION.

55. **Termination for Cause.**

a. Basis of Termination for Cause. PROVIDER agrees that COALITION has the right to terminate this Contract for cause at any time. The following are grounds for termination for cause: (a) Action, or lack of action, which threatens the health, safety or welfare of children; or cited for a Class I violation by the Department of Children and Families or local licensing agency as applicable (b) The material failure to comply with one or more of the terms of this Contract, including failure to verify all new hires work authorizations status using E-Verify system as described in paragraph 7 above, and failure to implement corrective action; (c) The refusal to accept any notice described under this Contract which COALITION is required to send to PROVIDER; or (d) Reasonable or probable cause for COALITION to suspect that fraud has been committed by PROVIDER as described in paragraph 60.

b. Notice of Termination for Cause. In order to terminate PROVIDER for cause, COALITION must send a written notice of termination for cause to PROVIDER. Such notice must be sent, with proof of delivery, at least five (5) business days before termination. The notice must state the date of, and the specific basis for, termination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 61. Notwithstanding PROVIDER's refusal of delivery of the notice, this Contract shall be terminated on the date identified in the notice. COALITION shall document any refusal of

delivery.

56. **Emergency Termination.** COALITION must immediately terminate this Contract on an emergency basis upon a notification by the Department of Children and Families (DCF) or local licensing agency or accreditation body actions or inactions of a PROVIDER that pose an immediate and serious danger to the health, safety, or welfare of children. COALITION will terminate this Contract on an emergency basis by sending PROVIDER written notice of emergency termination at least twenty-four (24) hours prior to termination. The written notice must specifically state the basis of COALITION's emergency termination. Finally, the notice must state that PROVIDER may request a review of the determination as described in paragraph 61.

57. **Revocation of Eligibility.**

a. In accordance with sections 1002.55(6), 1002.61(10), or 1002.63(9), F.S., if PROVIDER's Contract is terminated under paragraph 55 or 56, the COALITION may revoke a PROVIDER's eligibility to deliver the VPK Program and a SCHOOL DISTRICT may revoke a public school's eligibility to deliver the VPK Program. When revoking a PROVIDER'S eligibility, the COALITION or SCHOOL DISTRICT shall adhere to requirements provided in Rule 6M-8.702, F.A.C. COALITION or SCHOOL DISTRICT shall provide notice of its intent to revoke PROVIDER'S eligibility at the same time that it provides written notice of intent to terminate the contract to PROVIDER. For multi-site providers, such as corporate chains or school districts, VPK program ineligibility is per site and may not apply to all locations unless specifically determined otherwise by the coalition.

b. The PROVIDER agrees that in the event that this contract is terminated under the provisions of paragraphs 55 or 56, and the PROVIDER's eligibility is not revoked under paragraph 57 part a, the parties may not enter into another contract for VPK services for the remainder of the contract term of this contract.

58. **Termination of Contract by Provider.** PROVIDER and COALITION may agree to terminate this Contract by mutual consent or PROVIDER may unilaterally terminate this Contract at will. Written notice of termination must be given at least thirty (30) calendar days before the termination date in order for the COALITION to make alternative arrangements for uninterrupted services for children served under this Contract. If sufficient notice of termination is not provided, COALITION may refuse to issue the final reimbursement payment to PROVIDER. If PROVIDER unilaterally terminates this Contract during the pendency of an inquiry due to suspected noncompliance with part V or part VI of chapter 1002, of the Florida Statutes or chapter 6M-4, 6M-8, F.A.C., the COALITION may revoke the PROVIDER'S eligibility in accordance with Rule 6M-8.702, F.A.C. if the noncompliance is upheld by the early learning coalition review hearing committee.

59. **Legislative Appropriation.** Any obligation for payment under this Contract is contingent upon an appropriation by the Florida Legislature. If funds required to finance this Contract are unavailable, COALITION shall terminate this Contract after providing written notice, with proof of delivery, at least twenty-four (24) hours before termination of this Contract. In the event of termination of this Contract under this paragraph, PROVIDER shall be paid for the documented VPK hours completed prior to termination of this Contract.

60. **Fraud.**

Suspension for Suspected Fraud. In accordance with s. 1002.91(4), F.S., COALITION may suspend or terminate PROVIDER from participation in the VPK Program when it has reasonable cause to believe that PROVIDER has committed fraud. PROVIDER may request a review of COALITION's determination to suspend PROVIDER as described in paragraph 61. This review shall be limited to a determination of whether the COALITION has reasonable belief fraud occurred. If suspended, PROVIDER shall remain suspended until the completion of any investigation by the Department of Education, the Department of Financial Services, or any other state or federal agency, and any subsequent prosecution or other legal proceeding.

a. Termination for Fraud. In accordance with s. 1002.91(5), F.S., if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., the COALITION shall refrain from contracting with, or using the services of, PROVIDER for a period of 5 years. In addition, COALITION shall refrain from contracting with, or using the services of, any provider that shares an officer or director with a provider that is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S. for a period of five (5) years.

b. Termination for National Disqualification. In accordance with s. 1002.91(7), F.S., if PROVIDER is placed on the United States Department of Agriculture National Disqualified List, COALITION must terminate this Contract for cause. In addition, if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List, COALITION must terminate this Contract for cause.

61. **Due Process Procedures.** PROVIDER may request a review of determinations made by COALITION under this Contract. Reviews will be conducted in accordance with Exhibit 2, Due Process Procedures. While a request for a review is being examined, PROVIDER is not required to implement corrective action. In accordance with s. 1002.73(1), PROVIDER may not offer any VPK Program services while a request for a review regarding termination of PROVIDER's VPK Statewide Contract is being examined.

62. **Severability of Provider Location.** If PROVIDER has executed this Contract on behalf of multiple locations and one or more of the locations is terminated pursuant to Section XI of this Contract, then in lieu of re-executing a new contract for the remaining locations, COALITION may modify Exhibit I to indicate which location(s) previously part of this Contract has been removed. This information shall be provided in the Provider Portal. This Contract will remain in force and effect as to all locations in Exhibit 1 which are not modified.

63. **Litigation and Venue.** In the event that PROVIDER believes that this Contract has been inappropriately terminated, or in the event of a breach of this Contract, any available remedies may be pursued in a court of competent jurisdiction. COALITION and PROVIDER agree that any litigation related to this Contract which is brought by COALITION or PROVIDER will be brought in a county within COALITION's geographical service area.

XII. NOTIFICATION

64. **Information Change Notification**. PROVIDER agrees that it will comply with each of the following notification requirements:

a. Provide notice to the COALITION of class transfers of children at the same provider location within fourteen (14) calendar days.

b. Provide notice to the COALITION of changes to information provided on Forms DEL-VPK 10, DEL-VPK 11A, and DEL-VPK 11B within fourteen (14) calendar days after the information changes in accordance with Rule 6M-8.300, F.A.C..

c. Provide notice of temporary closure in accordance with the requirements of Rule 6M-8.204, F.A.C..

d. Provide notice and documentation specifying reasons for dismissal of children within fourteen (14) calendar days.

65. **CCR&R Participation.** PROVIDER agrees to provide program and business information annually for inclusion in the Child Care Resource and Referral (CCR&R) Network and is responsible for ensuring that COALITION has up-to-date business and contact (including emergency contact) information. This information shall be provided in the Provider Portal.

66. **Unusual Incident Notification.** PROVIDER agrees to report unusual incidents to COALITION by no later than the close of business on the next business day of the unusual incident and to submit a written report to COALITION within three (3) business days from the date of the incident. For licensed providers, sending a copy of the incident report submitted for DCF to COALITION shall constitute compliance with this paragraph. An unusual incident is any significant event involving the health and safety of children under PROVIDER's care. Examples of unusual incidents include: accusations of abuse or neglect against PROVIDER or PROVIDER's staff; the injury of a child which requires professional medical attention at PROVIDER's site or written notification from the child's parent that the child received professional medical attention; and when PROVIDER receives notice of litigation where PROVIDER is a named party or defendant that relates to PROVIDER's operation of VPK services.

67. **Notification of Disqualification or Public Assistance Fraud.**

a. PROVIDER shall notify COALITION within five (5) calendar days if PROVIDER is placed on the United States Department of Agriculture National Disqualified List, or if PROVIDER shares an officer or board director with a provider that is on the United States Department of Agriculture National Disqualified List.

b. PROVIDER shall notify COALITION within five (5) calendar days if PROVIDER, or an owner, officer, or board director thereof, is convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S., or is acting as the beneficial owner for someone who has been convicted of, found guilty of, or pleads guilty or nolo contendere to, regardless of adjudication, public assistance fraud pursuant to s. 414.39, F.S.

XIII. INDEMNIFICATION

68. **Indemnification.** PROVIDER shall be fully liable for and indemnify, defend and hold harmless COALITION, Department of Education and all of their officers, directors, agents, contractors, subcontractors and employees from and against any and all third-party claims, suits, actions, damages, judgments and costs that arise whether in law or in equity, from any of the PROVIDER's agents, subcontractors or employees' acts, actions, neglect or omission during the performance or operations under this Contract or any subsequent modification thereof. This includes attorney's fees and costs. This indemnification holds whether liability is direct or

indirect and whether damage is to any person or real or personal tangible or intangible property. If PROVIDER is a state agency or a subdivision thereof, as defined in s. 768.28(2), this paragraph is limited to the extent permitted by s. 768.28, F.S.

XIV. SEVERABILITY

69. **Severability.** If any provision of this Contract is held to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions remain in full force and effect.

XV. AMENDMENTS

70. **Only Authorized Amendments.** Only authorized attachments, amendments, or supplements to this Contract are authorized or permitted including those specifically incorporated by reference in this form, such as Exhibit 1, Provider Location List; Exhibit 2, Due Process Procedures; Form DEL-VPK 20A, Amendment to the Statewide Voluntary Prekindergarten Provider Contract; and Form DEL-VPK 20PP or Form DEL-VPK 20PS, as described in paragraph 7.

XV. EXECUTION OF CONTRACT

In accordance with ss. 1002.55(3)(i), 1002.61(3)(b), and 1002.63(3)(b), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the VPK Program, which include the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section XI.

Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

Michelle Barash	Michelle Barash
Signature of President/Vice President/ Secretary/Officer/Owner/Principal/or Other Authorized Representative	**Print Name**
☒ By Electronic Signature	Approved as to Form *Nancy McClain Alfonso* General Counsel, HCSB
Director of Elementary Programs	6/30/2022 4:15:33 PM
Title	**Date**
Provider's Additional Signatory (If required by the Provider)	**Print Name**
☐ By Electronic Signature	
Title	**Date**
Provider's Additional Signatory (If required by the Provider)	**Print Name**
☐ By Electronic Signature	
Title	**Date**

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative	**Print Name**
☐ By Electronic Signature	
Title	**Date**

** Electronic signature: By providing this electronic signature I attest that I understand that electronic signatures are legally binding and have the same meaning as handwritten signatures. I confirm that internal controls have been maintained, and that policies and procedures were properly followed to ensure the authenticity of the electronic signature.*

STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN
PROVIDER CONTRACT
FORM DEL-VPK 20

Exhibit 1: Provider Location List

Provider Legal Name: Hernando County School District (doing business as)

If PROVIDER is executing this Contract on behalf of one physical location, mark this Exhibit "Not Applicable" in the box below.

☐ **Not Applicable**

If PROVIDER is a school district executing a single Contract on behalf of multiple public school VPK providers or if PROVIDER is executing a single Contract on behalf of multiple private VPK sites within COALITION's service area, PROVIDER shall complete a Provider Location List in a table format with the following rows:

A. Location Number (optional)
B. Location Legal Name
C. Doing Business As Name (if applicable)
D. Physical Address
E. Employer Identification Number (EIN)
F. School Year (Y/N)
G. Summer (Y/N)
H. Official Use Only (for coalition use)

Exhibit 2: Due Process Procedures

Provider Legal Name: **Hernando County School District**

1. Purpose of Exhibit. Early Learning Coalitions are responsible for the local implementation of early learning programs funded with state and federal funds, such as the School Readiness Program and Voluntary Prekindergarten Education Program. Providers of such early learning programs may request a review of determinations made by an Early Learning Coalition in accordance with the due process procedures described below.

2. Request for Review Hearing. If a provider disputes any action taken by the Coalition pursuant to the terms of the Statewide Voluntary Prekindergarten Provider Contract, the provider may request a review hearing in writing by sending it to the contact person listed in the Coalition's action. A review hearing is a "meeting" for the purposes of the Sunshine Law which is subject to public notice. During a review hearing, the provider will have a reasonable opportunity to address Coalition staff-persons or sub-contractor staff regarding the Coalition's action and to present supporting evidence before a Review Hearing Committee. Provider may have an attorney present at the review hearing to represent or advise the provider.

a. Content of Request for Review Hearing. The request for review hearing must state: the name and contact information of an individual authorized to provide information and binding responses on behalf of provider; the specific action by the Coalition that the provider disputes, the specific reasons for the provider's belief; and whether the provider will be represented by an attorney or another individual during the review hearing.

b. Request Time. The provider's request for a review hearing must be submitted in writing to the Coalition within five (5) business days of receipt of notice of the determination which the provider believes to be incorrect.

c. Supporting Documentation. The provider must send copies of any written documentation supporting the claims of the provider. Examples of relevant documentation may include, but are not limited to, attendance documentation, notarized attestations from parents, documentation from licensing or accrediting bodies, documents demonstrating dates of information submission, and a proposed corrective action plan.

3. Implementation of Review. If the Coalition receives a request for review hearing from the provider, the Coalition must address the request by taking the following steps.

a. Assignment of Review Hearing Committee. Within three (3) business days of receipt of a request for review hearing, the. The Coalition must assign a Review Hearing Committee to complete the review. The Review Hearing Committee must be composed of at least three but no more than five members of the Coalition Board. The Chair of the ELC shall appoint the Review Hearing Committee and shall name the chair of the committee. At least one of the members must be a mandatory member as set forth in section 1002.83(4) and at least one other member shall be one of the provider representative members. If all attempts have been made by the Coalition to schedule among the selected Review Hearing Committee members potential dates for the hearing and neither provider representative from the Coalition Board is available, then the requirement for a provider representative will be waived for this hearing and the minutes of the Review Hearing Committee will document that the Coalition made every attempt to have a provider representative member included but was unable to do so for this hearing.

b. Response to Request for Review Hearing. Within five (5) business days of receipt of the request for review hearing, the Coalition must respond to the provider in writing, return receipt requested. The notice must include at least three (3) proposed dates and times for the review hearing which must be within forty-five (45) days of the date of receipt of the request for review hearing. The notice must also state that the review hearing may be conducted in person at a location designated by the Coalition or via any method of telecommunications, as long as the public is given reasonable access to observe and, when appropriate, participate. Finally, the notice must state whether or not all of the Coalition staff persons or sub-contractor staff whom the provider wishes to have present during the hearing will be made available. If any individual who the provider requested to have present is not available, the Coalition must make available an individual who is qualified to address the subjects the provider wished the individual to address.

c. Date and Location Selection. Within five (5) business days of receipt of the response to a request for review hearing, the provider must inform the Coalition of the date and time which it selects for the review hearing and whether the provider will attend the meeting in person or via a method of telecommunication. Within five (5) business days of receipt of the response to a request for review hearing, if the provider is unable to attend any of the proposed dates and times for the review hearing, the provider must submit written notice which states the specific reasons that provider is unable to attend and must contact the Coalition to select a mutually agreed upon date for the review hearing. If the provider does not inform the Coalition of the date and time within the required time period, then the process is considered complete and the request is denied.

d. Conducting the Review Hearing. The Review Hearing Committee shall assess the claim(s) the provider made in its request for review by examining all information and documentation submitted by the provider. The provider must be given a reasonable opportunity to question Coalition staff-persons or sub-contractor staff regarding the determinations of the Coalition and to present evidence before the Review Hearing Committee. The Coalition will also be provided a reasonable opportunity to submit evidence to rebut any claims made by the provider.

e. Notice of Review Hearing Committee Decision. Following completion of the presentation by the provider and the Coalition, the Review Hearing Committee will vote regarding each of the provider's claims. The decision of the Review Hearing Committee is final. In its' deliberations, the Review Hearing Committee must determine:

i. If the determination made by the Coalition was correct, in whole or in part, or incorrect.

ii. If no part of the determination made by the Coalition was correct, then the provider is not required to take further action.

iii. If any part of the determination made by the Coalition is correct, the Committee must identify the portion(s) determined to be correct and as applicable, decide:

A. If corrective action is necessary, that the provider must take corrective action in regard to the part(s) which the Review Hearing Committee determines to be correct; and the revised deadlines for completion of the corrective action (s); or

B. If the provider's eligibility to offer the Voluntary Prekindergarten Education Program will be terminated, the date of termination.

f. Notice of Review Hearing Conclusion. The Chair of the Review Hearing Committee shall ensure a written notice of the review hearing conclusion is prepared. The written notice must state the outcome of the Review Hearing Committee's vote regarding each of the provider's claims. In addition, the notice must specifically state the reasons supporting the Review Hearing Committee's conclusions. The dates for either corrective action to be completed, or termination of eligibility to offer the Voluntary Prekindergarten Education Program shall be included in the notice. The Chair of the Review Hearing Committee shall approve the notice and ensure it is made public within ten business days of the conclusion of the Review Hearing.

Exhibit 1: Provider Location List

Provider Name: Brooksville Elementary School

Location Number	20864
Location Legal Name	Hernando County School District
Doing Business As Name	Brooksville Elementary School
Physical Address	885 N BROAD ST BROOKSVILLE, FL 34601-2302
Employer Identification Number	596000647
School Year	Yes
Summer	Yes
Official Use Only	

Exhibit 1: Provider Location List

Provider Name: Chocachatti Elementary School

Location Number	20978
Location Legal Name	Hernando County School District
Doing Business As Name	Chocachatti Elementary School
Physical Address	4135 CALIFORNIA ST BROOKSVILLE, FL 34604-0682
Employer Identification Number	596000647
School Year	Yes
Summer	Yes
Official Use Only	

Exhibit 1: Provider Location List

Provider Name: Deltona Elementary

Location Number	20128
Location Legal Name	Hernando County School District
Doing Business As Name	Deltona Elementary
Physical Address	2055 DELTONA BLVD SPRING HILL, FL 34606-3216
Employer Identification Number	596000647
School Year	Yes
Summer	Yes
Official Use Only	

Exhibit 1: Provider Location List

Provider Name: Eastside Elementary School

Location Number	20976
Location Legal Name	Hernando County School District
Doing Business As Name	Eastside Elementary School
Physical Address	27151 ROPER RD BROOKSVILLE, FL 34602-7210
Employer Identification Number	596000647
School Year	Yes
Summer	Yes
Official Use Only	

Exhibit 1: Provider Location List

Provider Name: Moton Elementary

Location Number	20127
Location Legal Name	Hernando County School District
Doing Business As Name	Moton Elementary
Physical Address	7175 EMERSON RD BROOKSVILLE, FL 34601
Employer Identification Number	596000647
School Year	Yes
Summer	Yes
Official Use Only	

Exhibit 1: Provider Location List

Provider Name: Pine Grove Elementary School

Location Number	20975
Location Legal Name	Hernando County School District
Doing Business As Name	Pine Grove Elementary School
Physical Address	14411 KEN AUSTIN PKWY BROOKSVILLE, FL 34613-4992
Employer Identification Number	596000647
School Year	Yes
Summer	Yes
Official Use Only	

Exhibit 1: Provider Location List

Provider Name: Spring Hill Elementary School

Location Number	20865
Location Legal Name	Hernando County School District
Doing Business As Name	Spring Hill Elementary School
Physical Address	6001 MARINER BLVD SPRING HILL, FL 34609-1314
Employer Identification Number	596000647
School Year	Yes
Summer	Yes
Official Use Only	

Exhibit 1: Provider Location List

Provider Name: Westside Elementary School

Location Number	20974
Location Legal Name	Hernando County School District
Doing Business As Name	Westside Elementary School
Physical Address	5400 APPLEGATE DR SPRING HILL, FL 34606-4505
Employer Identification Number	596000647
School Year	Yes
Summer	Yes
Official Use Only	

STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN
PROVIDER CONTRACT
PUBLIC SCHOOL ATTACHMENT FORM DEL-VPK 20PS

I. PARTIES AND TERMS OF CONTRACT ATTACHMENT

1. **Parties.** This document is executed as an Attachment to the Contract made and entered into the 1st day of July, 20 22, by and between the Early Learning Coalition of Pasco and Hernando (herein referred to as "COALITION"), and Hernando County School District (herein referred to as "PROVIDER"), with its principal offices located at 919 N BROAD ST BROOKSVILLE, FL 34601-2397.

2. **Provider Type.** This attachment is designed for use by public school districts and/or public schools. If a VPK site under this Contract is a charter school, the COALITION shall confirm that VPK is in its charter before use of this attachment.

II. PUBLIC SCHOOLS

3. **Monitoring Assurance.** The school district understands that the provisions of this Contract are required to fulfill its obligation to offer the VPK Program at public schools, and that COALITION will monitor public schools for compliance with the requirements of offering the VPK Program in accordance with sections 1002.68(10) and 1002.63(9), F.S.

4. **Summer Funding.** Each district's funding for the summer program shall be modified from the terms of Paragraph 2 of the Contract (Form DEL-VPK 20) in accordance with s. 1002.71 (3)(d), F.S.

5. **Transportation funding.** A student enrolled in the VPK Program may not be reported under s. 1011.68, F.S. for student transportation funds.

6. **School District Authorization.** An authorized school district representative must be a signatory of this Contract.

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Agenda Item # 13. 23-0799 7/26/2022

Title and Board Action Requested

Approve the Hernando County school District Mental Health Plan for the 2022-2023 School Year

Executive Summary

The Director of Student Services, on behalf of the Superintendent of Schools, hereby requests the Hernando county School Board approve the Hernando County School district 2022-2023 Mental Health Assistance Application (MHAA), which is comprised of two (2) sections: 1) Youth Mental Health First Aid (YMHFA) and 2) Mental Health Assistance Allocation Plan (MHAAP).

Final directive requirements as well as the allocated amount for the 2022-2023 Mental Health Assistance Allocations has been increased from $1,018,593.00 to $1,240,537.00 for the 2022-2023 school year. This increase has been absorbed due to the increase in salaries, insurance cost, etc. As of the upload of the Mental Health Board Agenda item the Department of Education has not provided the 22-23 allocated budget for the Youth Mental Health First Aid Training. The current plan is based on last years amount of $26,180.
As of January 21 7.5% of staff were trained in YMHFA. As of June 30, 2022 this percentage has increased to 13.14% staff trained and by the end of July 2022 the percentage of staff trained will be 23.62%. In compliance with House Bill 899, 80% of school personnel must be trained and receive certification in the Youth Mental Health First Aid Training. This portion of the application outlines the plan to achieve this with additional funding from the Mental Health Assistance Allocation once the YMHFA budget has been utilized.

Senate Bill 7030 requires all school districts to review, approve and submit Board approved plans for compliance with the SB7030 to the commissioner of education by August 1 of each year.
The MHAA provides funding to assist school districts in establishing or expanding school-based mental health services as part of the Multi-Tiered Systems of Support (MTSS) process. The MHAA provides funding to assist school districts in establishing or expanding school-based mental healthcare. SB7030 amended the MHAA, in part, to ensure that each Florida public school year and continuing for the 2022-2023 school year. The Mental Health professionals focus will be training educators and other school staff in mental health awareness, supports, practices, and connecting children, youth and families who experience behavioral health issues with appropriate school based and community services. Each School Districts MHAA plan must include all district schools including charter schools. Hernando County Schools includes three charter schools, BEST Academy, Gulf Coast Charter School and Gulf Coast Elementary Schools. All charter schools have elected to follow the Hernando Schools YMHFA and Mental Health plan for the 2022-2023 school year.

The Florida Department of Education Bureau of Student Support Services has updated the Mental Health Plan document and has combined it with the Youth Mental Health First Aid (YMHFA) plan for training and implementation.

The updated Mental Health assistance allocation plan is focused on increasing access to mental health services by providing a Social Worker per site.

In addition, to continue to improve the mental health referral process, a social worker referral link will continue to be available for all stakeholders (Appendix B). This link will automatically notify the school social worker of a social worker referral(with parental consent) as well as create a mental health- tracking database to monitor compliance with the SB7030 required timelines. SB7030 requires a timeline for students to be assessed/screened within 15 days of receipt of the referral. The attached Decision Chart provides the process in compliance with SB7030 and one of the assurances for the MHAAP.
In 2021-2022, the MHAA allocated funds from the state of Florida was $1,018,593.00. These funds continue to be allocated to expand on mental health services by increasing staff to provide direct services. The allocated funds for the 2022-2023 school year is $1,240,537.00.

The MHAA also provides funding for mental health trainings including but not limited to state conferences for school based mental health professionals. A portion of the MHAA funds is allocated for contracted services in high need schools.
The MHAA Plan has also included in compliance with legislative updates the following that require a school board policy or procedure established:
e. District schools and local mobile response teams use the same suicide screening instrument approved by FDOE pursuant to s. 1012.583, F.S., and Rule 6A-40010, Florida Administrative Code. The approved screeners are: the Columbia-Suicide Severity Rating Scale (C-SSRS), Suicide Assessment Five-Step Evaluation and Triage (SAFE-T) and the SAFE-T with C-SSRS.
f. Assisting a mental health services provider or a behavioral health provider as described in s. 1011.62, F.S., respectively, or a school resource officer or a school safety officer who has completed mental health crisis intervention training in attempting to verbally deescalate a student's crisis situation before initiating an involuntary examination.
g. The requirement that in a student crisis situation, the school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to s. 394.463,F.S., unless the child poses an imminent danger to self or others before initiating an involuntary examination . Such contact may be in person or using telehealth. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team, or be a direct or contracted school district employee. Note: All initiated involuntary examinations located on school grounds, on school transportation or at a school sponsored activity must be documented in the Involuntary Examinations and Restraint and Seclusion (IERS) platform.
h. Parents of students receiving services are provided information about other behavioral health services available through the student's school or local community-based behavioral health service providers. Schools may meet this requirement by providing information about and internet addresses for web-based directories or guides for local behavioral health services.

My Contact
Jill Kolasa, Director
Student Services
(352) 797-7008

2018-23 Strategic Focus Area
Pillar 1: Student Achievement

Financial Impact

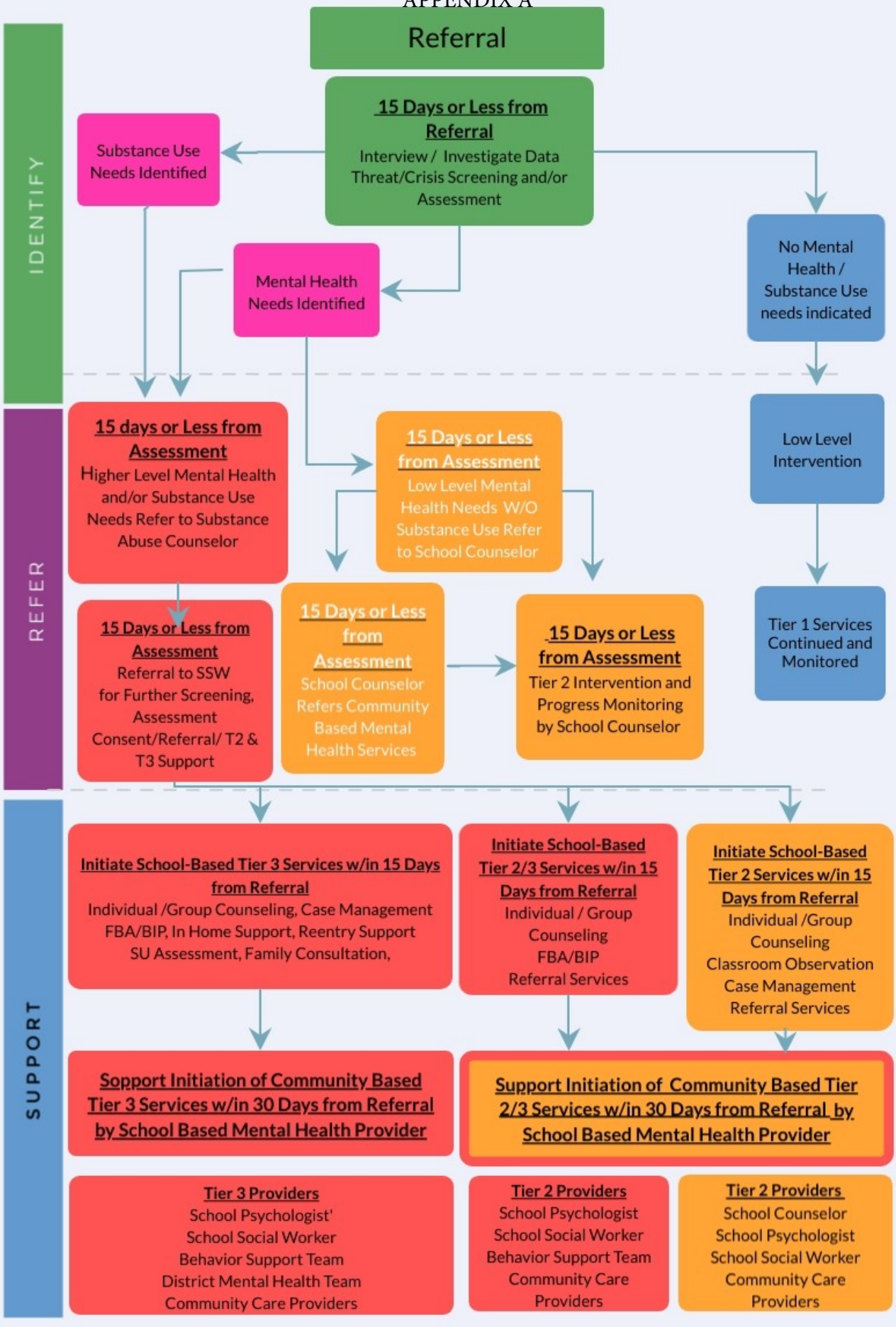
The cost for this agenda item is $ 1,240,537.00, see attached budget sheet. The cost for the previous fiscal year was $ 1,018,593.00.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Hernando County School District

School-Based and Community Mental Health Referral Process

HCSD Mental Health Committee



APPENDIX B

School Social Work Referral

* Required

Email address *

Your email

Student Name *

Your answer

Student ID *

Your answer

Grade *

Your answer

Presenting Concern: *

- [ ] Behavioral
- [ ] Safety
- [ ] Social
- [ ] Medical
- [ ] Truant
- [ ] Material

Current/Previous Interventions *

- [ ] Caregiver Teacher Conference
- [ ] Administrator / Parent Contact
- [ ] Problem Solving Meeting
- [ ] T2 Behavior
- [ ] T2 Academic
- [ ] T3 Behavior
- [ ] T3 Academic
- [ ] CST
- [ ] NONE

Caregiver Contact *

- Attempted
- Not Attemtpted
- Yes

Caregiver Response *

Your answer

Referred By: *

Your answer

Relationship to Student *

Choose

Impact on Student *

Your answer

Student Strengths and Previous Outcomes *

Your answer

A copy of your responses will be emailed to the address you provided.

SUBMIT

Never submit passwords through Google Forms.

reCAPTCHA
Privacy Terms

APPENDIX C

Hernando Schools Mental Health Screening /Assessment Tools

CLINICAL MEASURES – GLOBAL

The following measures are designed to assess an array of target problems, including internalizing and externalizing disorders.

Copies of these instruments can be found here:
https://drive.google.com/folderview?usp=sharing&id=0B0GTQg4639jjVGMyd3RaOHhCQXc& ddrp=1#

Youth Top Problems (YTP) YTP is simply a structured way of assessing client and/or parent report of primary concerns to be addressed in treatment. However, the way you use this into your own practice can be somewhat flexible. According to John Weisz and colleagues' paper on Top Problems (published in 2011), TP could support clinical practice in several ways: (a) adding specificity to problems that other scales ask about too generally or would miss; (b) identifying specific client priorities within a large array of problems (d) giving clients a voice in shaping the agenda and goals of treatment; (e) enhancing rapport and alliance between clients and clinicians; (f) providing a way to monitor progress of treatment by tracking ratings on these TP; (g) informing decisions about when to end treatment, and (h) using an approach that can fit into everyday practice because it builds on an already widely used procedure—that is, identifying client concerns at the beginning of treatment.

Brief Problem Checklist (BPC) The BPC is a fifteen item measure of internalizing and externalizing problems among youth ages seven to adolescence. It is designed for repeated periodic assessments of clinical progress among children with a wide variety of problems. There are both child and parent versions of the measure. The measures can be accessed at: Child version
http://www.childfirst.ucla.edu/Brief%20Problem%20Checklist%20-%20Child.pdf Parent Version
http://www.childfirst.ucla.edu/Brief%20Problem%20Checklist%20-%20Parent.pdf

Strength and Difficulties Questionnaire (SDQ) The SDQ is a brief behavioral screening questionnaire for children and adolescents ages 3-16. There are several versions of the SDQ including a parent form, a teacher form, a modified form for parents and teachers of nursery school children, and a self-report form for youth aged 11-17. Each form is comprised of 25 items that assess the following 5 domains: emotional symptoms, conduct problems, hyperactivity/inattention, peer relationship problems and prosocial behavior. There is an impact supplement that can also be added to the measures that includes questions about whether the respondent thinks the child has a problem and, if so, inquires further about the chronicity, distress, social impairment and burden to others caused by this problem. These measures can be accessed at: http://www.sdqinfo.com/py/sdqinfo/b3.py?language=Englishqz(USA)

Impairment Rating Scale (Narrative Description of Child's Impairment – Home and School Versions)* This measure asks parents and teachers to describe the child's primary problem and how this problem has affected functioning with peers, relationship with parents/teacher, academic progress, self-esteem and overall family/classroom functioning. Both the home and school versions can be accessed at: http://ccf.buffalo.edu/pdf/Impairment_scale.pdf

Pediatric Symptom Checklist (PSC and Y-PSC)* This psychosocial screen is designed to aid in the recognition of cognitive, behavioral and emotional problems in children ages 3-16 so that appropriate interventions can be delivered as early as possible. Though this measure cannot be used in making a specific diagnosis, it can serve as a useful first step. Thirty-five item parent and youth (for adolescents age 11 and up) versions of the measure are available in several languages. A shorter 17-item version of the measure and a pictorial version are also available. All forms can be found at: http://www.massgeneral.org/psychiatry/services/psc_forms.aspx

Peabody Treatment Progress Battery (PTPB) The PTPB is a set of 11 measures assessing mental health outcomes and clinical processes for youth ages 11-18. The PTPB collects information from youth, caregivers, and clinicians. All measures associated with the PTPB are appropriate to use as screening tools and/or to monitor symptom changes over time. All measures within the PTPB are brief (2-26 items) and can be administered in five to eight minutes. The first six measures assess treatment outcome whereas the latter five measures focus on treatment processes (e.g., therapeutic alliance, treatment expectation). The first six measures are sensitive to symptom change as a result of treatment. Access the PTPB at: http://peabody.vanderbilt.edu/research/center-evaluation-programimprovement-cepi/reg/ptpb_2nd_ed_downloads.php

Columbia Impairment Scale (CIS) The CIS is a 13-item parent or youth report utilized for rating problem behaviors, providing a global measure of impairment. The self-report version is appropriate for children age 9-17 years, while the parent version is appropriate for children age 6-17 years. Administration time is approximately 3 minutes. Areas of functioning assessed include interpersonal relations, broad psychopathological domains, functioning in job or schoolwork, and use of leisure time. CIS scores range from 0 to 52, with higher scores indicating a greater level of impairment; a score of 15 or higher is considered clinically impaired.
Parent-version:
https://www.dhs.state.il.us/OneNetLibrary/27896/documents/By_Division/MentalHealth/Columbia/CIS-Parent%20web%20system%20version%20w%20instructions_1.pdf

Youth-version:
https://www.dhs.state.il.us/OneNetLibrary/27896/documents/By_Division/MentalHealth/Columbia/CIS-Y%20-youth%20web%20system%20version%20w%20instructions_1.pdf

CLINICAL MEASURES – PROBLEM AREA SPECIFIC

The following measures are designed to assess a cluster of difficulties (e.g., internalizing problems) or specific disorder (e.g., OCD).

Disruptive Behaviors

Parent/Teacher Disruptive Behavior Disorder Rating Scale (DBD-RS) The Parent/Teacher DBD is a 45-item scale that assesses symptoms associated with ADHD, oppositional defiant disorder and conduct disorder. It is designed to be filled out by parents or teachers. The scale can be accessed at: http://ccf.buffalo.edu/pdf/DBD_rating_scale.pdf.

NICHQ Vanderbilt Assessment Scales (ADHD) The Vanderbilt Assessment Scale is a 55-item measure that can be completed by parents and teachers to assess for high frequencies of symptoms associated with ADHD. The scale also includes screening questions for commonly coexisting conditions, including oppositional defiant disorder, conduct disorder and anxiety disorders. The target population for this measure is children ages 6 to 12.
Parent Measure : http://www.multicare-assoc.com/pdfs/NICHQVanderbiltParent.pdf
Parent Follow-Up:
http://www.uwmedicine.org/neighborhoodclinics/Documents/05VanFollowUp%20Parent%20Infor.pdf
Teacher Measure:
http://www.jeffersandmann.com/client_files/file/JMA_Vanderbilt-Teacher-Informant.pdf
Teacher Follow Up:
http://www.jeffersandmann.com/client_files/file/JMA_Vanderbilt-Teacher-Informant-Followup.pdf
Scoring Instructions: http://www.pedstest.com/Portals/0/TheBook/VanderbiltScoring.pdf

Child and Adolescent Disruptive Behavior Inventory (CADBI) Screener The CADBI Screener is a brief parent- or teacher-report measure consisting of 25 items and 3 subscales: Opposition directed towards adults (items 1-8) and towards peers (items 9-16), and hyperactivity/impulsivity (items 7-25). This measure was used in validation studies in youth 3- 18 years old. It can be used as a screening and diagnostic tool.

Depression

Center for Epidemiological Studies Depression Scale for Children (CES-DC) This is a 20-item self-report depression inventory with possible scores ranging from 0 to 60. Higher CES-DC scores indicate increasing levels of depression. Scores over 15 can be indicative of significant levels of depressive symptoms. The CES-DC can be used with children and adolescents ages 6-17. It can be accessed at: http://www.brightfutures.org/mentalhealth/pdf/professionals/bridges/ces_dc.pdf

Depression Self-Rating Scale for Children (DSRS) The DSRS is an 18-item self-report depression screening tool for youth ages 8 to 14 years . It should take 5 to 10 minutes to complete this tool. Children who score 15 and over on the DSRS are significantly more likely to have a depressive diagnosis. This measure can be accessed at: http://www.scalesandmeasures.net/files/files/Birleson%20SelfRating%20Scale%20for%20Child%20Depressive%20Disorder.pdf

Patient Health Questionnaire – 9 (PHQ-9) The PHQ-9 is a 9-item measure developed for assessing and monitoring depression severity. Items are self-administered and can be utilized in youth 13 years and older. Scores of 5, 10, 15, and 20 represent cutpoints for mild, moderate, moderately severe, and severe depression, respectively. This measure has been field-tested in office practice. The screener is quick and user-friendly, improving the recognition rate of depression and facilitating diagnosis and treatment. Available at: http://www.phqscreeners.com/

Other Mood/Mania

Yale-Brown Obsessive Compulsive Scale (CY-BOCS) for Children The Y-BOCS is a 40-item measure used by clinicians to assess obsessive-compulsive symptoms in adolescents ages 15 and over. The Y-BOCS rating scale is a gradated scale to measure the severity of OCD symptoms, and can be repeated to measure treatments and interventions. A version of the Y-BOCS is available at: http://home.cogeco.ca/~ocdniagara/files/ybocs.pdf

Child Mania Rating Scale-Parent Version (CMRS-P) The CMRS-P is 21-item parent-report measure designed to assess mania in youths ages 5-17. The CMRS-P is appropriate to use as a screening or diagnostic tool, and to monitor symptom changes over time. A total score of 20 is recommended to best differentiate between youth with pediatric bipolar disorder, youth with ADHD, and healthy controls, and also to indicate remission from mania symptoms. Available at: http://www.dbsalliance.org/pdfs/ChildManiaSurvey.pdf

Child Dissociative Checklist (CDC) Version 3* The CDC is a 20-item parent/adult observer report measure of dissociative behaviors for children ages 5 to 12. A score of more than 12 warrants additional evaluation. The measure can be accessed at: https://secure.ce-credit.com/articles/102019/Session_2_Provided-Articles-1of2.pdf

Anxiety

Revised Children's Anxiety and Depression Scale (RCADS) The RCADS is a 47-item designed to assess depression and anxiety in youth from grades 3 to 12. The subscales of the measure include: separation anxiety disorder, social phobia, generalized anxiety disorder, panic disorder, obsessive compulsive disorder, and major depressive disorder. Both youth and parent versions of the measure are available in several languages. The measures can be accessed at:
User Guide: http://www.childfirst.ucla.edu/RCADSGuide20110202.pdf
Child Version: http://www.childfirst.ucla.edu/RCADS%202009.pdf
Parent Version: http://www.childfirst.ucla.edu/RCADS-P%202009.pdf

Self-Report for Childhood Anxiety Related Disorders (SCARED) This measure is designed to screen for anxiety disorders in children ages eight and above. It consists of 41 items that measure general anxiety, separation anxiety, social phobia, school phobia, and physical symptoms of anxiety. Both child self-report and parent report versions of SCARED are available.
Child Form:
http://psychiatry.pitt.edu/sites/default/files/Documents/assessments/SCARED%20Child.pdf
Parent Form:
http://www.psychiatry.pitt.edu/sites/default/files/Documents/assessments/SCARED%20Parent.pdf

Spence Children's Anxiety Scale (SCAS) The SCAS is a self-report measure of anxiety for children and adolescents. Normative data is available separately for boys and girls between the ages of 7 and 18. The SCAS consists of 45 items (38 assessing anxiety, 7 items assessing social desirability). The subscales include: panic/agoraphobia, social anxiety, separation anxiety, generalized anxiety, fear of physical injury, and obsessions/compulsions,.
It can be accessed at: http://www.scaswebsite.com/index.php?p=1_6

Penn State Worry Questionnaire for Children (PSWQ-C) The PSWQ-C is a 14-item self-report questionnaire designed to assess worry in children and adolescents aged seven to seventeen. The PSWQ-C can be used as a screening tool. Responses are scored on a 4-point Likert scale from 0 (never) to 3 (always). Items 2, 7, and 9 are reversescored from 0 (always) to 3 (never), with greater scores indicating less worry rather than greater worry. Subsequently, item scores are summed to yield a total score. Total scores range from 0 to 42, with higher scores indicating greater tendency to worry. Available at: http://www.childfirst.ucla.edu/resources.html

Generalized Anxiety Disorder – 7 (GAD-7) The GAD-7 is a 7-item anxiety measure developed after the PHQ. Items are self-administered and can be utilized in youth 13 years and older. Cutpoints of 5, 10, and 15 represent mild, moderate, and severe levels of anxiety. Though designed primarily as a screening and severity (CSMH, August 2015) 7 measure for generalized anxiety disorder, the GAD-7 also has moderate sensitivity for three other common anxiety disorders – panic disorder, social anxiety disorder, and post-traumatic stress disorder. When screening for anxiety disorders, a recommended cutpoint for further evaluation is a score of 10 or greater. This measure has been field-tested in office practice. The screener is quick and user-friendly, improving the recognition rate of anxiety and facilitating diagnosis and treatment. Available at: http://www.phqscreeners.com/

Trauma

Childhood PTSD Symptom Scale (CPSS) The CPSS is a 26-item self-report measure that assesses PTSD diagnostic criteria and symptom severity in children ages 8 to 18. It includes 2 event items, 17 symptom items, and 7 functional impairment items. Symptom items are rated on a 4-point frequency scale (0 = "not at all" to 3 = "5 or more times a week"). Functional impairment items are scored as 0 = "absent" or 1 = "present". The CPSS yields a total symptom severity scale score (ranging from 0 to 51) and a total severity-of-impairment score (ranging from 0 to 7). Scores can also be calculated for each of the 3 PTSD symptom clusters (i.e., B, C, and D).
https://www.aacap.org/App_Themes/AACAP/docs/resource_centers/resources/misc/child_ptsd_

Trauma Exposure Checklist and PTSD Screener The Trauma Exposure Checklist and PTSD Screener is a 34-item self-report measure designed to screen youths ages 2-10 for emotional distress following a traumatic event.

Substance Use

CAGE Interviewing Technique (CAGE) Four clinical interview questions, the CAGE questions, have proved useful to quickly screen for problem drinking. The questions focus on Cutting down, Annoyance by criticism, Guilty feeling, and Eye-openers. The acronym "CAGE" helps the provider to recall the questions (used most often with physicians in brief alcohol screening). The 4 simple questions are "Have you ever: (1) felt the need to cut down your drinking; (2) felt annoyed by criticism of your drinking; (3) had guilty feelings about drinking; and (4) taken a morning eye opener? A cutoff of one or more positive response indicates problem drinking.
http://www.hopkinsmedicine.org/johns_hopkins_healthcare/downloads/CAGE%20Substance%2

Two-Item Conjoint Screen (TICS) The TICS includes 2 questions derived from the CAGE to screen for alcohol and other drug abuse or dependence. A positive response to one or both questions is considered a "positive screen" and warrants further assessment to delineate the severity or risk of the problem. The questions are: 1) In the last year, have you ever drunk or used drugs more than you meant to? & 2) Have you felt you wanted or needed to cut down on your drinking or drug use in the last year?

CRAFFT CRAFFT is a brief alcohol and drug screening test developed by Center for Adolescent Substance Abuse Research at Children's Hospital Boston. The test is comprised of six questions and is designed specifically for use with adolescents. The CRAFFT questions can be accessed at:
http://www.ceasar-boston.org/CRAFFT/index.php

**Information accessed from Centers for School Mental Health
*** List is not exhaustive

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

Coordinator of Student Support Programs

Required Qualifications:

- Master's Degree in Educational Leadership from an accredited institution
- Florida certification in Educational Leadership
- Three (3) years' experience in administration and/or student services programs

Desired Qualifications:

- Florida certification in a student services field
- Three (3) years' experience providing direct mental health services

Performance Responsibilities:

- Oversee the district's Mental Health Allocation Plan to include assistance with implementation of planned activities and trainings, state reporting, and compliance
- Provide direct mental health service and/or support to students and families
- Coordinate activities related to student support programs to ensure evidence based practices to meet students' needs
- Collect, analyze and interpret data and outcome measures for dissemination to improve the delivery of student services
- Collaborate with school-based mental health providers and other district staff to monitor early warning signs data and develop action plans to address areas of concern
- Support school administrators in identifying and implementing effective research-based strategies and assist with professional development activities aimed at improving student support outcomes
- Assist with the development of policies and procedures and provide technical assistance to ensure implementation and compliance with federal, state, and local rules, regulations, and statutes that apply to student services, including Board policies, in the assigned area(s)
- Assist with preparing and monitoring of all required reports for federal and state reporting
- Collaborate with other county agencies and non-profit groups and establish cooperative agreements to enhance and/or broaden services for students
- Facilitate assistance to families in obtaining and accessing services
- Assist with oversight of the district's School Health Program to include providing support and guidance to all School Health Professionals, communication of state mandated immunization requirements, and assistance with the development of health care plans
- Assist with the District Care Team and review and revise crisis intervention procedures as necessary

- Perform other duties as assigned by the Director of Student Services and/or designee

Physical Demands:
Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

Reports to:
Reports directly to Director of Student Services and/or designee

Evaluation:
Annual evaluation done by the Director of Student Services and/or designee

Terms of Employment:
12-month employee

Salary:
Salary based upon approved salary schedule – Professional/Technical/Supervisory Category F

Job Code:

Board Approved:
Revised:

2022-2023 Mental Health Application Part I: Youth Mental Health Awareness Training Plan Part II: Mental Health Assistance Allocation Plan

(Hernando)

Deadline for submission to ShareFile:
on or before August 1, 2022
2022-2023 Mental Health Application

Purpose

The purpose of the combined mental health application is to streamline and merge two programs into one application. The Youth Mental Health Awareness Training (YMHAT) Plan and the Mental Health Assistance Allocation (MHAA) Plan are to provide supplemental funding to districts so schools can establish, expand and/or improve mental health care, awareness and training and offer a continuum of services. These allocations are appropriated annually to serve students

and families through resources designed to foster quality mental health. This application is separated into two primary sections: Part I includes the YMHAT Plan and Part II includes the MHAAP

Part I. Youth Mental Health Awareness Training Plan

In accordance with section(s.) 1012.584, Florida Statutes (F.S.), the YMHAT allocation is to assist districts with providing an evidence-based youth mental health awareness and assistance training program to help school personnel identify and understand the signs of emotional disturbance, mental illness and substance use disorders, and provide such personnel with the skills to help a person who is developing or experiencing an emotional disturbance, mental health or substance use problem.

Part II. Mental Health Assistance Allocation Plan

In accordance with s. 1011.62(16), F.S., the MHAA Plan allocation is to assist districts in establishing or expanding school-based mental health are; training educators and other school staff in detecting and responding to mental health issues; and connecting children, youth and families who may experience behavioral health issues with appropriate services.

Submission Process and Deadline

The application must be submitted to the Florida Department of Education (FDOE) ShareFile, (Hyperlink), by the deadline **August 1, 2022**.

There are two submission options for charter schools:

- Option 1: District submission includes charter schools in both parts of the application.
- Option 2: Charter school(s) submit a separate application from the district.

Part I. Youth Mental Health Awareness Training Plan

YMHAT Objective: provide an evidence-based youth mental health awareness and assistance training program to help school personnel identify and understand the signs of emotional disturbance, mental illness and substance use disorders, and provide such personnel with the skills to help a person who is developing or experiencing an emotional disturbance, mental health or substance use problem

Part I. Youth Mental Health Awareness Training Plan and Projected Budget ***Section A: YMHAT T raining Plan***

1. What is the percentage of employees currently trained and certified in YMHAT?
There are 13.14% of employees trained and certified as 7/1/22.
2. Explain the training goal(s) f or the upcoming 2022-2023 school year.
To continue to provide Youth Mental Health First Aid trainings to staff (full day in person trainings) to certify staff as youth mental health first aiders. Trainings are open to all staff including charter school staff.

3. In addition, the annual goal for the 2022-2023 school year is to train:
80% of employees by 7/1/23
4. Explain the training goal(s) for the next 3-5 years.
Our goal is to increase the number of certified trainers from seven to twelve. Therefore, our goal is to move from 13.14% of staff trained currently, to 85% by July 1, 2023. Then train100% over the next two years.
5. What is the procedure for training new personnel to the district?
For the 2022-2023 school year all new staff will be trained at school locations. A calendar has been created and schools are working with our training teams to train groups of 50. After 2022-2023 school it is proposed that YMHFA will become part of the onboarding process.
6. Explain how the district will utilize the following three YMHAT programs:
The district will continue to train staff utilizing YMHFA in an effort to reach the goal of 80% (HB 1421 all of instruction staff trained by year-end. Trainings are provided using the in person, and hybrid models. Trainings are scheduled at a district level and at the school level. Non-instructional staff are also encouraged to attend the trainings offered.
Training staff to raise awareness regarding the prevalence of youth mental health and emerging youth mental health challenges; to provide appropriate support; maintain safety for all, and identify options for appropriate /available professional support in the moment.
• YMHFA Recertification
Informing all staff who are within one year of renewal and providing options for district paid re-certification. Revisiting with staff who are within 6 months of expiration in order to assign training.
• Kognito At-Risk Modules as supplemental training (at all three levels: elementary, middle, high school)
New instructional staff will receive the 2 hour Kognito training during the 22-23 school year if they are unable to attend the YMHFA training.

2022-2023 Mental Health Application

Section B: YHHAT Projected Budget

Categories	Detailed Description, number of activities within each category	Cost Per/Each	Total Projected Budget by Category
1. Stipends (Detailed # of personnel and stipend cost per person)	Instructional personnel - Stipend @ $21 an hour ($126 per person for up to 100 individuals. Non-instructional personnel - stipend based on their hourly rate. Trainers get a stipend of their hourly rate for up to eight trainers. Up to three trainings.	Instructional- $21/hour; Non-instructional Trainers	$12,600 $1,047
2. Materials (Detail # of units x individual unit cost, plus shipping)	400 Youth Mental Health First Aid manuals Teaching materials	400 x $18.95	$7,580 $163
3. National Council (YMHFA) Training (Detailed description of each training activity to include # of personnel and individual training costs)	Virtual seats for participants (up to 200)	$23.95/seat	$4,790
4. Additional Kognito Modules (Provide the name of training module and cost)	All staff have been trained in the FLDOE approved Kognito training for their appropriate grade level (elementary, middle and high)	$0	$0
		TOTAL 2022-2023 BUDGET:	$26,180.00
5. Additional narrative (optional):			
Funding will be utilized for virtual/live/hybrid trainings and re-certification tokens. Training goal will be further supported by mental health assistance allocation, once this fund has been depleted.			

Part II. Mental Health Assistance Allocation Plan s. 1011.62 (16), F.S.

Section A: MHAA Plan Assurances

The district assures…

- ✓ One hundred percent of state funds are used to expand school-based mental health care; train educators and other school staff in detecting and responding to mental health issues; and connect children, youth and families with appropriate behavioral health services.
- ✓ Mental health assistance allocation funds do not supplant other funding sources or increase salaries or provide staff bonuses or incentives.
- ✓ Maximizing the use of other sources of funding to provide school-based mental health services (e.g., Medicaid reimbursement, third-party payments and grants).
- ✓ Collaboration with FDOE to disseminate mental health information and resources to students and families
- ✓ The district website includes local contacts, information and resources for mental health services for students and families.
- ✓ Includes a system for tracking the number of students at high risk for mental health or co-occurring substance use disorders who received mental health screenings or assessments; the number of students referred to school based mental health services providers; the number of students referred to community-based mental health services providers; the number of students who received school-based interventions, services or assistance; and the number of students who received community-based interventions, services or assistance.

A school board policy or procedure has been established for…

- ✓ Students referred for a mental health screening assessed within 15 calendar days of referral. School-based mental health services initiated within 15 calendar days of identification and assessment.
- ✓ Community-based mental health services initiated within 30 calendar days of referral coordinating mental health services with a student's primary mental health care provider and other mental health providers involved in student care.
- ✓ Assisting a mental health services provider or a behavioral health provider as described in s. 1011.62, F.S., respectively, or a school resource officer or school safety officer who has completed mental health crisis intervention training in attempting to verbally de-escalate a student's crisis situation before initiating an involuntary examination pursuant to s.394.463, F.S. Procedures include must include strategies to de-escalate a crisis situation for a student with a developmental disability as that term is defined in s. 393.063, F .S.
- ✓ The requirement that in a student crisis situation, the school or law enforcement personnel must make a reasonable attempt to contact a mental health professional who may initiate an involuntary examination pursuant to s. 394.463, F.S., unless the child poses an imminent danger to self or others before initiating an involuntary examination pursuant to s.394.463, F.S. Such contact may be in person or using telehealth, as defined in s.456.47, F.S. The mental health professional may be available to the school district either by contracts or interagency agreements with the managing entity, one or more local community behavioral health providers, or the local mobile response team, or be a direct or contracted school district employee.

2022-2023 Mental Health Application

Section B: Planned Outcomes

Identify one or two specific and measurable outcomes for your district's plan to achieve through the 2022-2023 evidence-based mental health program.
The Hernando County School District's overall goal is to increase direct access to mental health services for all students by increasing the staff to school ratio to 1:1. Each school will be assigned a District Social Worker to provide direct service. This will be accomplished using a referral process. Students who are screened and demonstrate a need for additional support, will be provided interventions by school based mental health professionals, using evidence based practices, and/or referral to community providers. See Appendix A

Section C: District Program Implementation
Please include the following in this section:

1. **Evidence-Based Program (EBP) and Description**
   Name and provide the essential elements of the EBP you will be implementing through a Multi-Tiered System of Supports (MTSS) using one or more of the preferred EBP/Practices found in Blue Menu of Evidence-Based Psychosocial Interventions for Youth and the SAMHSA Evidence-Based Practices Resource Center.
   Describe the key EBP components that will be implemented as well as any related activities, curricula, programs, services, policies and strategies.
   ***If you will be using another EBP other than those provided above please explain using the same format listed.**
2. **EBP Implementation**

   This should include:
   - Explain how your district will implement evidence-based mental health services for students to improve the early identification of social, emotional, behavioral problems or substance use disorders, as well as the likelihood of at-risk students developing social, emotional, behavioral problems, depression, anxiety disorders, suicidal tendencies, and how these will assist students dealing with trauma and violence.
   - Explain how the supports will deliver evidence-based mental health care assessment, diagnosis, intervention, treatment, and recovery services to students with one or more mental health or co-occurring substance abuse diagnoses and to students at high risk of such diagnoses.

3. **Outcome Measures**
   - Provide the outcome measures of your EBPs and how each aligns with your overall annual program goals in Section 2

Multi-tiered System of Support (MTSS)
- Identify the tier(s) of the EBP being implemented

Appendix Examples

Table 1: District Program Implementation

1. EBP and Description	2. EBP Implementation	3. Outcome Measures	4. MTSS		
			1	2	3
Check & Connect: Check and Connect is a comprehensive student engagement intervention developed from the University of Minnesota. Check & Connect is designed to enhance student engagement at school with learning for marginalized, disengaged students in grades K-12, through relationship building, problem solving and capacity building, and persistence. A goal of Check & Connect is to foster school completion with academic and social competence. It is comprised of four components - 1. A mentor who works with students and families for a minimum of two years; 2. Regular checks, utilizing data schools already collect on students' school adjustment, behavior, and educational progress; 3. Timely interventions, driven by data, to reestablish and maintain the student's connection to school and learning and to enhance the student's social and academic competencies; and 4. Engagement with families." (Check & Connect: Implementing with Fidelity manual, 2012)	**Check & Connect implementation:** Trained adult staff members connect weekly students for a minimum of two years. Referrals to community support are provided when appropriate Some Hernando County Schools have been trained through the SPDG grant and are currently implementing Check & Connect for a small number of students a the secondary level.	**Check & Connect Outcomes:** EWS is used to monitor out-Comes for the school MTSS Team. (Goal #1)		x	

Check In/check out (CICO): Students learn to self-monitor, internalize successes, and develop self-esteem.	**CICO Implementation:** Delivered by adult staff daily for a minimum of 6 weeks. Students assigned check in with a mentor at the beginning of the day to set daily goals which are aligned with school-wide expectations. The student uses a "points card" with defined goals for each p art of the day. Teachers evaluate behavior and assign points for meeting their daily goals. The student checks out with their mentor and they assess the points total for the day. The mentor encourages the student to reflect on what they did well, how they feel, and what they need to work on.	**CICO Outcomes:** The student takes their points card home, returning it signed at the next morning check-in. Outcomes are measured via the following process" 1) check-in daily 2) monitor (enter data) weekly, analyze data monthly/quarterly **(Goal #1)**		X	X

WhyTry? https://whytry.org/research/ WhyTry? Is an evidence based program that can be used at all three tiers to improve social emotional behavior and academics. It is based on CBT, Brief therapy, reality therapy and client centered strategies. WhyTry has resulted in improved academics, behavior and engagement.	**WhyTry?** training has been provided to school counselors, social workers and behavior staff to allow them to provide counseling/behavior intervention with this evidence based strategy. WhyTry? may be used in whole class, individual or small group settings. Through participation in WhyTry? students will develop skills in: 1. Goal setting 2. Understanding choices and consequences 3. Recognizing their strengths 4. Choosing how they present themselves 5. Choosing how to respond to negative situations 6. Increasing positive motivation 7. Coping strategies 8. Identifying problems and solutions 9. Understanding the relationship between desire, time and effort 10. Developing strength of character 11. Allowing others to help 12. Perspective	Students participating in **WhyTry** will improve coping skills, manage behaviors and improve academic success as reported by students, parents and teachers and measured by discipline referrals and grades. Students participating will show a 30% increase on targeted skills as assessed by pre-post tests. **(Goal #1)**		X	X
Hope Squad Peer to Peer Suicide Prevention Program Hope squad is an evidence based program intended to train students to identify peers in need of support, reach out and help them access an adult mental health helper. Findings show that Hope squad schools have less suicide related stigma than non Hope Squad schools, significantly more referrals for mental health support. annual pre/post surveys indicate that Hope Squad curriculum is effective in improving the knowledge, skills and self-efficacy of members.	**Hope Squads** are peer nominated support groups with school based mental health professionals serving as advisors. Students are trained and participate in a curriculum to learn how to identify warning signs for mental health, reach out to peers and refer them to adult mental health support. Hope Squads meet monthly, learn through established curriculum and work together to create school-wide activities to reduce mental health stigma and help peers know how to access help.	**Hope squad** members learn skills in mental health warning signs, seeking help, resilience, self care and more. Students take a pre and post survey annually. Survey results will provide a baseline in the first year.	X	X	X

Cognitive Behavioral Therapy Cognitive behavior therapy has proven effective in reducing trauma symptoms, depression, anxiety and behavioral problems. CBT focuses on challenging unhealthy thought patterns, changing learned unhealthy behaviors and developing coping skills for dealing with challenging thoughts and feelings.	**Cognitive Behavioral Therapy and CBITS** strategies are implemented through individual and small group counseling by our school counselors and social workers. During counseling sessions mental health professionals will work with students to: 1. Understand the relationship between thoughts, feelings and behaviors 2. Identify unhealthy thought patterns 3. Replace unhealthy thoughts with positive self talk 4. Identify unhealthy behaviors deriving from negative thoughts and feelings 5. Identify and utilize healthy coping skills to manage emotions and change behavior 6. Expand their feelings vocabulary and be able to express how they are feeling .	Students participating in **CBT** based counseling will improve coping skills, manage behaviors and improve academic success as reported by students, parents and teachers and measured by discipline referrals and grades. **(Goal #1)**			X
Zones of Regulation : curriculum helps students gain skills in consciously regulating their actions ,leading to increased control and problem solving abilities. Using a cognitive behavior approach, the curriculum's learning activities are designed to help students recognize when they are in different states called "zones," with e ach of four zones represented by a different color. In the activities, students also learn how to use strategies or tools to stay in a zone or move from one to another. Students explore calming techniques, cognitive strategies, and sensory supports to use to move between zones. Core components include: Self-Awareness	**Zones of Regulation Implementation** Certified school counselors, school social workers or school psychologists will develop plans a ligned with their student's needs using the 18 lessons available. Small groups will be delivered weekly for a period of no less than 6 weeks and will be 30-45 minutes in duration.	**Zones of Regulation** : **Outcomes:** Outcomes will be measured using data from EWS and/or evidence based assessments aligned to the student's needs. **(Goal #1)**		X	X

Self-Management Responsible Decision-Making Relationship Skills Social Awareness					
Bounce Back Program: school-based group intervention for elementary students exposed to stressful and traumatic events. It teaches students ways to c ope with and recover from traumatic experiences. Bounce Back is based on the Cognitive Behavioral Intervention for Trauma in Schools (CBITS). Session content includes coping skills, feelings identification, relaxation exercises, positive activities, social support, and problem solving. **Character Playbook:** will be assigned to secondary students demonstrating the need for emotion and conflict management based on individual or universal screening results or early warning system data. Objectives include teaching students how to communicate effectively, understand and manage emotions, reflect on personal strengths and values, and recognize and resolve conflicts **Honor Code:** Secondary students with founded bullying complaints may be required to complete this course in school. Honor Code helps students identify their unique talents, grow their resilience in the face of adversity, and build strong connections with others. The course focuses on defining bullying behavior, recognizing leadership potential in oneself, practicing upstander intervention, developing a sense of resilience, and contributing to a positive school community. Each of the five evidence- informed lessons provide actionable techniques for students		**Bounce Back Outcomes:** Outcomes are measured using the Strengths and Difficulties Questionnaire and other data as indicated by student presentation. **(Goal #1)** **Character Playbook Outcomes:** Each lesson contains a 5 question pre-assessment and 10 questions post-assessment to measure knowledge gains. Outcomes will be measured using **(Goal #1)** **Honor code outcome:** Each lesson contains a pre and post assessment to gauge knowledge gain, and the course contains a pre-and post-survey to track attitudinal and behavioral change. Outcomes will be measured using individual screening and/or early warning systems data. **(Goal #1)**		X X X	X X X

whether they experience, engage in or witness bullying behavior.					

2022-2023 Mental Health Application

Section D: Direct Employment

Table 2: MHAA Plan Direct Employment

Position	Current Ratio as of August 1, 2022	2022-2023 Proposed Ratio by June 30, 2023
School Counselor	1:434	1:425
School Social Workers	1:1000	1:741
School Psychologists	1:2090	1:1769
Other Licensed Mental Health Provider		

Direct employment policy, roles and responsibilities	Description
Explain how direct employment of school-based mental health services providers (school psychologists, school social workers, school counselors and other licensed mental health professionals) will reduce staff to-student ratios.	Direct employment of school-based mental health service providers will provide more direct contact as well as lower staff:student ratios at the schools in our district. In addition, these positions provide school support by participating on MTSS teams, School Based Leadership Teams and are a more integral part of the school community in which they are assigned. The social worker referral process (with parental consent) allows staff to refer students they have concerns about so the social worker can assess and work with other sbmhp to provide tiered interventions. This expansion of direct employment also allows SBMHP to work closely with families and community agencies linking students in need, to services outside of school.
Describe your district's established policies and procedures to increase the a mount of time student services personnel spend providing direct mental health services (e.g., review and revision of staffing allocations based on school or student mental health assistance needs.	HCSD has developed and modified a Mental Health/Substance Abuse Services Decision Chart (Appendix A) to be used by all school based mental health providers (SBMHP). This includes certified school counselors, school social workers, school psychologists, and consultation with school board nurses when applicable to determine next steps for a student. The Mental Health/Substance Abuse Decision Chart in conjunction with one or more of the Mental Health Screeners, will assist school district personnel and charter school personnel in determining the best evidence-based mental health service(s) to recommend for the student. Parental consent will be secured for services. SBMHP will conduct an evidence-based behavioral/mental health evaluation (within 15 days of referral) to identify characteristics of a mental health challenge; develop a support plan/plan of care with appropriate interventions, which are specific to the student need, and will provide measureable outcomes. When a referral to an outside provider is more appropriate, the outside provider is responsible for a psychosocial assessment in order

	to diagnose, identify treatment needs, and appropriate interventions in order to ensure a recovery-based model of care within a 30 day timeline. The HCSD implements a multi-tiered system of supports process to deliver or refer evidence based mental health care assessment, identify characteristics of a mental health challenge, recommend interventions, development of a support plan and recovery services to students with one or more co-occurring substance abuse diagnoses or referral and to students at high risk of such mental health challenges. The provision of these services must be coordinated with a student's primary mental health care provider and with other mental health providers involved in the student's care. School Social Workers participate in IEP and MTSS committees, Threat Assessment Teams in order to bring a mental health perspective, to provide school-based and community provider referrals to higher risk students in moments when interventions are being determined. Through the MHAA funds, allocations are provided to increase the amount of time student services personnel spend providing direct mental health services to our students. In addition, staffing allocations are reviewed and discussed based on student mental health assistant needs.
Describe the role of school based mental health providers and community-based partners in the implementation of your evidence based mental health program.	Students who are referred for school based services will be assessed within 15 days of the referral by a SBMHP. School based services will be described on the district support plan/plan of care, and initiated to meet the needs identified via behavioral/mental health evaluation. SMHP's will support the provision of community based services to begin within 30 days of referral. SBMHP's will maintain a record of all students referred, and will collaborate/coordinate to provide continuity with agencies which receive these referrals. The SBMHP's will share information with school district stakeholders using a counseling log / or data collection form. School based mental health professionals will obtain release of information to facilitate collaboration with community agencies to provide continuity of care for students receiving community based support. Community providers may contribute to the problem solving team regarding students who are clients and/or access students in schools, when appropriate clearance ,releases, consent, and agreements on file with HCSD. Student Services has developed a list of community resources which is provided to parents/caregivers of students upon request and at specific times, such as when a student receives certain disciplinary referrals. Community providers and HCSD Student Services staff collaborate on district and community committees such as truancy case staffing, Hernando County Continuum of Mental Health Services, and Hernando County Review Team. School Social workers will refer students to insurance case managers, such as Behavior Health Network and others, to assist in connecting students with certain mental health and/or developmental disabilities to community providers.

List the contracts or interagency agreements with local behavioral health providers or Community Action Team (CAT) services and specify the type of behavioral health services being provided on or off the school campus.

Table 3: MHAA Plan Contracts or Interagency Agreements and Services Provided

Mental Health Provider	Agency	Services Provided:	Funding Source:
3 licensed therapists 2 peer specialists(peer specialist is their credential)	Baycare -provides direct service	Provides targeted case management to youth (direct services)	Non mhaa
1 Licensed Clinical Social Worker 2 Therapists 1 Case Manager	Baycare- Mobile Response Team - Direct services	Mobile Crisis Response Team (MRT) at BayCare Behavioral Health provides on-site mental health crisis intervention and management.	Non mhaa
1 Clinical Psychologist	Mid Florida Children Advocacy Center –direct services	CAC provides a child- friendly, safe, supportive environment for assisting abused and neglected children	NON MHAA
2 licensed therapists	Phoenix Counseling-direct service	Phoenix provides clinical services to students and families referred either from SBMHP or community referrals	NON MHAA
1 licensed therapist	Kids First Children Advocacy Center (Pasco County, FL)-direct services	Kids First provides victim advocacy and specialized therapy for child victims of trauma, sexual abuse and physical abuse	NON MHAA
1 licensed therapist 1 clinical psychologist 2 therapists 2 case managers 2 mentors	Life Stream- Community Action Team Baycare- Community Action Team	The CAT program which is facilitated by Life Stream provides intense behavioral health care services to youth where traditional interventions have been unsuccessful. (direct services)	Non MHAA
3 Licensed Mental Health Counselors/licensed clinical social workers	Pace REACH program-direct services	Provides direct services to students referred in school at 3 school sites at risk for suicidal ideations or other identified intensive needs for counseling for females only	NON MHAA

2022-2023 Mental Health

Application

Section E: Planned Expenditures

Table 4: MHAA Planned Expenditures

Allocation Expenditure Summary	**Total**
Unexpended Mental Health Assistance Allocation funds from previous fiscal years:	$527,990.94
2022-2023 FEFP Mental Health Assistance Allocation	$1,240,537.00
School district expenditures for mental health services provided by staff who are employees of the school district: (see attached staff list)	$1,344,376.39
School district expenditures for mental health services provided by contract-based collaborative efforts or partnerships with community-based mental health program agencies or providers:	$120,000.00
Other expenditures (see below):	**$0**
Total MHAA expenditures:	**$1,464,376.39**

Other expenditures (specify details such as type, supplies, training and amount):

Type: Narrative description with detailed cost	**Total Amount**
Total Other Expenditures:	**$0**

2021-2022 Mental Health Application

Certification

This application certifies that the _ _____ School Board approved the district's Mental Health Assistance Allocation P lan, which outlines the local program and planned expenditures to establish or expand school based mental health care c onsistent with the statutory requirements for the mental health assistance allocation in accordance with section 1011.62(16), F.S.

School (MSID) Number	Charter School Name

Note: Charter schools not listed above will be included in the school district youth mental health awareness plan and mental health assistance allocation plan. If you have more Charter schools to add, please list them on a separate sheet.

_____ Signature
of District Superintendent

_____

Printed Name of District Superintendent

_____
Board Approval Date

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: Mental Health Assistance Allocation - FEFP 2022-2023 Funded in CS/SB 7030

Account Name: HCSD Mental Health Plan 2022-2023

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ 1,240,537.00

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

Prior Year Approved Budget: $ 1,018,593.00

Prior Year Actual Spent: $ 1,018,593.00

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 14. 23-0772 7/26/2022

Title and Board Action Requested
Approve the Revised Job Description for District Technology Support Specialist

Executive Summary
The Director of Technology and Information Services, on behalf of the Superintendent of Schools, hereby requests the Board [approve the revised job description for the District Technology Support Specialists (DTSS). The job description for the District Technology Support Specialist is being modified for clarity as to the educational requirements and to align the job duties and educational requirements with that of the responsibilities of the position and the current job market and to better align with other surrounding school districts.

My Contact
Joseph Amato
Director of Technology and Information Services
Amato_j1@hcsb.k12.fl.us
(352) 797-7006 ext. 102

2018-23 Strategic Focus Area
Pillar 5: Fiscal Responsibility & Organizational Effectiveness

Financial Impact
The cost for this agenda item is $ 0.00, see attached budget sheet. The cost for the previous fiscal year was $ 0.00.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

DISTRICT TECHNOLOGY SUPPORT SPECIALIST

Required Qualifications:

- Associate~~'s~~ degree from an accredited institution in a technology field ~~and three (3) years of progressively responsible experience in information technology/networking related field. O~~or in lieu of the degree requirement, a high school diploma and ~~seven (7)~~ three (3) years of progressively responsible experience in information technology/networking related field. (Note: an advanced degree supplement only applies if hired with a Bachelor's degree or higher)
- Knowledge of current operating systems for Windows ~~and Macintosh~~, wide area networks and wireless security
- Successful mastery of 80% or above on the TIS Technology Skills Assessment [90% or above after one (1) year] or A+ Certification
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida Driver's License

Desired Qualifications:

- A+ Certification
- Bachelor's degree in a technology field from an accredited college or technical school

Performance Responsibilities:

- Install and troubleshoot network and associated communications equipment
- Manage, monitor and maintain district wide network resources ensuring optimal performance
- Install and maintain network security procedures
- Provide district wide technology hardware troubleshooting and repair
- Provide district wide software installation and computer imaging
- Maintain backup procedures and disaster prevention systems and controls
- Ability to work independently and work cooperatively in a team
- Collaborate with other district technology support specialist(s) and instructional technology specialist(s)
- Assist all cost centers in improving the efficiency of their present equipment
- Maintain district technology inventories
- Assist in the preparation of the District Technology Plan

- Recommend hardware and software to support effective school and support sites technology initiatives
- Advise and assist all sites in the purchase of all technology equipment
- Communicate information both verbally and in writing clearly and concisely
- Establish and maintain an effective working relationship with departmental personnel, administration and the technology users
- Assist in the preparation of the Department of Education technology surveys
- Process all technology equipment for public sale
- Maintain equipment checkout logs
- Perform other duties as assigned by the Supervisor of Technology and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Network Coordinator and/or designee

Evaluation:

Annual evaluation done by Network Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:
82035

Board Approved: 05/06/08
Revised: 01/20/09, 03/03/09, 01/11/11, 05/17/11, 06/10/14, 12/10/19, 7/ /2022

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

DISTRICT TECHNOLOGY SUPPORT SPECIALIST

Required Qualifications:

- Associate degree from an accredited institution in a technology field or in lieu of the degree requirement, a high school diploma and three (3) years of progressively responsible experience in information technology/networking related field.
  (Note: an advanced degree supplement only applies if hired with a Bachelor's degree or higher)
  Knowledge of current operating systems for Windows, wide area networks and wireless security
- Successful mastery of 80% or above on the TIS Technology Skills Assessment [90% or above after one (1) year] or A+ Certification
- Ability to perform tasks involving the intermittent performance of moderately physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling or crouching, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (15-30 pounds)
- Valid Florida Driver's License

Desired Qualifications:

- A+ Certification
- Bachelor's degree in a technology field from an accredited college or technical school

Performance Responsibilities:

- Install and troubleshoot network and associated communications equipment
- Manage, monitor and maintain district wide network resources ensuring optimal performance
- Install and maintain network security procedures
- Provide district wide technology hardware troubleshooting and repair
- Provide district wide software installation and computer imaging
- Maintain backup procedures and disaster prevention systems and controls
- Ability to work independently and work cooperatively in a team
- Collaborate with other district technology support specialist(s) and instructional technology specialist(s)
- Assist all cost centers in improving the efficiency of their present equipment
- Maintain district technology inventories
- Assist in the preparation of the District Technology Plan

- Recommend hardware and software to support effective school and support sites technology initiatives
- Advise and assist all sites in the purchase of all technology equipment
- Communicate information both verbally and in writing clearly and concisely
- Establish and maintain an effective working relationship with departmental personnel, administration and the technology users
- Assist in the preparation of the Department of Education technology surveys
- Process all technology equipment for public sale
- Maintain equipment checkout logs
- Perform other duties as assigned by the Supervisor of Technology and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Network Coordinator and/or designee

Evaluation:

Annual evaluation done by Network Coordinator and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:
82035

Board Approved: 05/06/08
Revised: 01/20/09, 03/03/09, 01/11/11, 05/17/11, 06/10/14, 12/10/19; 7/ /2022

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 15. 23-0776 7/26/2022

Title and Board Action Requested
Approval of the Reorganization Plan for the Assessment and Accountability Department in Academic Services.

Executive Summary
The Assistant Superintendent of Teaching and Learning, on behalf of the Superintendent of Schools, hereby requests the Board approve the proposed Reorganization Plan and associated job descriptions.

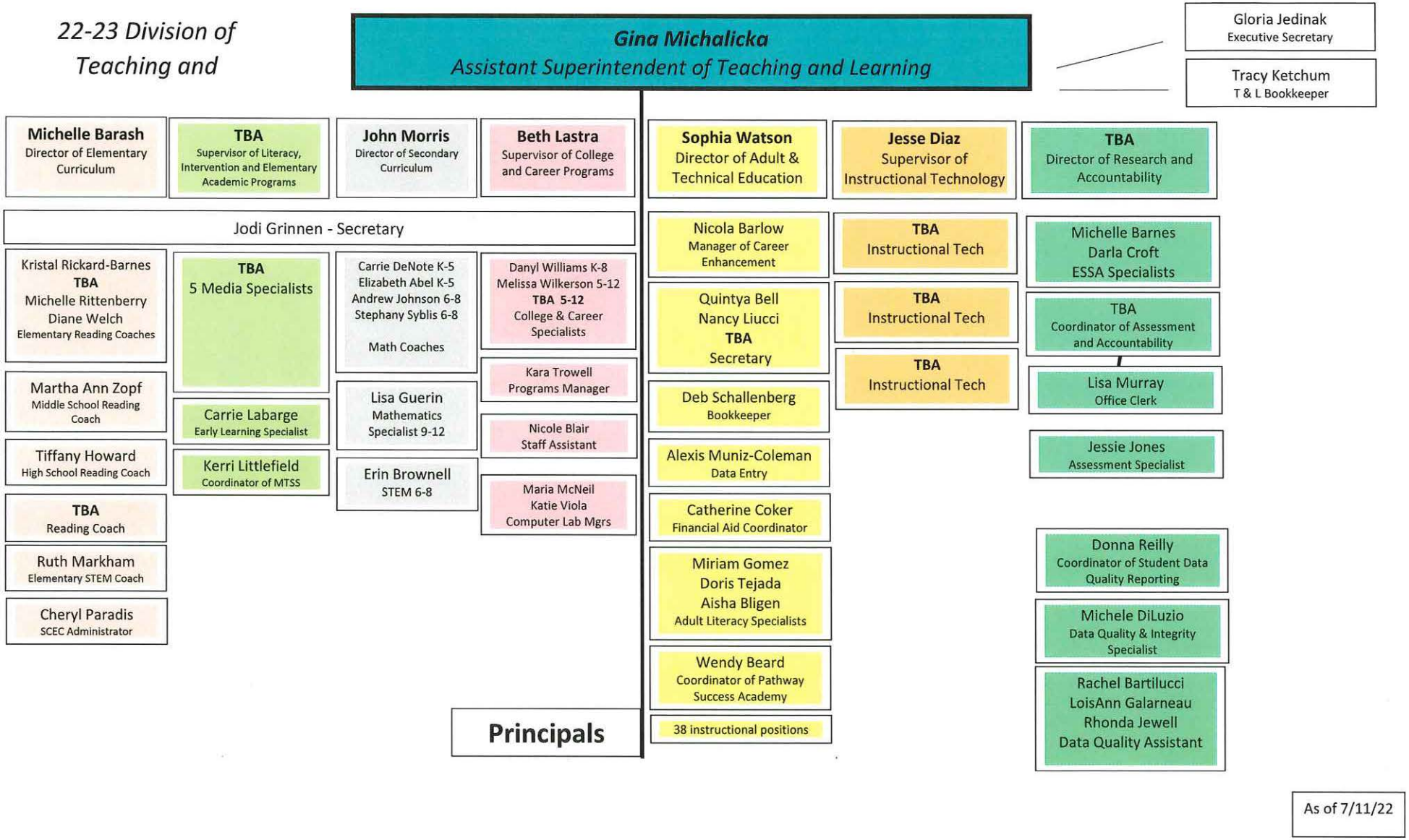
My Contact
Gina Michalicka
Assistant Superintendent of Teaching and Learning
352-797-7000, ext. 404

2018-23 Strategic Focus Area
Pillar 5: Fiscal Responsibility & Organizational Effectiveness

Financial Impact
The cost for this agenda item is $13,128.20, see attached budget sheet.

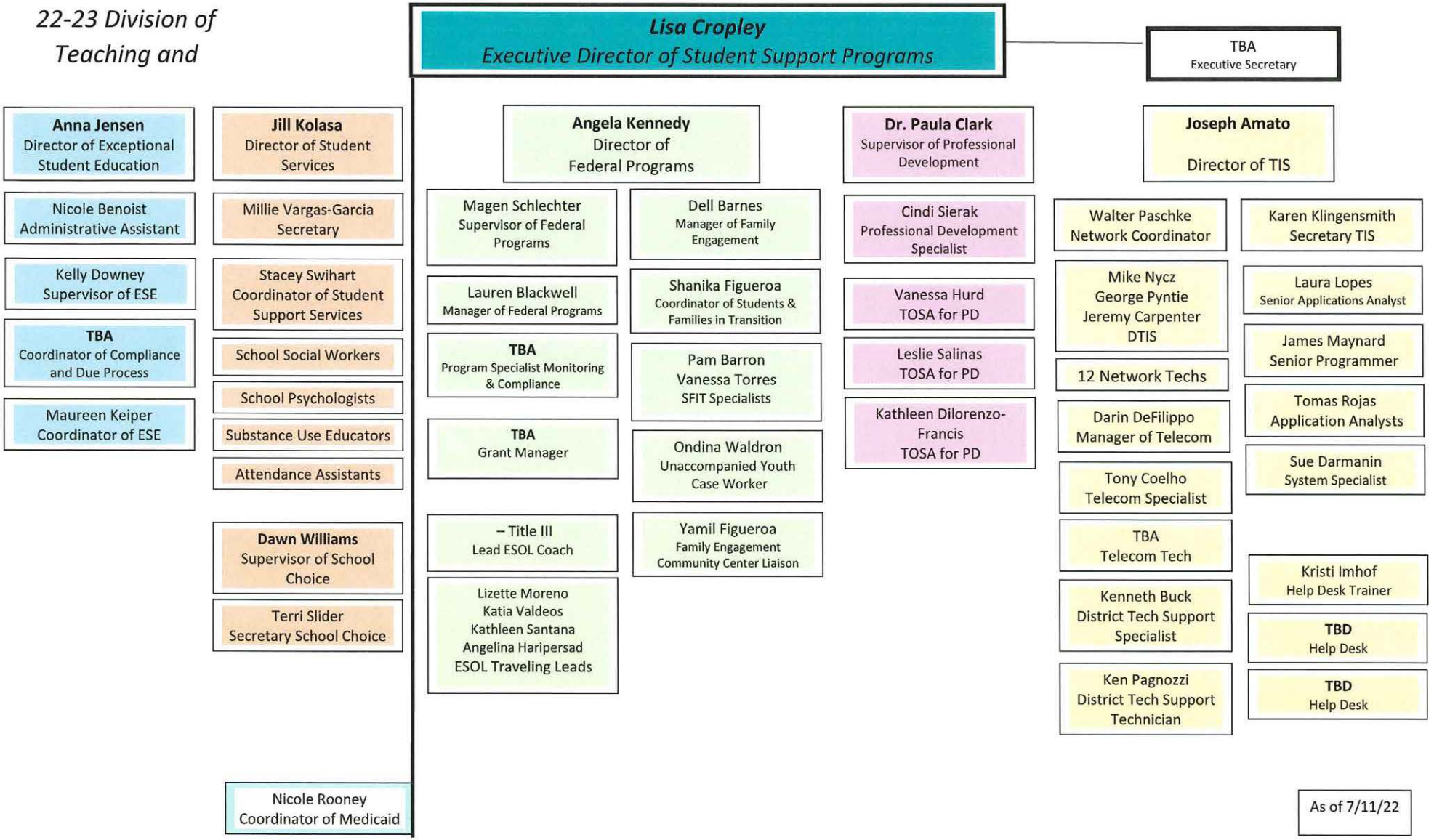
If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

22-23 Division of Teaching and

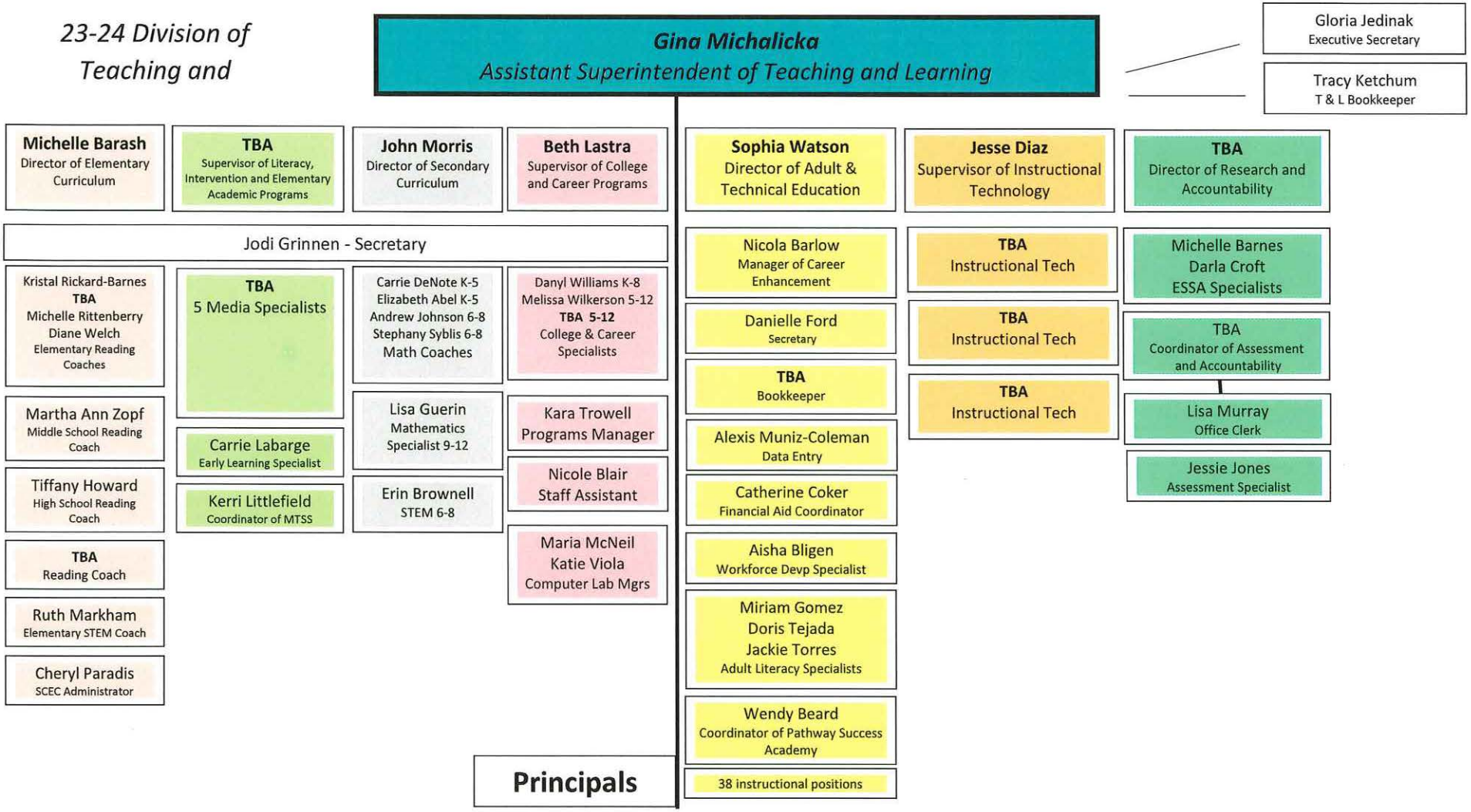


As of 7/11/22

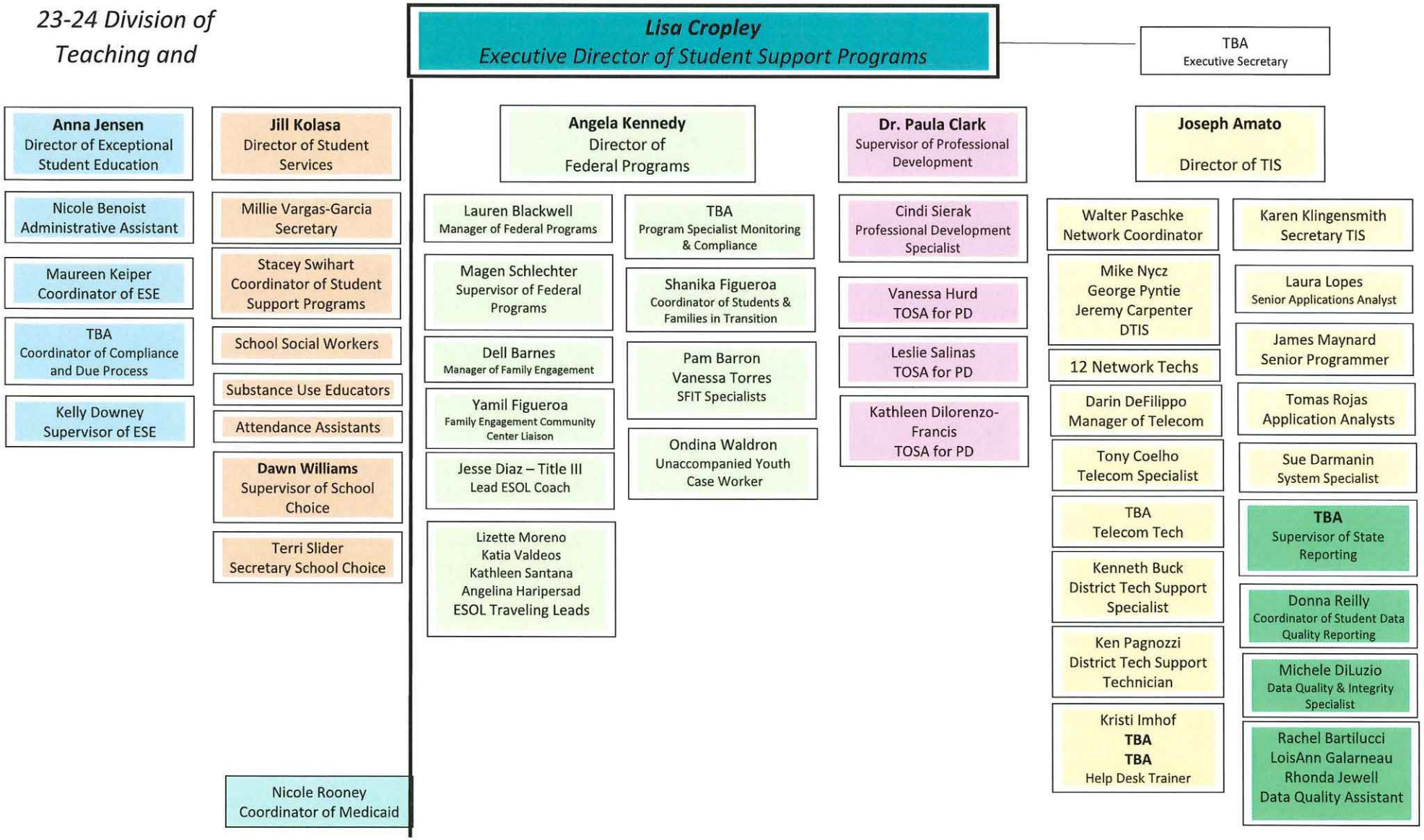
22-23 Division of Teaching and



As of 7/11/22


23-24 Division of Teaching and
Gina Michalicka
Assistant Superintendent of Teaching and Learning
Gloria Jedinak
Executive Secretary
Tracy Ketchum
T & L Bookkeeper
Michelle Barash
Director of Elementary Curriculum
TBA
Supervisor of Literacy, Intervention and Elementary Academic Programs
John Morris
Director of Secondary Curriculum
Beth Lastra
Supervisor of College and Career Programs
Sophia Watson
Director of Adult & Technical Education
Jesse Diaz
Supervisor of Instructional Technology
TBA
Director of Research and Accountability
Jodi Grinnen - Secretary
Kristal Rickard-Barnes
TBA
Michelle Rittenberry
Diane Welch
Elementary Reading Coaches
TBA
5 Media Specialists
Carrie DeNote K-5
Elizabeth Abel K-5
Andrew Johnson 6-8
Stephany Syblis 6-8
Math Coaches
Danyl Williams K-8
Melissa Wilkerson 5-12
TBA 5-12
College & Career Specialists
Martha Ann Zopf
Middle School Reading Coach
Carrie Labarge
Early Learning Specialist
Lisa Guerin
Mathematics Specialist 9-12
Kara Trowell
Programs Manager
Tiffany Howard
High School Reading Coach
Kerri Littlefield
Coordinator of MTSS
Erin Brownell
STEM 6-8
Nicole Blair
Staff Assistant
TBA
Reading Coach
Maria McNeil
Katie Viola
Computer Lab Mgrs
Ruth Markham
Elementary STEM Coach
Cheryl Paradis
SCEC Administrator
Principals
Nicola Barlow
Manager of Career Enhancement
Danielle Ford
Secretary
TBA
Bookkeeper
Alexis Muniz-Coleman
Data Entry
Catherine Coker
Financial Aid Coordinator
Aisha Bligen
Workforce Devp Specialist
Miriam Gomez
Doris Tejada
Jackie Torres
Adult Literacy Specialists
Wendy Beard
Coordinator of Pathway Success Academy
38 instructional positions
TBA
Instructional Tech
TBA
Instructional Tech
TBA
Instructional Tech
Michelle Barnes
Darla Croft
ESSA Specialists
TBA
Coordinator of Assessment and Accountability
Lisa Murray
Office Clerk
Jessie Jones
Assessment Specialist

23-24 Division of Teaching and



Academic Services Proposed Reorganization 2022-23

		Current		Proposed		
Current Position	Proposed Position	Salary	Salary, Benefits and Fringes	Salary	Salary, Benefits and Fringes	Salary difference including benefits and fringes
Supervisor of Data Informed Supports	Coordinator of Assessment and Accountability	$72,310.00	$93,958.56	$73,006.80	$94,800.80	$842.24
Supervisor of Assessment and Accountability	Director of Research and Accountability	$89,137.59	$114,466.74	$83,126.00	$107,020.00	-$7,446.74
Assessment Assistant	Assessment Specialist	$39,934.00	$54,861.30	$56,274.00	$74,594.00	$19,732.70

Total Cost of Proposed Change		**$13,128.20**

Coordinator's salary calculated with 10 years experience.

Director's salary calculated at the first level on the salary scale

Fringes calculated at 20.76% plus $6637 for benefits.

Hernando County School Board
Florida

FLSA: Exempt, Non- Union

COORDINATOR OF ASSESSMENT AND ACCOUNTABILITY

Required Qualifications:

- Bachelor's Degree from an accredited institution in an education-related or business-related field
- Minimum of 3 years' experience in educational assessment
- Experience in data collection, data analysis, and interpretation skills
- Advanced level technology skills including word processing, spreadsheets, and presentation software

Desired Qualifications:

- Master's Degree from an accredited institution in an education-related or business-related field
- Knowledge of federal, state, and district rules, regulations, and policies as they relate to educational accountability

Performance Responsibilities:

- Disaggregate, analyze, and disseminate student academic and demographic data at state, district, school, teacher, and student levels
- Assist with the identification of measurable objectives that address educational programs
- Provide data and consult with individual schools for the purpose of evaluating program effectiveness
- Arrange data to assist schools in determining patterns of critical indicators and provide progress monitoring guidance
- Provide training to teachers and school leaders to enhance their skills and ability to access and understand the benefits and limitations of data
- Understand state and federal accountability systems and how schools are impacted
- Assist in compliance with School Board rules and applicable state and federal laws
- Collaborate in the design of district data chats for school administrators
- Create and maintain standard operating procedures for the department of Assessment and Accountability
- Work closely with appropriate district-level staff and school personnel to promote implementation of a systematic approach to program improvement and resources for testing
- Assist in the decision-making, implementation, and professional development of appropriate achievement data technologies conducive to learning and monitoring student progress
- Coordinate, problem solve, and implement third-party student data platforms
- Supervise and evaluate all personnel that report directly to this position

- Perform other duties as assigned by the Director of Research and Accountability and/or designee

Physical Demands:
Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:
Reports directly to the Director of Research and Accountability and/or designee

Evaluation:
Annual evaluation done by the Director of Research and Accountability and/or designee

Terms of Employment:
12-month employment

Salary:
Salary based upon approved salary schedule – Professional/Technical/Supervisory Category F

Job Code:

Coordinator of Assessment and Accountability

Hernando County School Board

Florida

FLSA: Exempt, Non- Union

DIRECTOR OF RESEARCH AND ACCOUNTABILITY

Required Qualifications:

- Master's Degree in Educational Leadership or an education-related field
- Minimum of 5 years of experience in curriculum and assessment, data analysis, and school improvement
- Advanced level technology skills including word processing, spreadsheets, and presentation software

Desired Qualifications:

- Knowledge of federal, state, and district rules, regulations, and policies as they relate to educational accountability
- Experience in leading others in a collaborative process that resulted in improved outcomes

Performance Responsibilities:

- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel, private school administrators, community members, and vendors
- Serve as a liaison between the Florida Department of Education and the Hernando County School District for assessment and accountability
- Communicate with school personnel, district personnel, community, parents, and media concerning all aspects of assessment and accountability to improve student learning and outcomes
- Oversee completion of all state required reports for Assessment and Accountability Department
- Provide direction for district assessment budget
- Collaborate with Technology and Information Services to determine requirements for computer-based assessments
- Stay abreast of and interpret the on-going federal and state mandates for all assigned areas of responsibility
- Represent the district at all state and regional meetings relevant to job responsibilities
- Stay current on latest educational research and collaborate on district initiatives based on evidence-based practices
- Conduct educationally relevant research, analyze results, and provide recommendations for implementation
- Innovative to improve the collection, quality, and utilization of data

- Collaborate with district and school-level leaders to identify and target professional learning based on analysis of student data
- Provide technical assistance on needs assessment and data analysis for district and school administrators including academic data, building a positive school culture and climate, and transformational leadership
- Serve as the district's school improvement contact and facilitate the school improvement plan process to include professional development of best practices for the continuous improvement model
- Serve on committees and task forces to guide closing the Achievement Gap
- Understand and provide technical assistance on the Federal Accountability Systems, including the Federal Percent of Points Index
- Provide leadership and guidance for Teachers on Special Assignment with the purpose of closing the Achievement Gap
- Provide leadership and guidance for Assessment Teachers with the purpose of using data to drive school improvement
- Supervise and evaluate all personnel that report directly to this position
- Perform other duties as assigned by the Assistant Superintendent of Teaching and Learning and/or designee

Physical Demands:
Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:
Reports directly to the Assistant Superintendent of Teaching and Learning and/or designee

Evaluation:
Annual evaluation done by the Assistant Superintendent of Teaching and Learning and/or designee

Terms of Employment:
12-month employment

Salary:
Salary based upon approved salary schedule –Administrative

Job Code:

Director of Research and Accountability

Hernando County School Board
Florida

FLSA: Non-Exempt, Union

ASSESSMENT SPECIALIST

Required Qualifications:

- AA from an accredited institution or 3 years' experience in a related field
- Advanced level technology skills including word processing and spreadsheets
- Experience in data collection, compiling data, and preparing reports

Desired Qualifications:

- Experience in working with district student information systems
- Experience in managing and completing multiple concurrent duties

Performance Responsibilities:

- Maintain user management for all third-party state platforms
- Maintain student assessment and progress monitoring records for state and district mandated testing software
- Conduct trainings for school-based Assessment teachers
- Coordinate with Communications Department to maintain website for Accountability and Assessment department
- Collaborate facilitate the coordination of test activities with the Technology and Information Services department
- Maintain close working relationships with school Assessment teachers to ensure the exchange, coordination of efforts, and general support for test administration
- Monitor the department's budget and communicate reports to Director
- Manage ordering of secure testing materials and facilitate delivery to warehouse and distribution to schools
- Collaborate with Academic Services to create and maintain the district assessment plan and maintain assessment calendar
- Compile and maintain assessment data required for state and federal reporting and collaborate with Technology of Information Services on submission of required data
- Collaborate with Coordinator of Student Data Quality and Reporting to complete all data correction processes
- Perform other duties as assigned by the Director of Research and Accountability

Physical Demands:
Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:
Reports directly to the Director of Research and Accountability and/or designee

Evaluation:
Annual evaluation done by the Director of Research and Accountability and/or designee

Terms of Employment:
12-month employment

Salary:
Salary based upon approved salary schedule – Professional/Technical/Supervisory Category D

Job Code:

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: General Fund

Account Name: General Fund, Various Salary Accounts

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100E	6300	1610-1620	9461	00100	

Amount $ $13,128.20

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ⊘

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 16. 23-0795 7/26/2022

Title and Board Action Requested
Approve the Job Descriptions changes that were affected by the reorganization of Business Services.

Executive Summary
The Director of Human Resources, on behalf of the Superintendent of Schools, hereby requests the Board approve the updated job descriptions for the Business Services Division that were affected by the superintendent's reorganization. Updates have been made to existing job descriptions such as who the employee reports to, along with other minor changes.

My Contact
Ray Pinder
Director of Human Resources
(352)797-7000 ext. 445

2018-23 Strategic Focus Area
Pillar 2: People

Financial Impact
The cost for this agenda item is $0, see attached budget sheet. The cost for the previous fiscal year was $ 0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

ACCOUNTANT

Required Qualifications:

- Bachelor's Degree from an accredited educational institution in Accounting, Business or related field and three years of professional business experience related to accounting and or banking. Or an Associate's Degree from an accredited educational institution in Accounting, Business or related field and 5 years of progressively responsible professional business experience related to accounting and or banking.
- Knowledge of auditing procedures
- Must possess a Florida driver's license

Desired Qualifications:

- Florida Certified Public Accounting License
- Experience in governmental (school district) accounting
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools

Performance Responsibilities:

- Monitor all daily bank balances for all funds and determine daily cash requirements
- Prepare monthly bank reconciliations
- Assist in the investment of excess funds in accordance with the District's Board-approved Investment Policy
- Act as representative for all bank institutions for the district and school internal bank accounts
- Advise Director of Finance ~~and Purchasing~~, on the status of cash, investments and debt on a regular basis
- Assist in the coordination of the reconciliation of special journals, subsidiary ledgers and cash
- Assist in the analysis, review and reconciliation of general ledger accounts
- Participate in planning for developing the annual District budget
- Assist in preparing the annual District budget
- Assist with balancing general ledgers
- Initiate and record wire transfers as requested and authorized by accounting personnel
- Initiate and record funding of payroll and accounts payable disbursements
- Assist in the preparation and coordination of monthly and annual financial statements
- District liaison for providing reports for outside auditors

- Assist bookkeepers by resolving finance and internal accounts related issues, including issues on internal accounts, monthly financial reports, annual close out procedures, and accounting software related issues
- Assist Charter and Private schools resolving finance related issues and prepare FEFP worksheet and make necessary adjustments throughout the fiscal year during survey periods
- Assist Director of Finance ~~and Purchasing~~ with Year End Annual Financial Statement notes
- Prepare annual debt schedules
- Provide backup to department as needed
- Respond to inquiries and concerns in a timely manner
- Keep Director of Finance ~~and Purchasing~~ informed of potential problems or unusual events
- Represent the District in a positive and professional manner
- Promote and support professional growth for self and others
- Perform other duties as assigned by the Director of Finance ~~and Purchasing~~ or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance ~~and Purchasing~~ and/or designee

Evaluation:

Annual evaluation done by the Director of Finance ~~and Purchasing~~ and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

75031

Board Approved: 03/13/12, 07/06/2015
Revised: 10/13/2020

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

ACCOUNTANT

Required Qualifications:

- Bachelor's Degree from an accredited educational institution in Accounting, Business or related field and three years of professional business experience related to accounting and or banking. Or an Associate's Degree from an accredited educational institution in Accounting, Business or related field and 5 years of progressively responsible professional business experience related to accounting and or banking.
- Knowledge of auditing procedures
- Must possess a Florida driver's license

Desired Qualifications:

- Florida Certified Public Accounting License
- Experience in governmental (school district) accounting
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools

Performance Responsibilities:

- Monitor all daily bank balances for all funds and determine daily cash requirements
- Prepare monthly bank reconciliations
- Assist in the investment of excess funds in accordance with the District's Board-approved Investment Policy
- Act as representative for all bank institutions for the district and school internal bank accounts
- Advise Director of Finance, on the status of cash, investments and debt on aregular basis
- Assist in the coordination of the reconciliation of special journals, subsidiary ledgers and cash
- Assist in the analysis, review and reconciliation of general ledger accounts
- Participate in planning for developing the annual District budget
- Assist in preparing the annual District budget
- Assist with balancing general ledgers
- Initiate and record wire transfers as requested and authorized by accounting personnel
- Initiate and record funding of payroll and accounts payable disbursements
- Assist in the preparation and coordination of monthly and annual financial statements
- District liaison for providing reports for outside auditors
- Assist bookkeepers by resolving finance and internal accounts related issues, including issues on internal accounts, monthly financial reports, annual close out procedures, and accounting software related issues
- Assist Charter and Private schools resolving finance related issues and prepare FEFP worksheet and make necessary adjustments throughout the fiscal year during survey periods
- Assist Director of Finance with Year End Annual Financial Statement notes
- Prepare annual debt schedules

- Provide backup to department as needed
- Respond to inquiries and concerns in a timely manner
- Keep Director of Finance informed of potential problems or unusual events
- Represent the District in a positive and professional manner
- Promote and support professional growth for self and others
- Perform other duties as assigned by the Director of Finance or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance and/or designee

Evaluation:

Annual evaluation done by the Director of Finance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

Job Code:

75031

Board Approved: 03/13/12, 07/06/2015
Revised: 10/13/2020

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

ACCOUNTING ASSISTANT

Required Qualifications:

- High School Diploma
- Minimum of two (2) years of similar accounting experience
- Knowledge of accounting principles, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools
- Knowledge of auditing procedures

Desired Qualifications:

- A.A. Degree in Accounting or business-related degree

Performance Responsibilities:

- Receive, sort and verify invoices and purchase orders and process them for payment as required
- Identify any problems with invoices and report to Director of Finance ~~and Purchasing~~ when necessary
- Review travel vouchers and ensure compliance with District policy prior to paying
- Review and approve Purchasing Card purchases
- Be responsible for reconciling accounts payable prior to check run
- Prepare and post cash receipts, budget transfers, and journal entries
- Input and analyze SATSY as part of the annual program cost report
- Record payment of all sales tax deposits in the district's financial records
- Be responsible for preparing tangible property tax claims to Property Appraiser
- Assist in the preparation of various financial reports and statements
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Director of Finance ~~and Purchasing~~ informed of potential problems and unusual events
- Perform other duties as assigned by the Director of Finance ~~and Purchasing~~ and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance ~~and Purchasing~~ and/or designee

Evaluation:

Annual evaluation done by the Director of Finance ~~and Purchasing~~ and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level G

Job Code:

75032

Board Approved: 08/18/1998
Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 03/13/12, 7/6/2015

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

ACCOUNTING ASSISTANT

Required Qualifications:

- High School Diploma
- Knowledge of accounting principles, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools
- Knowledge of auditing procedures

Desired Qualifications:

- A.A. Degree in Accounting or business related degree
- Minimum of two (2) years of similar accounting experience

Performance Responsibilities:

- Receive, sort and verify invoices and purchase orders and process them for payment as required
- Identify any problems with invoices and report to Director of Finance whennecessary
- Review travel vouchers and ensure compliance with District policy prior to paying
- Review and approve Purchasing Card purchases
- Be responsible for reconciling accounts payable prior to check run
- Prepare and post cash receipts, budget transfers, and journal entries
- Input and analyze SATSY as part of the annual program cost report
- Record payment of all sales tax deposits in the district's financial records
- Be responsible for preparing tangible property tax claims to Property Appraiser
- Assist in the preparation of various financial reports and statements
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Director of Finance informed of potential problems and unusual events
- Perform other duties as assigned by the Director of Finance and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance and/or designee

Evaluation:

Annual evaluation done by the Director of Finance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level G

Job Code:

75032

Board Approved: 08/18/1998
Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 03/13/12, 7/6/2015

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

ACCOUNTING CLERK

Required Qualifications:

- High school diploma or equivalent
- Knowledge of office practices and procedures
- Knowledge of general bookkeeping procedures
- Ability to deal effectively with other personnel
- General computer knowledge

Performance Responsibilities:

- Process district-wide purchase orders and invoices
- Input, balance and maintain files on all accounts payable
- Operate and monitor the check signing and bursting of all accounts payable and insurance checks
- Prepare and process all manual checks for payment
- Be responsible for the daily bank deposits and preparation of cash receipts of all monies received district-wide
- Prepare, enter and post all journal entries, fund transfers and cash receipts
- Check all time sheets for assigned sites for accuracy; enter data for subs, extra duty, leave forms and calculate average salary for overtime for employees with two (2) positions; edit and balance for processing
- Process meal reimbursement requests
- Process use of vehicle reports for entry
- Verify first check calculation letters and send with checks
- Verify hourly Personnel Action Forms; check rates, position control number and deductions for FRS, FICA, FICA Alt., etc.
- Sign checks in the Technology Information Services Department; separate checks and direct deposit forms for delivery and mail
- Process, verify and update all direct deposit authorizations, credit union deductions and W4 forms as required
- Prepare report for Unemployment Compensation Claims to be paid
- Complete employment verifications and return to proper agencies
- Open and distribute mail
- Verify and complete various annual reports and enter totals in mainframe
- Operate switchboard as required
- Perform other duties as assigned by the Director of Finance ~~and Purchasing~~ and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance ~~and Purchasing~~ and/or designee

Evaluation:

Annual evaluation done by Director of Finance ~~and Purchasing~~ and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level D

Job Code:

75093

Board Approved: 08/18/98
Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

ACCOUNTING CLERK

Required Qualifications:

- High school diploma or equivalent
- Knowledge of office practices and procedures
- Knowledge of general bookkeeping procedures
- Ability to deal effectively with other personnel
- General computer knowledge

Performance Responsibilities:

- Process district-wide purchase orders and invoices
- Input, balance and maintain files on all accounts payable
- Operate and monitor the check signing and bursting of all accounts payable and insurance checks
- Prepare and process all manual checks for payment
- Be responsible for the daily bank deposits and preparation of cash receipts of all monies received district-wide
- Prepare, enter and post all journal entries, fund transfers and cash receipts
- Check all time sheets for assigned sites for accuracy; enter data for subs, extra duty, leave forms and calculate average salary for overtime for employees with two (2) positions; edit and balance for processing
- Process meal reimbursement requests
- Process use of vehicle reports for entry
- Verify first check calculation letters and send with checks
- Verify hourly Personnel Action Forms; check rates, position control number and deductions for FRS, FICA, FICA Alt., etc.
- Sign checks in the Technology Information Services Department; separate checks and direct deposit forms for delivery and mail
- Process, verify and update all direct deposit authorizations, credit union deductions and W4 forms as required
- Prepare report for Unemployment Compensation Claims to be paid
- Complete employment verifications and return to proper agencies
- Open and distribute mail
- Verify and complete various annual reports and enter totals in mainframe
- Operate switchboard as required
- Perform other duties as assigned by the Director of Finance and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance and/or designee

Evaluation:

Annual evaluation done by Director of Finance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level D

Job Code:

75093

Board Approved: 08/18/98
Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

DIRECTOR OF FINANCE ~~& PURCHASING~~

Required Qualifications:

- Bachelor's Degree in finance or accounting from an accredited educational institution
- Minimum of five (5) years of experience in financial accounting, auditing, or purchasing with at least two (2) of the five (5) years in a public school district or governmental agency
- Considerable knowledge of computer operations and software applications (Microsoft, Excel, etc.)
- Considerable knowledge of state statutes, Department of Education Administrative Rules and School Board Policies and Procedures
- Must possess a valid Florida driver's license

Desired Qualifications:

- ~~Nationally recognized certification such as a Certified Professional Public Buyer (CPPB)~~

Performance Responsibilities:

- Direct accounting and reporting of all District financial transactions in accordance with Florida Statutes, State Board of Education rules, and School Board Policy
- Direct and summarize District reporting to other governmental agencies and other periodic financial reports
- Provide leadership, coordination and supervision in the areas of Finance, Grants, and ~~Purchasing~~Internal Accounts
- Oversee financial activities and contract compliance for charter schools
- Analyze, review and reconcile general ledger accounts in a timely manner
- Review finance journal entries, cash receipts, budget amendments, and wire transfers
- Oversee the district's cash management and investment plans
- Prepare fiscal year-end closing schedule
- Prepare the Annual Financial Report (AFR) and Comprehensive Annual Financial Report
- Responsible for coordination of the Fitch report
- Prepare debt schedules
- Assist with the preparation of the District's annual budget
- Arrange and serve as a liaison with auditors for the District's financial audit and internal auditing of school accounts
- ~~Oversee the operation of the purchasing process including Requests for Proposals (RFP) and/or bids~~
- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services

- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Prepare all required reports and maintain all appropriate records
- Maintain a network of peer contacts through professional organizations
- Provide leadership and direction for assigned areas of responsibility
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Supervise and evaluate assigned staff
- Keep the Executive Director of Business Services abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Business Services and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Business Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

Board Approved: 6/23/2015
Revised:

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

DIRECTOR OF FINANCE

Required Qualifications:

- Bachelor's Degree in finance or accounting from an accredited educational institution
- Minimum of five (5) years of experience in financial accounting, auditing, or purchasing with at least two (2) of the five (5) years in a public school district or governmental agency
- Considerable knowledge of computer operations and software applications (Microsoft, Excel, etc.)
- Considerable knowledge of state statutes, Department of Education Administrative Rules and School Board Policies and Procedures
- Must possess a valid Florida driver's license

Desired Qualifications:

Performance Responsibilities:

- Direct accounting and reporting of all District financial transactions in accordance with Florida Statutes, State Board of Education rules, and School Board Policy
- Direct and summarize District reporting to other governmental agencies and other periodic financial reports
- Provide leadership, coordination and supervision in the areas of Finance, Grants, and Internal Accounts
- Oversee financial activities and contract compliance for charter schools
- Analyze, review and reconcile general ledger accounts in a timely manner
- Review finance journal entries, cash receipts, budget amendments, and wire transfers
- Oversee the district's cash management and investment plans
- Prepare fiscal year-end closing schedule
- Prepare the Annual Financial Report (AFR) and Comprehensive Annual Financial Report
- Responsible for coordination of the Fitch report
- Prepare debt schedules
- Assist with the preparation of the District's annual budget
- Arrange and serve as a liaison with auditors for the District's financial audit and internal auditing of school accounts
- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Prepare all required reports and maintain all appropriate records
- Maintain a network of peer contacts through professional organizations
- Provide leadership and direction for assigned areas of responsibility
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Supervise and evaluate assigned staff
- Keep the Executive Director of Business Services abreast of all ongoing situations,

programs, changes and practices in the areas of assigned responsibility
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Business Services and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Business Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

Board Approved: 6/23/2015
Revised:

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

DIRECTOR OF PURCHASING & WAREHOUSING

Required Qualifications:

- Bachelor's Degree or higher in Business Management or related field from an accredited educational institution*
- Minimum of five (5) years of experience in purchasing and administration for a large organization, preferably a school district
- Considerable knowledge of computer operations and software applications (Microsoft Word, Excel, etc.)
- Previous supervisory experience
- Certified Purchasing Manager (CPM) or Certified Procurement Purchasing Officer (CPPO). May substitute certification as a Certified Professional Public Buyer (CPPB) with requirement to certify as a CPM or CPPO within two years or related certification
- Must possess a valid Florida driver's license

*In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for post-secondary education.

Desired Qualifications:

- Broad knowledge of Skyward Purchasing and Warehouse Management Software System
- Knowledge of Florida state statutes, Department of Education Administrative Rules, budgeting, cost accounting, contract management, contract negotiations, cost avoidance programs and current industry procurement standards
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

Performance Responsibilities:

- Serve as the district's Purchasing & Warehousing Director with responsibility for managing and coordinating purchasing and warehousing throughout the district, ensuring that the district will realize maximum value educationally and financially in securing supplies, materials, equipment and services
- Direct, coordinate, and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
- Direct and prepare all bidding documents, including notice to bidders, specifications and proposal form
- Tabulate proposed bids and make recommendations as to successful bidders when appropriate

- Direct the monitoring of all purchase requisitions to determine correctness of information included on purchase orders
- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services related to purchasing, warehousing, print shop and District owned real and tangible property management
- Facilitate disposal of surplus assets by schools and departments
- Oversee the administration of record keeping for all District owned real and tangible property
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Assure accurate records of general fixed assets and financial statements are generated and maintained for the district and state auditors
- Monitor the budget for all services under the supervision of this unit
- Conduct workshops relating to purchasing procedures, quality control of items and availability of material with school-based and district-level staff
- Assist in the development of administrative guidelines and policies for assigned areas of responsibility
- Assist in the development, implementation and evaluation of staff development activities
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- Prepare all required reports and maintain all appropriate records
- Assist in the preparation of the district's budget
- Responsible for adherence to Florida State Statutes, Department of Education Administrative Rules, School Board Policies and Procedures, as they relate to district purchasing expenditures
- Keep the Executive Director of Business Servicces abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Business Services and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Business Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

77622

Board Approved: 06/14/2022
Revised:

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

DIRECTOR OF PURCHASING & WAREHOUSING

Required Qualifications:

- Bachelor's Degree or higher in Business Management or related field from an accredited educational institution*
- Minimum of five (5) years of experience in purchasing and administration for a large organization, preferably a school district
- Considerable knowledge of computer operations and software applications (Microsoft Word, Excel, etc.)
- Previous supervisory experience
- Certified Purchasing Manager (CPM) or Certified Procurement Purchasing Officer (CPPO). May substitute certification as a Certified Professional Public Buyer (CPPB) with requirement to certify as a CPM or CPPO within two years or related certification
- Must possess a valid Florida driver's license

*In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for post-secondary education.

Desired Qualifications:

- Broad knowledge of Skyward Purchasing and Warehouse Management Software System
- Knowledge of Florida state statutes, Department of Education Administrative Rules, budgeting, cost accounting, contract management, contract negotiations, cost avoidance programs and current industry procurement standards
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

Performance Responsibilities:

- Serve as the district's Purchasing & Warehousing Director with responsibility for managing and coordinating purchasing and warehousing throughout the district, ensuring that the district will realize maximum value educationally and financially in securing supplies, materials, equipment and services
- Direct, coordinate, and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
- Direct and prepare all bidding documents, including notice to bidders, specifications and proposal form
- Tabulate proposed bids and make recommendations as to successful bidders when appropriate

- Direct the monitoring of all purchase requisitions to determine correctness of information included on purchase orders
- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services related to purchasing, warehousing, print shop and District owned real and tangible property management
- Facilitate disposal of surplus assets by schools and departments
- Oversee the administration of record keeping for all District owned real and tangible property
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Assure accurate records of general fixed assets and financial statements are generated and maintained for the district and state auditors
- Monitor the budget for all services under the supervision of this unit
- Conduct workshops relating to purchasing procedures, quality control of items and availability of material with school-based and district-level staff
- Assist in the development of administrative guidelines and policies for assigned areas of responsibility
- Assist in the development, implementation and evaluation of staff development activities
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- Prepare all required reports and maintain all appropriate records
- Assist in the preparation of the district's budget
- Responsible for adherence to Florida State Statutes, Department of Education Administrative Rules, School Board Policies and Procedures, as they relate to district purchasing expenditures
- Keep the Executive Director of Business Services abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Business Services and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Business Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

77622

Board Approved: 06/14/2022

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

GRANT ACCOUNTING COMPLIANCE SPECIALIST

Required Qualifications:

- A.A. Degree in Accounting*
- Minimum of four (4) years of similar accounting experience*
- Knowledge of "Red Book" financial coding
- Knowledge of federal projects compliance reporting requirements, Florida Statutes and Florida Administrative Code
- Overall knowledge of bookkeeping, accounting and auditing procedures
- Problem solving skills and initiative

***** In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

Performance Responsibilities:

- Establish and maintain a system for the grant process and review the status of all grants administered by the district including, but not limited to: IDEA, Title I, Title II, Title III, Carl Perkins Vocational, Adult Education grants and Race to the Top
- Code all federal and state budgets and project numbers
- Review and approve all federal requisitions
- Set up new vendors
- Prepare annual budget for federal and state grants
- Ensure compliance with all federal and state reporting requirements, including the annual Schedule of Expenditure of Financial Awards (SEFA) compliance report
- Analyze financial transactions
- Prepare and post budget amendments and journal entries as needed
- Prepare and file required monthly, quarterly and yearly reports for the federal and state projects to the Florida Department of Education (FLDOE)
- Monitor, project, and request federal monies for federal cash advance projects online through the FLDOE reporting system
- Monitor state and federal closing dates on an ongoing basis and work with responsible staff to ensure that all appropriate closing payments and reports are accomplished
- Reconcile federal grant expenditures to revenue and process monthly FA 399's
- Reconcile federal grant expenditures and cash advances to the FLDOE's annual report
- Compute and post monthly indirect charges to all appropriate projects and complete annual indirect cost application
- Process semi-annual certified letters and activity reports for all employees paid through federal funds
- Prepare the supporting tables for the annual cost report submitted to the FLDOE

- Track and prepare invoices any federal, state, or local projects for reimbursement
- Analyze and prepare annual 1099's
- Prepare quarterly health insurance reconciliation for federal funds
- Review database of vendors for annual 1099 preparation
- Prepare and submit quarterly Medicaid administrative claiming reports to the Agency for Health Care Administration (AHCA)
- Prepare annual report for federal utility expenditures
- Provide financial assistance relative to distributing expenditures to various funds, split coding positions, budget transfers, and reclassification of expenditures
- Assist with policy and implementation of compliance with federal and state regulations regarding proper use and coding of funds
- Prepare quarterly Lottery Reports on School Board Agenda
- Assist with federal and state audits
- Perform other duties as assigned by the Director of Finance ~~and Purchasing~~ and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance ~~and Purchasing~~ and/or designee

Evaluation:

Annual evaluation done by the Director of Finance ~~and Purchasing~~ and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75030

Board Approved: 08/18/98
Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 9/12/21

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

GRANT ACCOUNTING COMPLIANCE SPECIALIST

Required Qualifications:

- A.A. Degree in Accounting*
- Minimum of four (4) years of similar accounting experience*
- Knowledge of "Red Book" financial coding
- Knowledge of federal projects compliance reporting requirements, Florida Statutes and Florida Administrative Code
- Overall knowledge of bookkeeping, accounting and auditing procedures
- Problem solving skills and initiative

* In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

Performance Responsibilities:

- Establish and maintain a system for the grant process and review the status of all grants administered by the district including, but not limited to: IDEA, Title I, Title II, Title III, Carl Perkins Vocational, Adult Education grants and Race to the Top
- Code all federal and state budgets and project numbers
- Review and approve all federal requisitions
- Set up new vendors
- Prepare annual budget for federal and state grants
- Ensure compliance with all federal and state reporting requirements, including the annual Schedule of Expenditure of Financial Awards (SEFA) compliance report
- Analyze financial transactions
- Prepare and post budget amendments and journal entries as needed
- Prepare and file required monthly, quarterly and yearly reports for the federal and state projects to the Florida Department of Education (FLDOE)
- Monitor, project, and request federal monies for federal cash advance projects online through the FLDOE reporting system
- Monitor state and federal closing dates on an ongoing basis and work with responsible staff to ensure that all appropriate closing payments and reports are accomplished
- Reconcile federal grant expenditures to revenue and process monthly FA 399's
- Reconcile federal grant expenditures and cash advances to the FLDOE's annual report
- Compute and post monthly indirect charges to all appropriate projects and complete annual indirect cost application
- Process semi-annual certified letters and activity reports for all employees paid through federal funds
- Prepare the supporting tables for the annual cost report submitted to the FLDOE

- Track and prepare invoices any federal, state, or local projects for reimbursement
- Analyze and prepare annual 1099's
- Prepare quarterly health insurance reconciliation for federal funds
- Review database of vendors for annual 1099 preparation
- Prepare and submit quarterly Medicaid administrative claiming reports to the Agency for Health Care Administration (AHCA)
- Prepare annual report for federal utility expenditures
- Provide financial assistance relative to distributing expenditures to various funds, split coding positions, budget transfers, and reclassification of expenditures
- Assist with policy and implementation of compliance with federal and state regulations regarding proper use and coding of funds
- Prepare quarterly Lottery Reports on School Board Agenda
- Assist with federal and state audits
- Perform other duties as assigned by the Director of Finance and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance and/or designee

Evaluation:

Annual evaluation done by the Director of Finance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75030

Board Approved: 08/18/98
Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 06/10/14, 7/6/2015, 9/12/21

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

~~BUYING~~ MANAGER OF PURCHASING

Required Qualifications:

- A.S./A.A. Degree with major studies in business, accounting or other related fields
- At least four (4) years of business experience directly related to purchasing and warehousing
- Considerable computer knowledge and proficiency involving operations and software (Microsoft, Excel, etc.)
- Working knowledge of purchasing related policies, procedures, materials management, Florida State Statues and Department of Education Administrative Rules
- Working knowledge of purchasing source references and vendors for a wide variety of school related commodities and services as to their supply, cost and quality
- Working knowledge of storage and shipping requirements for a variety of materials, supplies and equipment
- Working knowledge of general purchasing related office procedures, practices and equipment
- Working knowledge of Red Book accounting procedures and expenditure accounts

Desired Qualifications:

- Nationally recognized certification such as a Certified Professional Public Buyer (CPPB)
- Broad knowledge of TERMS Purchasing Software System
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

Performance Responsibilities:

- Performs advanced, specialized duties involving purchasing activities necessary for the procurement of materials, supplies, equipment, services, and other accounting and inventory related responsibilities
- Working knowledge of administering state contract purchases, State Purchasing Agreements (SPA's), piggyback bid purchases
- Develop and write bid specifications for a wide variety of school related products and services and updates to bid specifications when needed
- Conduct bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Assists sites with purchasing vendor sources for equipment, textbooks, computer and furniture requests
- ~~Conduct bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award~~Support staff by providing technical guidance and direction with continuous training

- Assists in inventory related purchases, products and identifying stock
- Prepare life cycle analysis and value analysis on products prior to purchase
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Prepare quotations when necessary
- Assists in developing and monitoring purchasing budget
- Maintain a network of peer contacts through professional organizations
- Submit recommendations for new/revised policies and programs to the Director of Purchasing
- Responsibility for monitoring and processing online electronic purchase requisitions for correctness, allowable purchases, alternate vendor sources for cost savings and/or availability from a district bid or another governmental agency contract
- Serve as District VISA® Purchasing Card program administrator
- Confers with vendors and attends product demonstrations and meetings as required
- Assists in training of departmental staff on internal purchasing procedures, as well as district policy and procedures and state statutes
- Supervise assigned personnel
- Perform other duties as assigned by the Director of Purchasing and Warehousing and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Purchasing and Warehousing and/or designee

Evaluation:

Annual evaluation done by the Director of Purchasing and Warehousing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

77637

Board Approved:
Revised:

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

MANAGER OF PURCHASING

Required Qualifications:

- A.S./A.A. Degree with major studies in business, accounting or other related fields
- At least four (4) years of business experience directly related to purchasing and warehousing
- Considerable computer knowledge and proficiency involving operations and software (Microsoft, Excel, etc.)
- Working knowledge of purchasing related policies, procedures, materials management, Florida State Statues and Department of Education Administrative Rules
- Working knowledge of purchasing source references and vendors for a wide variety of school related commodities and services as to their supply, cost and quality
- Working knowledge of storage and shipping requirements for a variety of materials, supplies and equipment
- Working knowledge of general purchasing related office procedures, practices and equipment
- Working knowledge of Red Book accounting procedures and expenditure accounts

Desired Qualifications:

- Nationally recognized certification such as a Certified Professional Public Buyer (CPPB)
- Broad knowledge of TERMS Purchasing Software System
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

Performance Responsibilities:

- Performs advanced, specialized duties involving purchasing activities necessary for the procurement of materials, supplies, equipment, services, and other accounting and inventory related responsibilities
- Working knowledge of administering state contract purchases, State Purchasing Agreements (SPA's), piggyback bid purchases
- Develop and write bid specifications for a wide variety of school related products and services and updates to bid specifications when needed
- Conduct bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Assists sites with purchasing vendor sources for equipment, textbooks, computer and furniture requests
- Support staff by providing technical guidance and direction with continuous training
- Assists in inventory related purchases, products and identifying stock
- Prepare life cycle analysis and value analysis on products prior to purchase

- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Prepare quotations when necessary
- Assists in developing and monitoring purchasing budget
- Maintain a network of peer contacts through professional organizations
- Submit recommendations for new/revised policies and programs to the Director of Purchasing
- Responsibility for monitoring and processing online electronic purchase requisitions for correctness, allowable purchases, alternate vendor sources for cost savings and/or availability from a district bid or another governmental agency contract
- Serve as District VISA® Purchasing Card program administrator
- Confers with vendors and attends product demonstrations and meetings as required
- Assists in training of departmental staff on internal purchasing procedures, as well as district policy and procedures and state statutes
- Supervise assigned personnel
- Perform other duties as assigned by the Director of Purchasing and Warehousing and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Purchasing and Warehousing and/or designee

Evaluation:

Annual evaluation done by the Director of Purchasing and Warehousing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

77637

Board Approved:
Revised:

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

MANAGER OF WAREHOUSE, PROPERTY CONTROL, PRINTING & RECORDS

Required Qualifications:

- A.A. or A.S. Degree
- Knowledge of School Board, Florida Statutes and Department of Education (DOE) policies, regulations and procedures as they relate to property acquisition and disposal
- Proficient in computer and software applications, i.e., Microsoft Word and Excel
- Previous leadership and supervisory experience
- A combination of work experience and education can be substituted for the degree
- Must possess a valid Florida driver's license

Desired Qualifications:

- Bachelor's Degree
- Experience in accounting, auditing, property records and/or warehouse management in a large-scale governmental operation (preferably a school district)
- Knowledge of TERMS fixed asset and financial software system or other system designated by School Board
- Experience with using Statutorily required computer maintenance management software
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively, both oral and in written

Performance Responsibilities:

- Responsible for reconciliation of the general fixed assets financial statements
- Responsible for overseeing and monitoring daily activities and functions of the property, printing and warehouse departments and staff
- Monitor and maintain standard, daily accounting procedures and principles as they relate to requisitions and purchase orders prior to release for accuracy and compliance to Red Book accounting principles and all applicable board, state and DOE regulations
- Manage, oversee and coordinate all fixed asset expenditure tagging, transfers, deletions and inventorying of all tangible equipment and materials
- Review requisitions and purchase orders for proper account coding according to Red Book
- Familiarization with state statutes, State of Florida Administrative Rules, and local Board policies with respect to fixed asset property expenditures, rules and regulations
- Responsible for monitoring and overseeing all aspects of the TERMS software system as it relates to fixed assets and warehouse
- Responsible for overseeing and coordinating all aspects of the disposal of surplus property, textbook items, recycling and district records

- Responsible for maintaining accurate records of general fixed assets financial statement for the district and state auditor
- Maintain and reconcile control accounts of total capital expenditures for audit on a monthly basis
- Responsible for overseeing and ensuring that adequate files are maintained and updated for proper audit trail accountability as they relate to tangible property items and warehouse stock
- Responsible for overseeing activities and functions of the warehouse including annual inventory, personnel, safekeeping of inventory stock, equipment and overall warehouse facility
- Responsible for overseeing property and warehouse accountability inventory system
- Responsible for overseeing all aspects related to the print shop
- Responsible for overseeing all aspects related to the records department
- Assist in the departmental preparation of the budget, as it relates to property records, printing, warehouse and records
- Interact with departments and schools to help identify and properly code all property items
- Audit and solve related problems with invoices regarding tangible property
- ~~Assist with the m~~Monitor, supervise~~ision~~, and complete performance evaluations of the property, printing and warehouse department personnel ~~as requested by the Director of Facilities and Support Operations Division~~
- Responsible for keeping the Director of Purchasing & Warehousing ~~Director of Facilities Operations~~ aware of all potential or impending problems and/or situations which involve property, printing and warehouse activities
- Develop continuing relationships with departments and schools to better understand required property coding and procedures
- Utilize knowledge of personal computer software as it pertains to activities such as data input and retrieval, generation of reports and development of spreadsheets
- Assist in the district's annual year-end inventory of warehouse, maintenance and transportation departments, if needed
- Attend meetings as they relate to fixed asset property as required
- Perform other duties as assigned by the Director of Purchasing & Warehousing ~~Director of Facilities Operations~~ and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Purchasing & Warehousing ~~Director of Facilities Operations~~ and/or designee

Evaluation:

Annual evaluation done by the Director of Purchasing & Warehousing ~~Director of Facilities Operations~~ and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

77626

Board Approved: 06/17/03
Revised: 01/20/09, 03/03/09, 05/17/11, 09/06/11, 06/10/14, 7/6/15, 10/18/16

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

MANAGER OF WAREHOUSE, PROPERTY CONTROL, PRINTING & RECORDS

Required Qualifications:

- A.A. or A.S. Degree
- Knowledge of School Board, Florida Statutes and Department of Education (DOE) policies, regulations and procedures as they relate to property acquisition and disposal
- Proficient in computer and software applications, i.e., Microsoft Word and Excel
- Previous leadership and supervisory experience
- A combination of work experience and education can be substituted for the degree
- Must possess a valid Florida driver's license

Desired Qualifications:

- Bachelor's Degree
- Experience in accounting, auditing, property records and/or warehouse management in a large-scale governmental operation (preferably a school district)
- Knowledge of TERMS fixed asset and financial software system or other system designated by School Board
- Experience with using Statutorily required computer maintenance management software
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively, both oral and in written

Performance Responsibilities:

- Responsible for reconciliation of the general fixed assets financial statements
- Responsible for overseeing and monitoring daily activities and functions of the property, printing and warehouse departments and staff
- Monitor and maintain standard, daily accounting procedures and principles as they relate to requisitions and purchase orders prior to release for accuracy and compliance to Red Book accounting principles and all applicable board, state and DOE regulations
- Manage, oversee and coordinate all fixed asset expenditure tagging, transfers, deletions and inventorying of all tangible equipment and materials
- Review requisitions and purchase orders for proper account coding according to Red Book
- Familiarization with state statutes, State of Florida Administrative Rules, and local Board policies with respect to fixed asset property expenditures, rules and regulations
- Responsible for monitoring and overseeing all aspects of the TERMS software system as it relates to fixed assets and warehouse
- Responsible for overseeing and coordinating all aspects of the disposal of surplus property, textbook items, recycling and district records

- Responsible for maintaining accurate records of general fixed assets financial statement for the district and state auditor
- Maintain and reconcile control accounts of total capital expenditures for audit on a monthly basis
- Responsible for overseeing and ensuring that adequate files are maintained and updated for proper audit trail accountability as they relate to tangible property items and warehouse stock
- Responsible for overseeing activities and functions of the warehouse including annual inventory, personnel, safekeeping of inventory stock, equipment and overall warehouse facility
- Responsible for overseeing property and warehouse accountability inventory system
- Responsible for overseeing all aspects related to the print shop
- Responsible for overseeing all aspects related to the records department
- Assist in the departmental preparation of the budget, as it relates to property records, printing, warehouse and records
- Interact with departments and schools to help identify and properly code all property items
- Audit and solve related problems with invoices regarding tangible property
- Monitoring, supervise, and complete performance evaluations of the property, printing and warehouse department personnel
- Responsible for keeping the Director of Purchasing & Warehousing aware of all potential or impending problems and/or situations which involve property, printing and warehouse activities
- Develop continuing relationships with departments and schools to better understand required property coding and procedures
- Utilize knowledge of personal computer software as it pertains to activities such as data input and retrieval, generation of reports and development of spreadsheets
- Assist in the district's annual year-end inventory of warehouse, maintenance and transportation departments, if needed
- Attend meetings as they relate to fixed asset property as required
- Perform other duties as assigned by the Director of Purchasing & Warehousing and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Purchasing & Warehousing and/or designee

Evaluation:

Annual evaluation done by the Director of Purchasing & Warehousing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

77626

Board Approved: 06/17/03
Revised: 01/20/09, 03/03/09, 05/17/11, 09/06/11, 06/10/14, 7/6/15, 10/18/16

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

PAYROLL ASSISTANT

Required Qualifications:

- A.A. Degree in Accounting
- Minimum of two (2) years of payroll experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of the law, rules and regulations controlling payroll regulations of county schools

Performance Responsibilities:

- Assist in the preparation and reconciliation of various payrolls
- Review payroll documents for accuracy
- Audit and review attendance documents including timecards
- Monitor individual payroll records for accuracy of contract salaries and resolve discrepancies
- Verify Personnel Action Forms (or equivalent electronic form) to ensure data is accurately input into system
- Monitor reports for errors and make necessary corrections per start dates and post to employees leave earnings history
- Process all forms for donation of sick leave by a family member and update employee's Time Summary Screen if leave was submitted in error
- Check all time sheets for assigned sites for accuracy
- Enter data for subs, extra duty, and leave forms and calculate average salary for overtime for employees with two (2) positions
- Run leave of absence transaction edits, check for errors and contact sites for any overuse of leave
- Verify payroll balancing reports to control sheet
- Create substitute and regular employee timesheets for upcoming payrolls
- Calculate and/or verify manual checks as required
- Assist auditors in researching payroll data and earnings records
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Perform other duties as assigned by the Director of ~~Budget~~Human Resources, and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of ~~Budget~~ Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources ~~Budget~~ and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level G

Job Code:

75032

Board Approved: 03/13/12
Revised: 07/30/13, 7/6/2015

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

PAYROLL ASSISTANT

Required Qualifications:

- A.A. Degree in Accounting
- Minimum of two (2) years of payroll experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of the law, rules and regulations controlling payroll regulations of county schools

Performance Responsibilities:

- Assist in the preparation and reconciliation of various payrolls
- Review payroll documents for accuracy
- Audit and review attendance documents including timecards
- Monitor individual payroll records for accuracy of contract salaries and resolve discrepancies
- Verify Personnel Action Forms (or equivalent electronic form) to ensure data is accurately input into system
- Monitor reports for errors and make necessary corrections per start dates and post to employees leave earnings history
- Process all forms for donation of sick leave by a family member and update employee's Time Summary Screen if leave was submitted in error
- Check all time sheets for assigned sites for accuracy
- Enter data for subs, extra duty, and leave forms and calculate average salary for overtime for employees with two (2) positions
- Run leave of absence transaction edits, check for errors and contact sites for any overuse of leave
- Verify payroll balancing reports to control sheet
- Create substitute and regular employee timesheets for upcoming payrolls
- Calculate and/or verify manual checks as required
- Assist auditors in researching payroll data and earnings records
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Perform other duties as assigned by the Director of Human Resources, and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level G

Job Code:

75032

Board Approved: 03/13/12
Revised: 07/30/13, 7/6/2015

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

~~FINANCE AND~~ PROCUREMENT SPECIALIST

Required Qualifications:

- A.S./A.A. Degree with major studies in business, accounting or other related fields
- Knowledge of accounting principals, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of purchasing related policies, procedures, materials management, Florida Statutes, and Department of Education Administrative Rules
- Knowledge of Red Book accounting procedures and expenditure accounts

Desired Qualifications:

- Broad knowledge of ~~TERMS~~ Purchasing Software System
- Considerable computer knowledge and proficiency involving operations and software (Microsoft, Excel, etc.)
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

Performance Responsibilities:

- ~~Assist with the coordination~~Coordinate and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
- ~~Assist with the preparation of all~~Prepare bidding documents, including notice to bidders, specifications and proposal forms
- Assist with the tabulation of proposed bids and make recommendations as to successful bidders when appropriate
- ~~Assist with~~Process bid opening, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Monitoring of all purchase requisitions to determine correctness of information included on purchase orders
- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services
- ~~Serve as District Visa Purchasing Card Program coordinator~~Set up new vendors and update address changes
- Provide purchasing card training
- Support staff by providing technical guidance and direction with continuous training
- Assist sites with purchasing vendor sources for equipment, textbooks, computer and furniture requests

- Assist in the preparation of the departmental budget
- Prepare all required reports and maintain all appropriate records
- Maintain a network of peer contacts through professional organizations
- Provide leadership and direction for assigned areas of responsibility
- Assist in maintenance and updating of the department's web page
- Perform other duties as assigned by the Manager of Purchasing or Director of ~~Finance &~~ Purchasing & Warehousing

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager~~,~~ of Purchasing and/or designee

Evaluation:

Annual evaluation done by the Manager~~,~~ of Purchasing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Confidential Level I

Job Code:

75034

Board Approved: 08/18/98
Revised: 01/20/09, 05/17/11, 07/06/15, 04/05/2016

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

PROCUREMENT SPECIALIST

Required Qualifications:

- A.S./A.A. Degree with major studies in business, accounting or other related fields
- Knowledge of accounting principals, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of purchasing related policies, procedures, materials management, Florida Statutes, and Department of Education Administrative Rules
- Knowledge of Red Book accounting procedures and expenditure accounts

Desired Qualifications:

- Broad knowledge of Purchasing Software System
- Considerable computer knowledge and proficiency involving operations and software (Microsoft, Excel, etc.)
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

Performance Responsibilities:

- Coordinate and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
- Prepare bidding documents, including notice to bidders, specifications and proposal forms
- Assist with the tabulation of proposed bids and make recommendations as to successful bidders when appropriate
- Process bid opening, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Monitoring of all purchase requisitions to determine correctness of information included on purchase orders
- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services
- Set up new vendors and update address changes
- Provide purchasing card training
- Support staff by providing technical guidance and direction with continuous training
- Assist sites with purchasing vendor sources for equipment, textbooks, computer and furniture requests
- Assist in the preparation of the departmental budget
- Prepare all required reports and maintain all appropriate records
- Maintain a network of peer contacts through professional organizations

- Provide leadership and direction for assigned areas of responsibility
- Assist in maintenance and updating of the department's web page
- Perform other duties as assigned by the Manager of Purchasing or Director of Purchasing & Warehousing

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Purchasing and/or designee

Evaluation:

Annual evaluation done by the Manager of Purchasing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Confidential Level I

Job Code:

75034

Board Approved: 08/18/98
Revised: 01/20/09, 05/17/11, 07/06/15, 04/05/2016

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

SENIOR ACCOUNTING ASSISTANT

Required Qualifications:

- A.A. Degree in Accounting*
- Minimum of four (4) years of similar accounting experience*
- Knowledge of accounting principles, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools
- Knowledge of auditing procedures
- Problem solving skills and initiative

***** In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

Performance Responsibilities:

- Directs work of the Accounting Assistant(s) and Accounting Clerk(s) in the Finance Department
- Organize and direct the work of Accounts Payable (AP) processing for the district and approve changes in work processing as deemed necessary to meet payment schedules
- Create and verify journal entries and any other financial records that affect the individual fund for the integrity of financial data
- Create and generate the E-Payable ~~(PAVA)~~ payment run for all E-Payable ~~PAVA~~ vendors
- Provide support assistance with ~~PAVA~~ E-Payable vendors when necessary
- Oversee the payment process for the Florida Teachers Classroom Supply Assistance Program (formerly the Florida Lead Teacher Program)
- Assist the and Accountant in all aspects of governmental reporting requirements
- Coordinate accounting, billing and collection procedures
- Evaluate and recommend changes to AP policies and procedures to streamline processes and enhance automation~~.~~
- Perform special reviews and audits, monitor daily status and issue reports for AP
- Enforce, interpret and explain payment policies and procedures utilized in the school system as requested
- Coordinate the daily, weekly, monthly, and year-end activities of the accounts payable function to facilitate in the timely payment to vendors in an efficient manner
- Oversee the payment process for Florida School Recognition Program
- Perform other duties as assigned by the Director of Finance ~~and Purchasing~~ and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance ~~and Purchasing~~ and/or designee

Evaluation:

Annual evaluation done by the Director of Finance ~~and Purchasing~~ and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75032

Board Approved: 06/10/14
Revised:7/6/2015

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

SENIOR ACCOUNTING ASSISTANT

Required Qualifications:

- A.A. Degree in Accounting*
- Minimum of four (4) years of similar accounting experience*
- Knowledge of accounting principles, practices and procedures and the ability to apply such knowledge to accounting transactions
- Knowledge of the law, rules and regulations controlling budgetary fiscal record-keeping and contract procedures of county schools
- Knowledge of auditing procedures
- Problem solving skills and initiative

* In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

Performance Responsibilities:

- Directs work of the Accounting Assistant(s) and Accounting Clerk(s) in the Finance Department
- Organize and direct the work of Accounts Payable (AP) processing for the district and approve changes in work processing as deemed necessary to meet payment schedules
- Create and verify journal entries and any other financial records that affect the individual fund for the integrity of financial data
- Create and generate the E-Payable payment run for all E-Payable vendors
- Provide support assistance with E-Payable vendors when necessary
- Oversee the payment process for the Florida Teachers Classroom Supply Assistance Program (formerly the Florida Lead Teacher Program)
- Assist the and Accountant in all aspects of governmental reporting requirements
- Coordinate accounting, billing and collection procedures
- Evaluate and recommend changes to AP policies and procedures to streamline processes and enhance automation
- Perform special reviews and audits, monitor daily status and issue reports for AP
- Enforce, interpret and explain payment policies and procedures utilized in the school system as requested
- Coordinate the daily, weekly, monthly, and year-end activities of the accounts payable function to facilitate in the timely payment to vendors in an efficient manner
- Oversee the payment process for Florida School Recognition Program
- Perform other duties as assigned by the Director of Finance and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Finance and/or designee

Evaluation:

Annual evaluation done by the Director of Finance and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75032

Board Approved: 06/10/14
Revised:7/6/2015

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

SENIOR PAYROLL ASSISTANT

Required Qualifications:

- Bachelor's Degree in Accounting or related field plus six (6) years of payroll experience
- In lieu of the above degree requirement, ten (10) years experience relative to job responsibilities
- Knowledge of the law, rules and regulations controlling payroll regulations of county schools

Desired Qualifications:

- School district payroll experience

Performance Responsibilities:

- Assist in the preparation and reconciliation of various payrolls
- Review payroll documents for accuracy
- Audit and review attendance documents including timecards
- Monitor individual payroll records for accuracy of contract salaries and resolve discrepancies
- Verify Personnel Action Forms (or equivalent electronic form) to ensure data is accurately input into system
- Allocate sick, personal and vacation leave monthly
- Monitor reports for errors and make necessary corrections per start dates and post to employees leave earnings history
- Process all forms for donation of sick leave by a family member and update employee's Time Summary Screen if leave was submitted in error
- Check all time sheets for assigned sites for accuracy
- Enter data for subs, extra duty, and leave forms and calculate average salary for overtime for employees with two (2) positions
- Calculate all payoffs for vacation and sick leave
- Run leave of absence transaction edits, check for errors and contact sites for any overuse of leave
- Verify payroll balancing reports to control sheet
- Create substitute and regular employee timesheets for upcoming payrolls
- Calculate and/or verify manual checks as required
- Assist with the preparation of payroll calendars
- Assist Florida Retirement System (FRS) with inquiries
- Assist with the preparation of FRS monthly reports and TSA monthly participation reports
- Assist auditors in researching payroll data and earnings records
- Train new payroll department staff
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Coordinator of Finance informed of potential problems and unusual events

- Perform other duties as assigned by the Director of ~~Budget~~Human Resources, and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources, and/or designee~~Budget~~

Evaluation:

Annual evaluation done by the Director of Human Resources, and/or designee~~Budget or designee~~

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75032

Board Approved: 03/13/12
Revised: 03/05/13, 7/6/2015

Hernando County School Board
Florida

FLSA: Non-Exempt, Non-Union

SENIOR PAYROLL ASSISTANT

Required Qualifications:

- Bachelor's Degree in Accounting or related field plus six (6) years of payroll experience
- In lieu of the above degree requirement, ten (10) years experience relative to job responsibilities
- Knowledge of the law, rules and regulations controlling payroll regulations of county schools

Desired Qualifications:

- School district payroll experience

Performance Responsibilities:

- Assist in the preparation and reconciliation of various payrolls
- Review payroll documents for accuracy
- Audit and review attendance documents including timecards
- Monitor individual payroll records for accuracy of contract salaries and resolve discrepancies
- Verify Personnel Action Forms (or equivalent electronic form) to ensure data is accurately input into system
- Allocate sick, personal and vacation leave monthly
- Monitor reports for errors and make necessary corrections per start dates and post to employees leave earnings history
- Process all forms for donation of sick leave by a family member and update employee's Time Summary Screen if leave was submitted in error
- Check all time sheets for assigned sites for accuracy
- Enter data for subs, extra duty, and leave forms and calculate average salary for overtime for employees with two (2) positions
- Calculate all payoffs for vacation and sick leave
- Run leave of absence transaction edits, check for errors and contact sites for any overuse of leave
- Verify payroll balancing reports to control sheet
- Create substitute and regular employee timesheets for upcoming payrolls
- Calculate and/or verify manual checks as required
- Assist with the preparation of payroll calendars
- Assist Florida Retirement System (FRS) with inquiries
- Assist with the preparation of FRS monthly reports and TSA monthly participation reports
- Assist auditors in researching payroll data and earnings records
- Train new payroll department staff
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Coordinator of Finance informed of potential problems and unusual events

- Perform other duties as assigned by the Director of Human Resources, and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Human Resources, and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Confidential Level L

Job Code:

75032

Board Approved: 03/13/12
Revised: 03/05/13, 7/6/2015

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 17. 23-0732 7/26/2022

Title and Board Action Requested

Approve renewing bid no. 20-946-11 RN, NSF Check and Delinquent Account Collection Services, to Envision Payment Solutions Inc. for NSF check and delinquent account collections and authorize the purchase at no cost to the District.

Executive Summary

The Director of Finance & Purchasing, on behalf of the Superintendent of Schools, hereby requests the Board approve the renewal of bid no. 20-946-11 RN, NSF Check and Delinquent Account Collection Services, to Envision Payment Solutions Inc. for NSF check and delinquent account collections. Contract period: 8/13/2022 through 8/12/2023.

My Contact

Joyce McIntyre
Director of Finance & Purchasing
(352) 797-7004

2018-23 Strategic Focus Area

Pillar 5: Fiscal Responsibility & Organizational Effectiveness

Financial Impact

The cost for this agenda item is $ 0.00, see attached budget sheet. The cost for the previous fiscal year was $ 0.00.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: July 26, 2022

Bid No. 20-946-11 RN

Bid Title: NSF Check and Delinquent Account Collection Services

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s) ☐Request for Proposal(s) ☐Low Bid(s) Meeting Specification ☐Rejection/Cancellation
☐Revised Award ☒Renewal of Contract ☐Sole Source ☐Re-Award (Partial/Whole)
☐Bid Termination ☐Revisions/Amendments to Bid ☐Bid Extension ☐Emergency
☐Piggyback Cooperative

Bid Contract Period: 08/13/2022 through 08/12/2023 ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount ☒ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☐ Firm, Fixed Hourly Rates, Fees and/or Percentages

Renewal Options:

No. of Terms Remaining	☐ Length of Each Term (month)	☐ Length of Each Term (year)	☒ None
0		0	

Rationale/Reason:

Bidders Electronically Downloaded From Public Purchase Website: n/a	**Bids Received:**	**No Bids:**	**Late Bids:**	**Rejected Bids:**	**N/A – Bids Not Required:** Renewal

Submitted By: Joyce McIntyre
Director of Finance & Purchasing

School(s): District Wide

Requested By: _____

Department(s):

Recommended award to Envision Payment Solutions, Inc. (V-50469)

T/C CODE: 2011

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 18. 23-0762 7/26/2022

Title and Board Action Requested

Approve the Purchase of Instructional Materials for High School Intensive Reading Classes from Achieve3000 and Authorize the Issuance of a Purchase Order for an Estimated Amount of $95,690.00

Executive Summary

The Director of Elementary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the purchase of instructional materials for High School Intensive Reading Classes from Achieve3000. The Hernando County School District will receive access to data generation and reporting for progress monitoring, lexile leveled texts for differentiated instruction, FSA/FAST Prep and text for curriculum development through June 2023. The request is pursuant to F.S. 1008.22 requiring successful performance on statewide, standardized assessments. Achieve3000 is a sole source provider.

My Contact

Michelle Barash
Director of Elementary Programs
352-797-7000 ext. 433
barash_m@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

The cost for this agenda item is $95,690.00, see attached budget sheet. The cost for the previous fiscal year was $89,727.75.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Achieve3000

January 1, 2022

To Whom It May Concern:

This letter confirms that Achieve3000®, Inc. is the sole source for the Achieve3000 Literacy™, Achieve3000 Math™, Actively Learn, eScience3000®, and Smarty Ants® educational online services as well as the LevelSet™ assessment. Achieve3000 is the only provider of these services, each of which utilizes proprietary, patented technology (USPTO 8,714,986 and 9,652,993), copyrighted materials, trade secrets and source code that are, in various parts, either owned by Achieve3000 or licensed to Achieve3000. As a result, these services may be utilized only with the permission of Achieve3000.

Our solutions include:

- Smarty Ants, accelerating students' mastery of foundational reading skills through personalized, game-based instruction
- LevelSet, reliably benchmarking students' individual Lexile® reading measures three times annually
- Achieve3000 Literacy, accelerating the literacy growth of every student through differentiated content and instruction
- Actively Learn, powering deeply engaged student learning in ELA, social studies, and science classes
- Achieve3000 Math, accelerating students' mastery of mathematics standards through personalized practice

Achieve3000 has a rich history of success across the nation. Millions of students in thousands of schools across the country have been impacted by Achieve3000 solutions.

We look forward to growing our partnership with your school district.

Sincerely,

Kimberly A. Harvey

Mc Graw Hill

Kim Harvey
Sr. Director, RFP, Bids and Contracts
McGraw Hill | School

Quote ID: Q-79638
Contract Period: 08/01/2022 - 06/30/2023
21-22 License Expiration Date: 06/30/2022

Quote Date: 01/24/2022
Valid Until: 07/31/2022

Client Information

Account Name	
Hernando Co School District	
Address	**Client**
919 N Broad St Brooksville, FL 34601-2397 Phone: (352)797-7000	Michelle Barash Email: barash_m@hcsb.k12.fl.us Phone: 352-797-7000

Achieve3000 is pleased to continue partnering with you to accelerate your students' literacy growth throughout the school year. Your custom quote includes the solutions listed below. You can explore all of Achieve3000's research-based solutions by visiting www.achieve3000.com.

Participating Schools	**Total Licenses Purchased**	
	Program	**22-23**
Central High School	Literacy	500
Endeavor & Discovery Academies	Literacy	105
F.W. Springstead High School	Literacy	450
Hernando High School	Literacy	425
Nature Coast Technical HS	Literacy	275
Weeki Wachee High School	Literacy	500

Product	Cost	Qty	Total
Achieve3000 Literacy: up to 250 Students *(NP-LIT)*	$10,075.00 per site	1	$10,075.00
Achieve3000 Literacy: up to 375 Students *(NP-LIT)*	$13,225.00 per site	2	$26,450.00
Achieve3000 Literacy: up to 500 Students *(NP-LIT)*	$16,475.00 per site	2	$32,950.00
Achieve3000 Literacy: includes 1 student license. *(LIT-STDT)*	$42.00 per student	255	$10,710.00
Professional Learning Services *(PDI)*	$2,695.00 per session	5	$13,475.00
Achieve3000 Site Setup Fee - Annual fee per school for deployment and ongoing support, including rostering, integrations, and customer support. *(SITE-SETUP)*	$290.00 per site	7	$2,030.00
Subtotal			$95,690.00
Order Total			**$95,690.00**

See Next Page for Quote Acceptance

Acceptance for Quote ID Q-79638: $95,690.00

Hernando Co School District	Achieve3000
Account Name	
Signature	*Signature*
Name / Title	*Name / Title*
Date	*Date*

The Complete Signed Quote and Purchase Orders can be sent to:

Achieve3000
331 Newman Springs Road
Suite 304
Red Bank, NJ 07701

Fax: (316) 221-0718
Email: orders@achieve3000.com

Vendor's proposed Purchase Order terms rejected to the extent inconsistent with School Board's purchasing instructions. Purchase subject to terms of School Board Standard Addendum. http://www.hernandoschools.org/departments/purchasing/vendor-information

For questions, please contact Tanner Wilcox at +1 8132838087 or tanner.wilcox@mheducation.com.

This quote is governed by and subject to the Achieve3000 terms and conditions at https://achieve3000.com/who-we-are/about-us/terms-of-service/. By signing this quote, you are agreeing to such terms and conditions.

To explore more renewal options, such as a multi-year quote with LOCKED-IN PRICING for three full years, please contact your Customer Advocacy Manager for an adjusted quote.

About Achieve3000®

Achieve3000 delivers a comprehensive suite of digital solutions that significantly accelerate literacy growth and deepen learning across the content areas. Using personalized and differentiated solutions, Achieve3000 provides equity for remote and on-site instruction, enabling educators to help all students achieve accelerated growth. Our suite of solutions includes: Achieve3000 Literacy, a differentiated learning platform for grades 2-12; Actively Learn, a digital curriculum for grades 3-12; Smarty Ants, a foundational literacy platform for grades PreK-2; and Achieve3000 Math, a digital mathematics solution.

Learn more about Achieve3000's learning solutions at www.achieve3000.com.

STANDARD ADDENDUM TO AGREEMENTS WITH
THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

WHEREAS, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all direct damages arising from a third-party claim alleging it was ~~of any nature whatsoever which are caused~~ ~~or~~ ~~materially~~ ~~contributed~~ ~~to by the negligent, reckless or intentional acts of the Indemnifying Party~~ due to Vendor's negligent, reckless, or intentional breach of this Agreement. Except for a party's indemnification obligations hereunder, each party's maximum liability for direct damages under this contract shall not exceed the amount paid by District to Vendor hereunder.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the District pursuant to the contract prior to the effective date of termination. Fees paid in advance of service subscriptions are non-refundable for the subscription period in progress at the effective date of termination.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination. Fees paid in advance of service subscriptions are non-refundable for the subscription period in progress at the effective date of termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by 212.08(6), Fla. Stat.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement, except for payment obligations due hereunder, is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan_k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information, or upon receipt of subpoena or court order. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order unless prohibited by the terms of such subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations applicable to Contractor's status as a service provider.

Signed and dated by authorized representatives as provided below:

Contractor: Achieve3000, Inc.

Kimberly A. Harvey

Printed Name: Kimberly Harvey
Title: Sr. Director, RFP, Bids & Contracts
Date: 6/14/2022

Approved as to Form	Approved as to Form
Nancy McClain Alfonso	*Nancy McClain Alfonso*
General Counsel, HCSB	General Counsel, HCSB

HERNANDO SCHOOL DISTRICT
Learn it. Love it. Live it.

Data Security Agreement

This Data Security Agreement (the "**Agreement**") is made as of May 13,2022 (the "**Effective Date**"), by and between The School Board of Hernando County, a Florida School Board, with a principle place of business at 919 N. Broad Street, Brooksville, FL 34601 (hereinafter referred to as **"HCSD"**), and Achieve3000, Inc., a Publishing Company with a principle place of business at o331 Newman Springs Rd; Red Bank, NJ 07701 (hereinafter referred to as "**Vendor**").

Recitals

WHEREAS, HCSD wishes to further safeguard Protected Information from unlawful access and use;

WHEREAS, Vendor may receive or have access to HCSD Protected Information in the course of performance of Other Agreements that the Parties have entered into, or may enter into;

WHEREAS, the Parties both wish to further refine their data protection measures to conform with new and future regulations designed to address the protection of personal information; and

WHEREAS, Prior to, and in consideration of, Vendor's receipt of, or access to, HCSD Protected Information, Vendor is willing to protect HCSD Protected Information as set forth below.

NOW, THEREFORE, for good and sufficient consideration, the Parties agree as follows:

Agreement

1. **Definitions**. For purposes of this Agreement, the following terms shall have the meanings set forth below. Other terms are defined in context.

   1.1. **Breach of Security**. The term "**Breach of Security**" has the meaning set out herein and in applicable law, and as the same may be amended from time-to-time.

   1.2. **HCSD Protected Information**. The term **"HCSD Protected Information**" has the meaning set out in Section 2.1 (Provision of HCSD Protected Information).

   1.3. **Confidential Information**. The term "**Confidential Information**" means confidential or other proprietary information disclosed by HCSD to Vendor, whether orally, visually or in writing, before or after the Effective Date, and whether or not marked or otherwise designated as confidential or proprietary, including, without limitation, specifications, trade secrets, financial information, business plans, product plans, supplier lists, applicant and prospective applicant lists, admissions data and financial information. All reports, analyses, compilations, data, forecasts, studies and other materials which contain or otherwise reflect or are generated or derived from such information are also included in the definition of Confidential Information. Confidential Information includes information and documents in paper or electronic form which may not be released to third parties under law. Notwithstanding the foregoing, the term Confidential Information does not include information which: (i) is or becomes public knowledge without any action by, or involvement of, Vendor; (ii) is disclosed by Vendor with the prior written approval of HCSD; (iii) is independently developed by Vendor without use of HCSD's Confidential Information, provided that Vendor substantiates such independent development with contemporaneous documents; or (iv) is intentionally disclosed by HCSD to a third party without restriction on disclosure. This information and includes, but is not limited to education records as that term is defined in, Florida Statutes § 1002.221, 20 U.S.C. § 1232(g), and 34 C.F.R. Part 99.

1.4. **Effective Date**. The term "**Effective Date**" has the meaning set out in the introduction to the Recitals.

1.5. **FERPA**. The term "**FERPA**" means the Family Educational Rights and Privacy Act set forth at 20 U.S.C. § 1232g and the regulations promulgated thereunder at 34 CFR § 99.3, and as the same may be amended from time-to-time.

1.6. **Other Agreements**. The term "**Other Agreements**" means any agreement entered into between the Parties besides this Agreement.

1.7. **Party** or **Parties**. The term "**Party**" or "**Parties**" means: (i) HCSD, (ii) Vendor; or (iii) HCSD and Vendor, as the context permits.

1.8. **Personal Information**. The term "**Personal Information**" has the meaning set out in applicable statutes laws and includes, but is not limited to education records as that term is defined in Florida Statutes §1002.221, 20 U.S.C. §1232(g), and 34 C.F.R. Part 99.

1.9. **Personally Identifiable Information**. The term "**Personally Identifiable Information**" means (i) information that could reasonably be used to identify you, including your name, home address, email address, birth date, credit card information, telephone number, or any combination of this information or similar information that could be used to personally identify you, and (ii) any other personally identifiable information from paper and electronic student education records as that term is used in FERPA, and as the same may be amended from time-to-time.

1.10. **HCSD Protected Information**. The term **"HCSD Protected Information"** means, collectively: (i) Personal Information, (ii) Confidential Information; and, (iii) Personally Identifiable Information.

1.11. **Services**. The term "**Services**" means any goods or services that a Party provides to the other Party pursuant to Other Agreements.

2. **HCSD Protected Information; Provision and Use.**

2.1. **Provision of HCSD Protected Information**. Throughout the course of performance of a Party's obligations under Other Agreements, Vendor may receive, or obtain access to, HCSD Protected Information from or on the behalf of HCSD, its students and other persons or entities, for the use or benefit of HCSD (collectively, the "**HCSD Protected Information**"). Vendor hereby acknowledges and agrees that it shall only accept receipt of, or access to, HCSD Protected Information as is necessary for Vendor's performance of its duties and responsibilities pursuant to Other Agreements.

2.2. **Vendor Use of HCSD Protected Information; Non-Disclosure**. Vendor hereby acknowledges and agrees to hold HCSD Protected Information in strict confidence, and shall not use or disclose HCSD Protected Information except: (i) as is necessary for Vendor to fulfill its obligations to HCSD under applicable Other Agreements, (ii) as required by law; or (iii) as otherwise authorized in writing by HCSD (collectively, the "**Permitted Uses**"). Vendor agrees not to use HCSD Protected Information for any purpose other than the Permitted Uses with the understanding that the Vendor also retains aggregate, deidentified, anonymized information for improvement, research and development purposes;. Notwithstanding anything to the contrary, in no event shall Vendor use or otherwise disclose HCSD Protected Information in a manner that conflicts with HCSD's interests. Vendor shall be entitled to disclose HCSD Protected Information on a need-to-know basis to its employees and sub-Vendors provided such employees and sub-Vendors are bound by non-disclosure obligations no less protective than those set out in this Agreement. Vendor shall not copy, transcribe or record any HCSD Protected Information without HCSD's prior written consent, or as is absolutely necessary to perform the Services.

2.3. **Disclosure of HCSD Protected Information**. In the event Vendor is required to disclose HCSD Protected Information by law either during or after the Term, Vendor shall promptly notify HCSD in order to provide HCSD an opportunity to seek a protective order or other relief. If, HCSD does not elect to seek, or is unable to obtain, a protective order or other relief, Vendor may disclose the required HCSD Protected Information without liability hereunder; provided, however, that Vendor first gives HCSD written notice of the specific HCSD Protected Information to be disclosed as far in advance of its disclosure as is practicable, and shall use reasonable efforts to obtain assurances that the entity receiving HCSD Protected Information uses at least the same degree of care in safeguarding the disclosed HCSD Protected Information as Vendor is obligated to use pursuant to this Agreement.

2.4. **Standard of Care**. Vendor hereby represents that it has implemented appropriate measures to protect against the unauthorized release of HCSD Protected Information and agrees that it shall protect all HCSD Protected Information it receives according to commercially acceptable standards, but in no event, less rigorously than it protects its own Protected Information, and not less than reasonable care and diligence.

2.5. **Ownership of HCSD Protected Information**. Vendor acknowledge and agrees that, as between the Parties, HCSD Protected Information is the sole and exclusive property of HCSD.

2.6. **No Data Mining; No Marketing.** Vendor is prohibited from mining Data for any purposes other than those agreed to by the parties. Data mining or scanning of user content for the purpose of advertising or marketing to students or their parents is prohibited. Vendor will not otherwise use any Data to advertise or market to students or their parents. Data may not be used for any purpose other than the specific purpose(s) outlined in this Agreement.

3. **Breach.**

3.1 **Notification of Breach.** In addition to Vendor's responsibilities under the law, Vendor shall ~~immediately~~ as soon as feasible upon discovery report to HCSD in writing (i) any confirmed Breach of Security involving HCSD Personal Information or Personally Identifiable Information (collectively called "HSCD PII") ~~Protected Information,~~ or (ii) any use or disclosure of HCSD PII ~~Protected Information~~ other than the Permitted Uses (each, a "Report"). Vendor shall fully cooperate with HCSD with respect thereto. Each Report shall include, at a minimum and to the extent available at the time: (i) the nature of the unauthorized use or disclosure, (ii) the HCSD Protected Information used or disclosed, (iii) who made the unauthorized use and received the unauthorized disclosure, (iv) what Vendor has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, (v) what corrective action Vendor has taken or shall take to prevent future similar unauthorized use or disclosure; and,
(vi) any other information, including a written report, as reasonably requested by HCSD.

3.2 **Incident Response Plan.** Vendor shall have a written incident response plan, to include prompt notification to HCSD in the event of a confirmed Breach of Security ~~security or privacy incident~~, as well as ~~best~~ industry standard practices for responding to a breach of HCSD PII ~~Protected Information and Data~~. Provider agrees to share a conversation with its IT Security Team regarding its incident response plan upon request. Upon the occurrence of any actual or suspected unauthorized use or disclosure of HCSD PII ~~Protected Information and Data~~. Vendor shall take reasonable steps to minimize or mitigate the risk of harmful or potentially harmful effects resulting from said actual or suspected unauthorized use or disclosure.

4. **HCSD Disclaimer of Warranties.** HCSD MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING HCSD PROTECTED INFORMATION (AND EXPRESSLY DISCLAIMS ANY AND ALL

SUCH WARRANTIES), WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

5. **Vendor Indemnification.** Vendor shall indemnify, defend and hold HCSD harmless from and against all third-party claims, actions, suits and proceedings resulting from Vendor's breach of any of its obligations under this Agreement including, but not limited to (i) (a) the cost of legally required notification of affected persons, (b) ~~third party credit monitoring services, (c)~~ establishing and maintaining a legally required call center in the event of a ~~Data~~ Security Breach; and (d) costs of an investigation (including computer forensic work) to assess and/or mitigate the effects of a ~~Data~~ Security Breach, and (ii) HCSD's costs and reasonable attorneys' fees which arise as a result of Vendor's breach of any of its obligations under this Agreement, or other failure to safeguard HCSD PII ~~Protected Information~~ as provided in this Agreement. Vendor shall indemnify HCSD for all losses, damages, liabilities, judgments, penalties, fines and expenses incurred by HCSD in any such claim, action, suit or proceeding arising from a third-party due to Vendor's breach of this Agreement. Any limitations of liability contained in any Other Agreements shall not be applicable to Vendor's obligations pursuant to this Section 5 (Vendor Indemnification).

6. **Limitations on Liability; Consequential Damages Waiver.** ~~EXCEPT FOR A CLAIM FOR INDEMNIFICATION MADE PURSUANT TO SECTION 5 (Vendor Indemnification),~~ IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND OR NATURE WHATSOEVER, INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS OR OTHER ECONOMIC LOSS, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. Each party's maximum liability for direct damages under this contract shall not exceed the amount paid by District to Vendor hereunder

7. **Compliance with Laws.**

   7.1. General Compliance. Vendor acknowledges and agrees to comply at its own expense with all applicable laws, rules and regulations of governmental bodies and agencies that relate to the subject matter of this Agreement. Such laws include, but are not limited to, the following:

   ~~**7.1.1. Compliance with the HIPPA**. Vendor hereby acknowledge and agrees that, before the Effective Date, it shall implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the confidentially, integrity, and availability of all electronically and physically stored (including, but not limited to, all paper copies) maintained or transmitted Personal Information that is in full compliance and otherwise consistent with the provisions of HIPPA. Prior to Vendor's receipt of Personal Information, Vendor shall provide to HCSD a written certification that it has a written, comprehensive information security program, and that Vendor shall ensure that any sub-Vendors it engages that receives, or is given access to, Personal Information by Vendor is in compliance with the requirements set out in this Section 7.1.1.~~

   7.1.2. Compliance with FERPA. Vendor hereby acknowledge and agrees to comply with the limitations on the use and re-disclosure of Personally Identifiable Information from education records as set forth in 34 CFR § 99.00 et seq. Vendor further acknowledge and agrees that it shall maintain the confidentiality, and shall not re-disclose, Personally Identifiable Information from education records except as authorized by the HCSD in writing.

   7.2. Order of Precedence for Compliance with Laws. The Parties acknowledge and agree that Vendor's obligations pursuant to this Agreement may be more onerous than those in an applicable law, rule or regulation. In the event that a particular law, rule or regulation is more protective of HCSD PII ~~Protected Information~~ than those obligations set out in this Agreement, Vendor shall comply with such law, rule or regulation (in addition to complying with its obligations under this Agreement). In the event that Vendor's obligations under this Agreement are more protective of HCSD PII ~~Protected Information~~ than those obligations set out in an applicable law, rule or regulation, than Vendor shall comply with its obligations under this Agreement (in addition to complying with the applicable law, rule or regulation).

8. **Term and Termination.**

8.1. **Term**. This Agreement shall come into force and effect on the Effective Date and shall continue until terminated pursuant to Section 8.2 (Termination) (the "**Term**").

8.2. **Termination.**

8.2.1. **Termination for Convenience**. HCSD may terminate this Agreement at any time and for any reason upon giving Vendor written notice of such termination.

8.2.2. **Termination for Cause**. In the event that HCSD reasonably determines that Vendor has breached any of its obligation under this Agreement, HCSD may: (i) immediately terminate this Agreement for cause, (ii) provide Vendor with a notice of breach and, thereafter, provide the Vendor a five (5) day period to cure such breach; or (iii) requireest Vendor to submit to a plan to better monitor and protect HCSD Protected Information, and to notify HCSD of any breach.

8.2.3. **Insolvency**. In the event a Party makes an assignment for the benefit of creditors, or has a petition in bankruptcy filed for or against it that is not dismissed within sixty (60) days, the other Party shall have the right to terminate this Agreement immediately upon providing written notice of such termination.

8.2.4. **Termination Without Prejudice to Other Rights and Remedies**. Termination of this Agreement shall be without prejudice to HCSD's other rights and remedies pursuant to this Agreement.

9. **Effect of Termination.**

9.1. **Return of HCSD PII ~~Protected Information~~**. Upon termination or expiration of this Agreement for any reason, upon written request, all written, electronic or other forms of media in which HCSD PII ~~Protected Information~~ is embodied along with all copies and extracts thereof, shall forthwith be delivered to HCSD, and all memoranda, notes, reports, designs, plans, schedules, lists and other writings prepared by Vendor based on HCSD PII ~~Protected Information~~ shall either be immediately delivered to HCSD or destroyed, as HCSD requests in writing. Vendor shall promptly certify to HCSD in writing that it has complied with the requirements of this Section 9.1 (Return of HCSD PII ~~Protected Information~~). Vendor acknowledges and agrees to comply with its obligations pursuant to this Section 9.1 (Return of HCSD Protected Information) within thirty (30) days HCSD's written request following of termination or expiration of this Agreement for any reason, or within such other time as the Parties mutually agree upon.

9.2. **Existing Obligations**. The termination of this Agreement for any reason shall not relieve either Party of any obligations to the other Party that arose prior to the termination.

9.3. **Survival**. The following Sections shall survive any termination or expiration of this Agreement:

Section 2.3 (Disclosure of HCSD Protected Information)
Section 2.5 (Ownership of HCSD Protected Information)
Section 5 (Indemnification)
Section 6 (Limitations on Liability; Consequential Damages Waiver)
Section 9 (Effect of Termination)
Section 10 (General)

9.4. **General Independent Vendors. The Parties to this Agreement are independent Vendors, and no agency, partnership, joint venture or employer-employee relationship is intended or created by this Agreement. Neither Party shall have the power to obligate or bind the other Party. Personnel supplied by a Party shall work exclusively for that Party and shall not, for any purpose, be considered employees or agents of the other Party.**

9.5. **Independence of Agreement**. This Agreement is separate from and independent of all other agreements between the Parties.

9.6. **Governing Law; Venue**. This Agreement shall be governed by and construed in accordance with the laws of the state of Florida, without regard to its conflicts of law principles. The Parties agree that State and Federal Courts in the judicial districts in which HCSD's principal place of business is located shall have jurisdiction over disputes under this Agreement (to the exclusion of all other forums). The Parties hereby consent to personal jurisdiction and venue in such courts.

9.7. **Successors and Assigns**. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns. Neither Party shall, without the prior written consent of the other Party (which consent shall not be unreasonably withheld) assign or transfer this Agreement, and any attempt to do so shall be void and of no force and effect, except that a Party hereto may, without the other Party's consent, assign this Agreement to a parent, subsidiary, or purchaser of substantially all the assets or stock, or to a third party with whom such Party is directly or indirectly merged or consolidated. In the case of any permitted assignment set forth above, the assigning Party will provide reasonable advance notice of the assignment to the other Party.

9.8. **Force Majeure**. Neither Party shall be liable for any delay in performing its obligations under this Agreement, if such delay is caused by circumstances beyond the Party's reasonable control, including without limitation, any acts of God, war, terrorism, floods, windstorm, labor disputes, changes in laws or regulations, or delay of essential materials or services. The Party not affected by the force majeure shall have the right to terminate this Agreement without penalty if the Party affected by the force majeure event is unable to resume full performance within thirty (30) days of occurrence of the event.

9.9. **Severability; Waiver**. If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force without being impaired or invalidated in any way. The Parties agree to replace any invalid provision with a valid provision which most closely approximates the intent and economic effect of the invalid provision. The waiver by either Party of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

9.10. **Headings**. Headings used in this Agreement are for reference purposes only and in no way define, limit, construe or describe the scope or extent of such section or in any way affect this Agreement.

9.11. **Notice**. In any case where any notice or other communication is required or permitted to be given hereunder, such notice or communication shall be given in writing by personal delivery, registered mail, confirmed facsimile, or nationally recognized courier service, addressed to the respective Party at the addresses listed below (or such other address as subsequently notified in writing to the other Party). All such notices or other communications shall be deemed to have been given and received: (i) upon receipt, if personally delivered or sent by registered mail, (ii) when delivery is confirmed, if sent by courier service; and (iii) on the transmission date for facsimile communications, if such transmission is error-free and such communication is confirmed by a copy sent first class mail.

If to HCSD: 919 N. Broad Street
Brooksville, FL 34601

If to Vendor: 331 Newman Springs Rd
Red Bank, NJ 07701

9.12. Additional Obligations. The Parties acknowledge and agree that Vendor's obligations under this Agreement are in addition to any other obligations which Vendor has to HCSD as a result of Other Agreements or other instruments.

9.13. Order of Precedence. The Parties agree that if a conflict arises between this Agreement and any Other Agreement, then the term or provision of this Agreement shall control.

9.14. Counterparts. This Agreement may be executed in one or more counterparts, delivered electronically, each of which shall be deemed an original and all of which shall be taken together and deemed to be one instrument.

9.15. Entire Agreement. This Agreement sets forth the entire understanding and agreement of the Parties and supersedes any and all oral or written agreements or understandings between the Parties as to the subject matter of this Agreement. It may be changed only by a writing signed by both Parties. Neither Party is relying upon any warranties, representations, assurances or inducements not expressly set forth herein.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their respective duly authorized representatives as of the Effective Date.

HCSD

McGraw Hill LLC

By:_____ By: Kimberly A. Harvey
Name:_____ Name: Kimberly Harvey
Title: _____ Title: Sr. Director - RFP, Bids & Contractsd

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: 2022-2023 School Year Budget

Account Name: Basic Ed Technology Rentals Reading Program

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100E	5100	3690	9410	44700	

Amount $ 95,690.00

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

Prior Year Approved Budget: $ 89,727.75

Prior Year Actual Spent: $ 89,727.75

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Agenda Item # 19. 23-0763 7/26/2022

Title and Board Action Requested

Approve the Renewal of Frontline Evaluation Program and Analytics Solutions and approve the issuance of purchase orders for an estimated spending of $69,340.00.

Executive Summary

The Supervisor of Professional Standards and Director of Budget, on behalf of the Superintendent of Schools, hereby requests the Board to approve the renewal of the Frontline programs for the issuance of purchase orders for an estimated spending of $69,340.00. The Frontline programs include Professional Growth and Forecast 5. The Frontline Professional Growth renewal will allow the District to continue to use The Frontline system for all the instructional and school based administration evaluation process. The system houses all the forms, feedback, discussions and calculations for the observed practices portion of the evaluation process for instructional and school based administration evaluation. The Danielson rubrics which have been created through committee work and approved in previous evaluation manuals presented to the Board are housed in this platform. The Forecast 5 renewal will allow financial analytics to be performed. Forecast 5 supports report creation for the financials and comparisons. The Frontline Evaluation Program renewal fee is $40,090 and the Frontline Analytics Solutions renewal fee is $29,250.00.

My Contact

Matthew Goldrick
Supervisor of Professional Standards
352-797-7000 ext. 451
goldrick_m@hcsb.k12.fl.us

Kendra Sittig
Director of Budget
352-797-7000 ext. 418
sittig_k@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 2: People

Financial Impact

The cost for this agenda item is $ 69,340.00, see attached budget sheet. The cost for the previous fiscal year was $ 47,750.00. Forecast was only purchased at the end of the last fiscal year so the different in price is primarily about the proration for that portion of the year.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

frontline education

Exhibit A Frontline Customer Order Form
Q-98198

05/26/2022

1400 Atwater Drive Malvern, PA 19355

Customer:	Order Form Details:
Hernando County Public Schools 919 N. Broad Street Brooksville, Florida, 34601 United States	**Account Manager:** Josh Waddle **Sale Type:** New **Quote Currency:** USD
Contact: Kendra Sittig	
Title: Director of Finance and Accounting	
Phone: (352)797-7004X418	
Email: sittig_k@hcsb.k12.fl.us	

Vendor's proposed Purchase Order terms rejected to the extent inconsistent with School Board's purchasing instructions. Purchase subject to terms of School Board Standard Addendum. http://www.hernandoschools.org/departments/purchasing/vendor-information

Pricing Overview	Amount
Annual Recurring Fees	**$29,250.00**

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
Analytics Solution - powered by Forecast5	7/01/2022	6/30/2023	$28,750.00
Comparative Analytics - powered by Forecast5 - 1 Additional User	7/01/2022	6/30/2023	$500.00

Additional Order Form Information

Tax Information

Tax Exemption: We currently have a tax exemption certificate on file for you.

PO Information

PO Status: Purchase order to follow
PO #:
Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment

1400 Atwater Drive Malvern, PA 19355

Invoicing Schedule	Due Date	Amount
Invoice: Annual	**7/31/2022**	**$29,250.00**
Analytics Solution - powered by Forecast5		$28,750.00
Comparative Analytics - powered by Forecast5 - 1 Additional User		$500.00

1400 Atwater Drive Malvern, PA 19355

05/26/2022

This Order Form and any software, downloads, upgrades, documentation, service packages, material, information, or services set forth herein are governed by the terms of the Master Services Agreement, software license or other agreement with Frontline (the Agreement). BY SIGNING BELOW OR OTHERWISE ACCESSING, VIEWING, OR USING ANY SOFTWARE, DOWNLOADS, UPGRADES, DOCUMENTATION, SERVICE PACKAGES, MATERIAL, INFORMATION, OR SERVICES SET FORTH HEREIN, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES TO THE ORDER FORM TERMS (the Order Form Terms) ATTACHED HERETO AND THE AGREEMENT INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms of the Agreement and the Order Form Terms are confidential information of Frontline Technologies Group LLC, its affiliates and predecessors (collectively, Frontline) and are not to be shared with any third party without the prior written consent of Frontline.

Frontline Technologies Group LLC dba Frontline Education	**Hernando County Public Schools**
Signature: Scott Crouch	Signature:
Name: Scott Crouch	Name:
Title: VP Financial Operations	Title:
Address: 1400 Atwater Drive Malvern, PA 19355	Address: 919 N. Broad Street Brooksville, Florida 34601
Email: billing@frontlineed.com	Email:

STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

WHEREAS, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by 212.08(6), Fla. Stat.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan_k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

Printed Name: Scott Crouch
Title: VP Financial Operations
Date: 6/27/2022

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Frontline education

Quote ID Q-92957
05/10/2022

Frontline Education Renewal Notice

Attn: Hernando County Public Schools

Thank you for your continued partnership with Frontline Education. We remain focused on providing you with industry-leading solutions and technology for K-12. As part of the ongoing investment in your solutions, our Learning Center continues to be enhanced to provide access to articles with answers to routine questions 24/7. This includes the ability to create a support request.

Below you will find information about the renewal of your subscription(s) that renew on 6/28/2022. Once you have reviewed the pricing for your upcoming subscription you can either:

- Use this **link** to confirm the renewal of your subscriptions, or
- If you have questions please reach out to your Client Success Manager

Description	Start Date	End Date	Qty	Rate	Amount
Employee Evaluation Management, unlimited usage for internal employees	6/28/2022	6/27/2023	1	$40,090.00	$40,090.00
Total					**$40,090.00**

Please use this link to indicate that you intend to renew your subscriptions and request your invoice if needed.

Need assistance? You can reach us by calling Laurie Menter at 314-665-2510 or by emailing us at renewals@frontlineed.com.

Laura Hughes
Director, Client Retention and Renewals

frontline education

June 20, 2021

Matthew Goldrick
Supervisor of Professional Standards
Hernando County School District
919 N. Broad Street
Brooksville, FL 34601
goldrick_m@hcsb.k12.fl.us
Phone: (352) 797-7070, ext. 451
Fax: (352) 797-7119

PROPRIETARY STATEMENT
ALL RIGHTS EXCLUSIVELY RESERVED

This letter serves as confirmation that Frontline Education, LLC is the exclusive owner, developer, provider, and copyright holder (except with respect to certain components licensed by Frontline from third parties) of the integrated suite of products listed below (the "Frontline Products"). The Frontline Products may not be licensed directly from any party other than Frontline.

Absence & Time: Absence Management
Absence & Time: Time & Attendance
Recruiting & Hiring: Applicant Tracking
Recruiting & Hiring: Screening Assessment
Recruiting & Hiring: Proactive Recruiting
HRMS & Recruiting
Frontline Central
Professional Growth: Professional Learning Management Professional Growth: Employee Evaluation Management
Danielson Framework for Teaching
Professional Growth: Evaluator Calibration Management Professional Growth: Learning & Collaboration Resources
Special Ed & Interventions: Special Education & IEP Management Special Ed & Interventions: Medicaid Tracking & Claims Management Special Ed & Interventions: RTI/MTSS Program Management Special Ed & Interventions: English Learner Program Management Special Ed & Interventions: 504 Program Management
Special Ed & Interventions: Gifted & Talented Program Management Special Ed & Interventions: Scheduling & Service Encounter Logging Special Ed & Interventions: Personnel Resource Planning
Business Operations: ERP
Business Operations: Student Information System
Health Management: EHR & School Nursing Management
Health Management: Mental & Behavioral Health Management
Forecast5 Data Analytics Suite (5Cast, 5Cast Plus, 5Sight, 5Maps, 5Lab)

frontline education

Frontline Absence & Time software provides a unified solution for managing both absence and time, allowing districts to quickly find qualified substitutes, accurately track employee time and benchmark employee absences against national and state KPIs.

Frontline HRMS & Recruiting software empowers school HR professionals to drive talent, compensation, benefit and position management. This equips HR teams with real-time access to budget information, so they are always focusing efforts on recruiting, hiring and onboarding for available and approved positions to support student achievement.

Frontline Central is an electronic employee records management system that enables districts to securely and efficiently manage employee information online and streamline time-consuming manual processes, so they can focus on people, not paperwork.

Frontline Professional Growth software enables districts to provide educators with targeted learning opportunities and space for collaboration, as well as assist administrators in conducting transparent, growth-focused evaluations linked to professional learning goals.

Frontline Special Ed & Interventions software streamlines burdensome special populations' paperwork, timeline and compliance requirements. Filled with time-saving tools, proactive alerts and customizations to meet Federal, State and district policies, educators can confidently build a continuum of services, make plans, collaborate and track progress to stay in compliance and meet the needs of the whole child.

Frontline Business Operations ERP software rekindles the connections between school HR, Finance and Payroll in a single role-based source of truth. When everything is available real-time in one comprehensive system, school business professionals can finally be confident that they can quickly make financially sound decisions that best support staff and students.

Frontline Business Operations Student Information System (SIS) software equips district administrators to confidently manage the operational side of the student experience with an accurate, reliable system of record.

Frontline Student Health Management is a single solution for school nurses, counselors, social workers, administrators and other service providers to schedule, document, report and comply with state and federal standards for physical, mental and behavioral health. By bringing this information into one place, data can be used to assess and address population and individual needs, and collaboration between providers can occur to best meet student needs. Templates and dropdown menus ensure consistent documentation for reliable reporting to make informed decisions. The software is FERPA compliant and permissions-based, so student information is secure and accessible only to those who need to know. It includes two applications: Frontline EHR (Electronic Health Records) & School Nursing Management and Frontline Mental & Behavioral Health Management

frontline education

5CAST

A *multi-year* quantitative analysis and projection engine used to assist public sector organizations in developing annual budgets and financial projections.

- Analyze historical and projected financial data
- Develop multi-year budgets
- Create multi-year financial projections
- Simulate multi-year "what-if" scenarios based on assumption changes
- Advance visualization and communication of results for best practice reporting

5CAST PLUS

Everything you need for multi-year budgeting and projecting—***Plus*** the ability to do ***monthly*** reporting and analyzing of your detailed financial activity throughout the current budget period.

- Upload detailed expenses and revenues for processing, analysis, and reporting on a monthly and/or quarterly basis
- Project and analyze current year financial data based on monthly historical trends
- Provide key indicators for year-end budget variances of revenues, expenditures, and fund balances

5SIGHT

- Analyze local compensation/benefits trends
- View revenue and expenditure trends by fund, function, and other detail levels
- Identify relative performance against benchmark peers
- Leverages prebuilt data sets and analytics
- Evaluate staffing ratios and FTE trends by position against peers
- Compare testing and achievement results by location

5MAPS

- Evaluate boundaries and service zones
- Analyze student enrollment and demographic trends by region
- Identify transactions/events with dimensions of time and geography
- Generate digital boundary maps for your organization's website
- Analyze performance statistics by location

5LAB

- Determine which students are online and engaged in eLearning, including assignments that have not been completed
- Effectively target resources and support for students who are struggling
- Identify "blind spots" to ensure equity and access for all students
- Benchmark comparisons across schools, grades, and student groups in your district
- Drill down into student pathways to identify gaps and gain further insights

If you have any questions, please feel free to contact me at any time.

Kind Regards,

Karlie Termotto
Senior Manager, Client Success
P: 732.304.5411
E: KTermotto@FrontlineEd.com

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: Included in 2022-2023 Budget

Account Name: Maintenance Agreement Renewal

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100	7730	3510	9300	40100	

Amount $ 40,090.00

Funding Source: Included in 2022-2023 Budget

Account Name: Software Renewal (Prior year was pro-rated for a partial year of service)

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100	7500	692	9210	49500	

Amount $ 29,250.00

C. History

Check one:
Prior Year Budget: X
New for Current Year:

Prior Year Approved Budget: $ 47,750.00
Prior Year Actual Spent: $ 47,750.00

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 20. 23-0765 7/26/2022

Title and Board Action Requested

Approval to amend the contract piggybacking The School District of Palm Beach County, Bid #21C-10F, Cafeteria & Culinary Arts Equipment, for OEM Parts, Installation & Repairs awarded to multiple vendors (see vendor list attached) to increase the estimated spending and authorize purchases for up to $1,000,000.00 as needed over the remaining term of the bid.

Executive Summary

The Director of Food and Nutrition Services, along with the Director of Facilities on behalf of the Superintendent of Schools hereby requests the Board approval to amend the contract piggybacking The School District of Palm Beach County, Bid #21C-10F and to approve an increase to the estimated annual spending. Piggyback was originally approved at the 1-26-2021 Board meeting, #4737. Original bid contract period is 1/26/2021 through 11/17/2023 - amended bid contract will be 7/26/2022 through 11/17/2023. The request to amend the annual spending is due to the owner purchase of 3 serving lines at WWK8 as part of the approved budget for WWK8 capacity project. This project and budget was approved at the Board meeting on February 8, 2022 (File #22-0393). Present request for WWK8 is $770,563.50 for 3 serving lines.

My Contact

Lori Drenth
Director of Food and Nutrition
352-797-7028 x406

Brian Ragan
Director of Facilities and Construction
352-797-7050 x428

2018-23 Strategic Focus Area

Pillar 3: Facility Operations

Financial Impact

The cost for this agenda item is $770,563.50, see attached budget sheet.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: July 26, 2022

Bid No. 21-968-44 PB

Bid Title: Cafeteria & Culinary Arts Equipment, OEM Parts, Installation & Repairs

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s) ☐Request for Proposal(s) ☐Low Bid(s) Meeting Specification ☐Rejection/Cancellation
☐Revised Award ☐Renewal of Contract ☐Sole Source ☐Re-Award (Partial/Whole)
☐Bid Termination ☐Revisions/Amendments to Bid ☐Bid Extension ☐Emergency
☒Piggyback Cooperative

Bid Contract Period: 01/26/2021 through 11/17/2023 ☐ N/A – One Time Purchase
Amended: 07/26/2022 through 11/17/2023

Contract Type: ☐ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☒ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

Renewal Options:

No. of Terms Remaining	☐ Length of Each Term (month)	☒ Length of Each Term (year)	☐ None
2		1	

Rationale/Reason: Piggyback The School District of Palm Beach County, Bid #21C-10F, Cafeteria & Culinary Arts Equipment, OEM Parts, Installation & Repairs for use by the Food & Nutrition Department. Bid #21-968-44 PB has been assigned for internal tracking purposes.

7/26/22: Request to amend contract to approve an increase to the estimated annual spending. Piggyback was original approved at the 1-26-2021 Board meeting, #4737.

Bidders Electronically Downloaded From Public Purchase Website:	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	N/A – Bids Not Required:

Submitted By: Joyce McIntyre
Director of Finance & Purchasing

School(s): District Wide

Requested By: Lori Drenth
Director of Food & Nutrition

Department(s): Food & Nutrition

Recommended award – See vendors attached. Contact Purchasing Department for complete description of award including pricing, manufactures awarded, equipment, installation and custom orders per Palm Beach County.

T/C CODE: 2144

Vendors:

Douglas Food Stores, Inc. dba Douglas Equipment
Rebecca Bergin
304-327-0149
rebecca@douglasequipment.us

Florida Commercial Appliance Parts and Service, Inc.
Timothy Zimmerman
561-472-0828
timzimmerman907@yahoo.com

General Hotel & Restaurant Supply Corp.
Marilyn Oquendo
305-885-8651
moquendo@generalhotel.com

Gulf Ice Systems, Inc.
David Harris
850-474-1784
dharris@gulficesystems.com

Hobart Service – A Division of ITW Food Equipment Group, LLC
Dwight Gilliam
561-863-1300
Westpalmbeachfl.service@hobartservice.com

The Ware Group, LLC dba Johnstone Supply
Randy Langenback
954-826-0719
randy.langenback@johnstonewaregroup.com

M&M TV & Appliance, Inc.
Marsha Morakis
561-318-9259
mappliance@aol.com

Milo Food Service Equipment Distribution, Inc.
Michael Milo
561-723-7193
mfse@comcast.net

Sam Tell and Son, Inc.
Lisa Newman
631-501-9700
governmentsales@samtell.com

Strategic Equipment, LLC
Amy Leasure
813-983-2116
amy.leasure@trimarkusa.com

Winsupply Port St. Lucie
Pete Mitchell
772-879-7755
pmmitchell@winsupplyinc.com

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: **Impact Fees - WWK8 Cafeteria Capacity Improvement Project**

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
	3960	7400	6410	0392	M2070	00000

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$ 770,563.50	$ 0	$ 0.00	$ 770,563.50	$ 770,564.00	$ 0.00

Account Name: _____

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ - Budget Amendments	- Expenditures / Encumbrances To Date	= Current Available Budget	- Present Request	= Remaining Balance Available
$	$	$	$	$	$

B. Item Currently Not Budgeted -**

Funding Source: _____

Account Name: _____

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

Funding Source: _____

Account Name: _____

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ○
New for Current Year: X

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Agenda Item # 21. 23-0773 7/26/2022

Title and Board Action Requested

Approve the Renewal of Bid No. 21-805-03 RN: Physical Education/Athletic Supplies, Clothing & Equipment to Multiple Vendors and Authorize the Purchase of the Goods and/or Services for an Estimated Annual Amount of $250,000.00

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the renewal of Bid No. 21-805-03 RN: Physical Education/Athletic Supplies, Clothing & Equipment, to multiple vendors on the attached tabulation sheet. Vendors offered discounted pricing off manufacturer's list price, which then allows ordering sites to make comparisons for budget savings. Purchases will be made on an as needed basis and will be charged to various schools approved budgets as needed.

My Contact

John Morris
Director of Secondary Programs
352-797-7000 ext. 443
morris_j@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

The cost for this agenda item is $250,000.00, see attached budget sheet. The cost for the previous fiscal year was $250,000.00.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: July 26, 2022

Bid No. 21-805-03 RN

Bid Title: Physical Education/Athletic Supplies, Clothing & Equipment

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s) ☐Request for Proposal(s) ☐Low Bid(s) Meeting Specification ☐Rejection/Cancellation
☐Revised Award ☒Renewal of Contract ☐Sole Source ☐Re-Award (Partial/Whole)
☐Bid Termination ☐Revisions/Amendments to Bid ☐Bid Extension ☐Emergency
☐Piggyback Cooperative

Bid Contract Period: 07/28/2022 through 07/27/2024 ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☒ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

Renewal Options: No. of Terms Remaining ☐ Length of Each Term (month) ☐ Length of Each Term (year) ☒ None

Rationale/Reason:

Bidders Electronically Downloaded From Public Purchase Website: 82	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	N/A – Bids Not Required: Renewal
	- 0 -	- 0 -	- 0 -	- 0 -	

Submitted By: Joyce McIntyre
Director of Finance & Purchasing

School(s): District Wide

Requested By: John Morris
Supervisor of Secondary Curriculum

Department(s): District-Wide

Recommended award to multiple vendors, description of items and prices: (See attached)

T/C CODE: 2103

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN

VENDOR	MANUFACTURER(S) REPRESENTED	CATALOG NAME & DATE	PERCENTAGE DISCOUNTS OR MARK-UPS	DELIVERY ARO (DAYS)	GENERAL FREIGHT TERMS & EXCEPTIONS	QUANTITY DISCOUNTS, MINIMUM ORDERS EXCEPTIONS	VISA®	SAMPLING OF PRODUCTS OFFERED	CONTANT INFORMATION
Aluminum Athletic Equipment Co. V-38452 Vendor Quote #B20-0246	AAE	Keeping Quality in Play www.aaesports.com	5% discount on equipment Exclusions: Pole Vault/High Jump Xbars, Vaulting Poles, Portable Press Box-Donkey's MBS/FBS-35'/40', PSP-3/PSP-4, UST-7.5P/CT	Equipment: 20 Days	Will bill actual amount Delivered pricing for UPS items over $75.00 & Motor Fr. Items over $650.00		Yes	Track equipment/Soccer/Football/Lacrosse/Field Hockey/Baseball & Softball, Ball Stoppers for Football, Baseball/Softball, Lacrosse, Soccer, Portable Press Box-Donkey	Dan McCann P: 610-825-6565 ext. 108 F: 610-825-2378 danm@aaesports.com toms@aaesports.com
Bakers Sports V-40365 Vendor Quote #21-805-03	See Catalog	W20 (2020) Adidas, Under Armour, Alleson, Raulings, Wilson, Evo Shield, Champion, Pacific Headwear, Jaypro, Fisher, www.bakerssports.com	Discounts: Equipment: 30% Supplies: 40% Uniforms/Clothing: 40% Fisher: 30% Equipment & Supplies	Equipment & Supplies: 1-4 weeks Uniforms/Clothing: 1-12 weeks	Shipping will be billed at actual amount Items over 50 lbs, contact for shipping	Call Account Representative	Yes	Custom Uniforms, Training Apparel, Custom Hats, Decoraion, Staff Apparel, Equipment, Helmets, Bats, Hardgoods, Balls, Accessories	Theresa Capuzzo (904) 388-8126 customerservice@bakerssport.com Blake Golden (352) 562-9448 bgolden@bakerssport.com
Brown & Bigelow, Inc. V-47694 Vendor Quote #21-805-03	See website		Discounts: Equipment 20% Uniforms/Clothing 25% Supplies 25%	Equipment & Supplies: 7 Days Uniforms/Clohing: 14-21 Days ARO 7 Days	Pre-paid and added to invoice, will be actual amount	Minimum Qty 12 unless stated Minimum Order: $250.00	Yes	Apparel, Uniforms, Sporting Goods, Promotinal Items, Silk Screen and Embroidery	Michael Ryba P: (609) 929-9019 F: (954) 316-9995 mryba@brownandbigelow.com
BSN Sports, LLC V-50775 Vendor Quote #20-56827	Under Armour, Nike,Asics, New Balance,Alleson,Mizuno,Gildan,Sportek, Alphabroder, Sanmar, Badger	BSN Sports Equipment Spring 2020 US Games Equipment Spring 2020 BSN Sports Teamwear, Vendor Specific Catalogs	10% off Equipment & Supplies BSN Sports Teamwear: 20-35% off Uniforms/Clothing Quantity price breaks See Exeception List with the Purchasing Department	7-10 Days ARO 14-90 Days ARO - Uniforms/Clothing	Free shipping See Exception List with the Purchasing Department	No Minimum Orders	Yes	Physical Education & Athletic Supplies, Equipment, Uniforms and Apparel for all Major Sports.	Ruben Agustin (800) 423-4695 ragustin@bsnsports.com Michael Thornton (813) 390-4588 mthorton@bsnsports.com www.bsnsports.com
Capitol Varsity Sports, Inc.	See website	www.capitolvarsity.com	Call for pricing	TBD	Call for Shipping information	Call Account Representative	Yes	Football Helmets and other various Athletic Supplies. See website	Mike Holes P: (248) 464-1294 mholescvsports@gmail.com
Champion Teamwear (It's Greek to Me) V-48201 Vendor Quote #21-805-03	Champion, Hanes	Champion Teamwear All catalogs 2020 www.championteamwear.com	Uniforms/Clothing: 10%	5-10 Days - Blank 2-4 Weeks Embellishes	Free Shipping on order over $100.00. Flat fee of $5.95 ground shipping on orders under $100.00	Contact Vendor	Yes	Uniforms, Warmups, Fleece, Practice and Campwear, Cheer and Dance, Footwear, Hats, Bags, Game Day Attire, Staff Polos	Jaime Bohnenblust P: (800) 336-4486 F: (800) 539-3615 mhk-gtmbids@hanes.com molly.smith@hanes.com
Clarke Distributing Company V-50776	www.clarke-distributing.com	www.clarke-distributing.com	0%	Equip: 14 Days Uniforms: 21 Days Supplies: 14 Days	Pre-paid and added to invoice, will be actual amount UPS FOB Houston	none	Yes	Tennis & PE Equipment	Don Clarke P: (713) 944-0275 F: (713)944-7980 don@clarke-distributing.com

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN

VENDOR	MANUFACTURER(S) REPRESENTED	CATALOG NAME & DATE	PERCENTAGE DISCOUNTS OR MARK-UPS	DELIVERY ARO (DAYS)	GENERAL FREIGHT TERMS & EXCEPTIONS	QUANTITY DISCOUNTS, MINIMUM ORDERS EXCEPTIONS	VISA®	SAMPLING OF PRODUCTS OFFERED	CONTANT INFORMATION
Coastal Enterprises V- 50777 Vendor Quote # 21-805-03	Hanes, Jerzee, Gildan, Fruit of the Loom, A4, Badger, Augusta, Russell, Champion, etc.	Force Gear Printing www.coastalsportswear.com	Uniforms/Clothing: 10% Supplies: 10%	Uniforms/Clothing: 10-20 Days ARO Supplies: 4-6 weeks on Master Locks	Free shipping Master Lock orders under $2,000 do not qualifty for free shipping.	Volume discounts are provided, call for pricing	No	PE Uniforms, PE Uniforms, Spirit Wear, Various Printed Apparel, Master Locks	Shayne Kollins P: (800) 644-3900 F: (714) 437-7251 goods@coastalsporswear.com www.coastalsportswear.com
Foot Locker Retail, Inc. dba Eastbay	Nike, Under Armour, Adidas, Eastbay, Wilson, Augusta, Sanmar	www.eastbayteamsales.com	Equipment: 5% - 10% Uniforms/ Clothing: 20% - 35% Supplies: 5% - 10% Call Representative	Equipment: 7-10 Days ARO Uniforms/ Clothing: 15-85 Days ARO Supplies: 7-10 Days ARO	Shipping will be billed at actual amount Items over 50 lbs, contact for shipping	Contact Vendor	Yes	Name brand and private label athletic apparel, footwear, equipment, sporting goods and clothing. Customization and decoration options available.	Keitha Hall P: (813) 765-4282 keitha.hall@eastbay.com
Force Gear Printing V-50778	Addas, Russell, UnderArmour, Wilson, Vans, Puma, Nike, Badger, Gildon, Hanes, Fruit of the Loom,Augusta,Columbia, Jenzees, Outter Banks, Ping,Anvil	Force Gear Printing 1035 - Jan 2020	Discount: Equipment, Uniforms/Clothing & Supplies: 20% Markup: Equipment, Uniforms/Clothin & Supplies: 5%	3-5 Days ARO	Free shipping/delivery Product(s) are delivered to each school/site free of charge	$100.00 Minimunm Order Discounts come in Quantities of Dozens	Yes	Specialize in but not limited to: Wrestling, Volleyball, Tennis, Soccer, Golf, Football, Cross Country, Basketball, Baseball, Softball, Swimming, Tennis, Track & Field, Lacrosse, Weightlifting. Decals, Banners, Plaques, Trophies.	Daniel LaPlaca P: (352) 584-7369 dan@forcegear.com Brian Ball P: (352) 650-5177 brian@forcegear.com
Gopher Sport V-49988	100's of well known suppliers in catalog	Gopher Spring 2020 www.gophersport.com	Equipment & Supplies: 10%	4 business days or less	Free shipping on non-truck delivered items. 17% charge for truck delivered items.	n/a	Yes	Physical education equipment, sports equipment, athletic equipment, recreation equipment, fitness equipment	Jordan Stolp (855) 500-2749 jordanstolp@gophersport.com orders@gophersport.com
GraphixT's, Inc. V-48344	Gildan, Jerzees, A4, Bella, Ultra Club, Hanes, Team 365 ,Alleson,Holloway,Prospher e and more	Contact Vendor www.gpxts.com	n/a	Uniform/Clothing: 7-10 Day ARO	Free Shipping withing 30 miles Next day, 2nd day or expidited shipping at customer's request will be billed at actual cost.	Minimum order - $50.00	Yes	Clothing: T-Shirts, hoodies, polos, jackets, PE uniforms, socks, caps and more. Team uniforms, Stock & Custom. Screen-printing, embroidery, and sublimation services available.	Randy Johnson (352) 600-9170 tees@gpxts.com rmj45@gpxts.com
Healy Awards, Inc.		www.healyawards.com	Call for discount pricing	5-20 Days	Call for Shipping information	Minimum Order - $25.00 Deoes not accept returns	Yes	Helmet decals for Football, Baseball, Softball, & Lacrosse, plaques, Signs, Banners	Kirstin Loosen P: (800) 558-1696 Ext. 143 F: (262) 255-9490 kirstin@healyawards.com
Kompan Inc. V-49123	Kompan, Inc.	Product Overview 2020	Call for discount pricing	56 days	Prepaid and added to invoice - Billed at actual amount	No minimum orders	Yes	Playground equipment	Dara Sizemour P: (813)-404-9534 F: (512) 788-9285 darsiz@kompan.com Telesales Department 800-426-9788 USsales@kompan.com
Looper Sports Connection V-42632 Vendor Quote #21-805-01	Badger, Majestic, Rawlings, Wilson, Schutt, Alleson, Under Armour, Teamwork, Richardson, Pacific, Twin City, Champro, Easton, Pacific, All Star, Majestic	Varies - Will provide upon request	Equipment, Uniform/Clothing, Supplies: 10-40%	Equipment & Supplies: 7-14 Days Uniforms/Clothing: 7-21 Days	Free Shipping on most items, if shipping applies it will be known to the customer at time of order and billed at actual amount	Call for quantity discounts	Yes	Equipment, Uniforms/Clothing, supplies	Eddie Looper (352) 796-7974 loopersports@yahoo.com

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN

VENDOR	MANUFACTURER(S) REPRESENTED	CATALOG NAME & DATE	PERCENTAGE DISCOUNTS OR MARK-UPS	DELIVERY ARO (DAYS)	GENERAL FREIGHT TERMS & EXCEPTIONS	QUANTITY DISCOUNTS, MINIMUM ORDERS EXCEPTIONS	VISA®	SAMPLING OF PRODUCTS OFFERED	CONTANT INFORMATION
MFAC, LLC V-50779 Vendor Quote #21-805-03	First Place, Gill, UCS, Accusplit, CEI, Nelco, Serko, Nemeth, UCS Spirit, Planik, Lynx	Everything Track & Field Perform Better	Equipment: 10%	Equipment: 3-5 business days when in stock	Free shipping Excludes: Sales, Pits, Hurdles, Pole Vault Poles, Crossbars, Timing Systems, Software, Cardo Equipment, Weight Equipment, In Ground Equipmet. Items requiring special shipping or truck shipment by common carrrier. Other exclusions may apply	10% excludes: sales, pits, hurdles, pole vault poles, crossbars, timing systems, software, cardio equipment, weight equipment, in-ground equipment, items requiring special shipping or truck shipment by common carrier and other exclusion may apply.	Yes	Track & field equipment, Weight Training/Functional Training Equipment	Jenn Lachapelle P: (800)-556-7464 F: (800)682-6950 mfathlethic@mfathletic.com Holly Fagan 800-667-9363 highjumpin@aol.com
Nasco Education, LLC V- 612 Vendor Quote # 52128		2020 PE/Health Education Catalog #2026 www.enasco.com	Equipment: 15% Supplies: 15%	Equipment & Supplies: 5-7 Days	Free Shipping Minimum $199 order See quote for any additional exceptions.	An additional small order handling fee of $5.00 will be applied to orders under $50. Discounts are off current unit price. Qualifying orders will automatically receive the quantity price if lower than the discounted unit price.	Yes	www.enasco.com	Michelle Au (800) 558-9595 Customer Care P: (800) 558-9595 F: (800) 372-1236 custserv@enasco.com
NOW Promotions V-47902	Adidas, Nike, Under Armour, Augusta, Champion, Badger, A4, Holloway, Teamwork, Gildan, Hanes, Jerzee, Anvil, Port Authority		Equipment: 15-20% plus percentage Uniform/clothing: 30-40% Supplies: percentage various Discounts vary from items and manufacturers, call or email for written pricing.	Equipment: varies Uniforms/Clothing: 5-10 days Supplies: varies	Pricing includes freight on most items - written order confirmation details all costs	Must call since all items are custom Minimum order: $100.00 (new order) $50.00 (for repeat orders)	Yes	Contact vendor - Too many options to list	Carl Adesson P: (352)-597-8822 F: (352) 597-8843 info@nowpromotionsonline.com
Porta Phone Company V-31998	Porta Phone Company	TD 900 Full Duplex Wireless www.portaphone.com	Equipment: 10%	10 Business Days ARO	Prepaid and added to invoice - Billed at actual amount	n/a	Yes	Porta Phone Company provides football coaching commnications. Our TD900 model is the premier headset choice operating on 900 MHZ feqency. This series frequency helps to avoid inteferenc and is base station/beltpack free for simple travel and set up. 2 year warranty for all new purchases.	Justin Korecky, Technology Director P: (800) 233-1113 Ext. 130 F: (401) 789-7300 justin@portaphone.com www.portaphone.com
Promaxima MFG. V-12093 Vendor Quote #21-805-03	Promaxima MFG.	Heavy Metal 2019-2020	Equipment & Supplies: 1-35%	30 Days ARO	Shipping and installation is not included in the discount price sheet. Call vendor with model number and quantity for shipping cost.	n/a	Yes	Promaxima MFG manufacturers commercial grade fitness equipment. Promaxima delivers and installs equipment to a wide range of markets. Our install includes complete line of fitness equipment for all strength, conditoning and traning areas and gyms.	John Yager P: (713) 667-9606 F: (713) 667-9941 orders@promaxima.com
Rebel Athletic, Inc. V-48743		Rebel Athletic (School Catalog) March 2020	Uniforms/Clothing: 10% Sideline and Competiting Uniforms only	30-45 Days ARO	Prepaid and added to invoice - Billed at 3-6% of order. Free shipping initial bulk order	n/a	Yes	Cheerleading apparel - uniforms, shoes, practice wear, warm ups, make up, bags and backpacks.	Ruth Hosie P: (214) 783-6294 F: (469) 208-0017 ruth@rebelathletic.com Kelsey Hornack P: (561) 267-5796 kelsey@rebelathletic.com
Riddell All American V-31243 Vendor Quote #134803	Riddell	2020 Riddell Football/Multi-Sport Catalog	Equipment: 15% Uniform/Clothing: 25% Supplies: 15%	30 days ARO for equipment, uniforms, clothing and supplies	Free prepaid included $50.00 minimum order Under $50.00 billed at actual amount	none	Yes	Specializes in football helmets and other protective equipment, such as shoulder pads, knee pads, etc. also reconditioning of equipment Specialized brand of uniforms for many sports, and own brand of clothing.	James Brady P: (440) 353-8600 F: (440) 353-8601 jbrady@riddellsales.com Kyle McKaig 352-219-9038 kmckaig@riddellsales.com

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN

VENDOR	MANUFACTURER(S) REPRESENTED	CATALOG NAME & DATE	PERCENTAGE DISCOUNTS OR MARK-UPS	DELIVERY ARO (DAYS)	GENERAL FREIGHT TERMS & EXCEPTIONS	QUANTITY DISCOUNTS, MINIMUM ORDERS EXCEPTIONS	VISA®	SAMPLING OF PRODUCTS OFFERED	CONTANT INFORMATION
School Health DBA Palos Sports, Inc. V-49120 Vendor Quote # 5503207	See Catalog	Palos Sports	Equipment: 10% Supplies: 10%	Equipment: 3-5 days ARO Supplies: 3-5 days ARO	Free Shipping with a minimum of $90.00 order. Items with prefix "X", "T" or "C" items are excluded from free shipping.	$90.00 minimum order	Yes	Health, School, Nursing, PE and Athletic Supplies	Ashley Graham 800-233-5484 bids@palossports.com David Lustig (630) 339-7870 dlustig@schoolhealth.com Customer Service (800) 233-5484
The Clubhouse	Champro, Augusta, Marucci, Rawlings, Stance	www.theclubhousebaseball.com	Equipment: 20% Uniforms/ Clothing: 20% Supplies: 20%	TBD	Pre-paid and added to invoice, will be actual amount	Contact Vendor	Yes	Baseball and Softball Equipment, Supplies, Field Equipment, Custom Uniforms, Embroidery, Screen Printing	Sean Harmon P: (352) 232-3283 theclubhousebb@gmail.com
The Soccer Wall Company DBA Soccer Innovations V-50787		Soccer Innovations www.soccerinnovations.com	Equipment & Supplies: 10% Retail price		Prepaid & added to invoice, billed at actual amount. Based on items ordered and where customer is located in the US. Freight will be calculated and submitted on estimate/quotes.	Soccer Balls - 25+	Yes	uniforms, soccer balls - can customize soccer balls and corner flags	Vanessa Gomez (972) 353-0180 custserv@soccerinnovations.com Pam Zunign (972) 353-0180 pam@soccerinnovations.com
School Specialty V-5093 Vendor Quote # 7792021080		School Specialty Physical Education, Health & Wellness 2020 and 2021 PE20, PE21 & PE22	Equipment: 30% Supplies: 34%	Equipment: 7-30 days Supplies: 7-20 days	Free Shipping Pre-paid and added to invoice Parcel orders: item prefix 5, $5 minimum or 12% charge based on net subtotal, item prefix 9, $9.95 minimum for free over $49 based on net subtotal Non-parcel orders: item prefix 6, $99 minimum or 15% charge based on net subtotal Live specimens (prefix L) and hazardous materials (prefix H) may incur additional charges.	Items that are listed as "Net Price", these iems arre indicated by an "N" prefix in the item number. Also excluded is any catalog that bears notation: no other discounts apply.	Yes	Adapted physical education, balls, fitness equipment-accessories, fitness technology-assessment, goals, health-wellness, mats, organization, physical education resources, sports equipment-sports ear, team building activities-equipment, including Sportime branded items.	David Nichols or Gina Rosauer P: (888) 388-3224 F: (888) 388-6344 david.nichols@schoolspecialty.com gina.rosauer@schoolspecialty.com Jeremy Westbrooks (888) 388-3224 jeremy.westbrooks@schoolspecialty.com
S & S Worldwide V-41795 Vendor Quote # 21-805-03PE%		S & S Discount Sports, Games & PE Supplies	Equipment & Supplies: 20% Discount applies to catalog current at time of order placement. Does not apply to sales flyers, special promotions or internet specials	5-7 days for in stock items.	Free Shipping - Does not apply to drop ship items in catalog	none	Yes	Physical education supplies and equipment, athletic supplies, baseball, basketball, soccer, volleyball and softball.	Lisa Smekal P: (800) 642-7354 F: (800) 432-2842 lmills@ssww.com Erin Hemingway (800) 642-7354 bids@ssww.com
Toledo Physical Education Supply V-41090 Vendor Quote #21-805-03		Toledo Physical Education Supply Annual 2020 www.tpesonline.com	Equipment & Supplies: 10%	5-7 Days for in stock items. - 3 to 4 weeks on non stock items.	Prepaid & added to invoice 16% ($10 minimum) to orders under $125. Free is over $125.00. Excludes items that start with OS- or FT-. Add 16% for OS- items and actual for FT- items. Call for quote.	Discount does not apply to closeout items	Yes	Physical education and sporting goods	Dennis Metzger P: (800) 225-7749 F: (800) 489-6256 dmetzger@tpesonline.com
Varsity Athletic Field Solutions, Inc.	Prolook, Rawlings, TYR Wilson, UA		Call for discount pricing		Billed Actual Amount	n/a	Yes	Hats, Custom Uniforms	Brian Lambert P: (815) 315-0715 blambert@valleyafs.com

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN

Varsity Spirit Fashions V - 40174 Vendor Quote #20-6792	Varsity Spirits Fashion	Varsity Spirit Fashion 2020 Catalog 2020 catalog and all other catalogs released for the duration of the contract	Equipment, Uniform/Clothing, Supplies: 10%	30-75 Days ARO Delivery depends on when the order is received/processed and availability	Free shipping	n/a	Yes	Uniforms, apparel, accessories, supplies and some equipment for cheer, dance, drill and pep teams to include but is not limited to: Uniforms, warm ups, camp wear, letter, jackets, under gear, socks, shoes, rows, poms, rags, megaphones, porable sound system, plastic signs for routines, mascots, break thru bannes, ink kits for signs/bannes, etc.	Cecelia Patrolia 800-533-8022 ext. 5921 oebids@varsity.com Jennifer Mitchell 727-992-1348 jmitchell@varsity.com www.varsity.com
X-Grain Sportwear V-49304	X-Grain Sportwear	X-Grain Digital Catalog (XGS5 through XGS7)	n/a	Uniforms: 17-25 Days	Free shipping when ordering 8 pieces or more, less than 8 pieces will incur a $12.00 shipping and handling free Pre-paid and added to invoice	Free garment program: Order 16: 1 Free Order 30: 2 Free Order 43: 3 Free Order 56: 4 Free Order 70: 6 Free Order 86: 8 Free Order 102: 9 Free etc. Free item(s) will be of equal or lesser value A minimum of 6 items per set which consists of one style garment, color and logo design	Yes	X-Grain Sportwear apparel warm up gear, spirit wear, hooded sweatshirts, crew neck sweatshirts, sweatpants, light weight qtr and full zip jakets, pullovers, polos, jackets, backpacks	Mark Schultz P: (563) 690-4389 F: (563) 588-4668 mark@x-grain.com www.x-grain.com

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN
UNIFORMS & CLOTHING SECTION

Baker's Sports V - 40365	Baseball	Adidas, Augusta, Champro, Evo/Wilson, Alleson, Rawlings, Under Armour	40%	In-season cut off dates: 4-8 weeks Football: 8-12 weeks Shirts: Gildan, District, Port & Co., Hanes, Port Authroity, Cutter & Buck, Baw, Augusta, Holloway, Dome, Pacific, The Game Headwear, Pacific, Schutt Screen-printing: $3.00 per location, over 100 - $2.00 Embroidery: $4.00 small, $8.00 large Other Services: Transfer, Custom Sublimation, Custom Signs, Stickers All printing adjustable per quantity. Delivery: 2-4 weeks (Fall & Spring delays possible)
	Basketball	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Cheerleading	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Cross Country	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Football	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Golf	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Lacrosse	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Soccer	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Softball	Adidas, Augusta, Champro, Alleson, Rawlings, Under Armour	40%	
	Swimming	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Tennis	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Track & Field	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Volleyball	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Wrestling	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
	Weightlifting	Adidas, Augusta, Champro, Alleson, Under Armour	40%	
BSN Sports, LLC V-50775 **Vendor Quote** **#20-56827**	Baseball	All Major Brands	Call for Pricing	New Custom Uniform Orders: Minimum Qty 6 Shirts: All Major Brands: Nike, UA, Gildan, Sporek, Alphabroder, Sanmar, Alleson, Badger 10-20 Days ARO Screenprinting: Price breaks at quantitis of 12+, 24, 48, 96, 144+ - Call for pricing. 7-20 Days ARO, Personalization, backorders, artwork approval delays, will take longer. Embroidery: Locations, stitch count (size) affect price. Price breaks at 6+, 20+, 75+, any personalization - cost individually. 7-20 Days ARO Other Services: Heat Press, Digital Fusion, Peformance Flex, Twill Decoration cost (screenprinting & embroidery) are not included, call representative for quote.
	Basketball	All Major Brands		
	Cross Country	All Major Brands		
	Football	All Major Brands		
	Golf	All Major Brands		
	Lacrosse	All Major Brands		
	Soccer	All Major Brands		
	Softball	All Major Brands		
	Swimming	All Major Brands		
	Tennis	All Major Brands		
	Track & Field	All Major Brands		
	Volleyball	All Major Brands		
	Weightlifting	All Major Brands		
	Wrestling	All Major Brands		

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN
UNIFORMS & CLOTHING SECTION

VENDOR NAME	SPORT	MANUFACTURER'S PRODUCT LINE BRANDS OFFERED	PERCENTAGE DISCOUNTS	ADDITIONAL INFORMATION AS IT RELATES TO CLOTHING, UNIFORMS AND/OR CUSTOM WORK
Brown & Bigelow, Inc. V-47694	Baseball	See Catalog	Call for Pricing	New Custom Uniform Orders: Minimum Qty 6 Shirts: All Major Brands: Nike, UA, Gildan, Sporek, Alphabroder, Sanmar, Alleson, Badger 10-20 Days ARO Screenprinting: Price breaks at quantitis of 12+, 24, 48, 96, 144+ - Call for pricing. 7-20 Days ARO, Personalization, backorders, artwork approval delays, will take longer. Embroidery: Locations, stitch count (size) affect price. Price breaks at 6+, 20+, 75+, any personalization - cost individually. 7-20 Days ARO Other Services: Heat Press, Digital Fusion, Peformance Flex, Twill Decoration cost (screenprinting & embroidery) are not included, call representative for quote.
	Basketball	See Catalog		
	Cross Country	See Catalog		
	Football	See Catalog		
	Golf	See Catalog		
	Lacrosse	See Catalog		
	Soccer	See Catalog		
	Softball	See Catalog		
	Swimming	See Catalog		
	Tennis	See Catalog		
	Track & Field	See Catalog		
	Volleyball	See Catalog		
	Weightlifting	See Catalog		
	Wrestling	See Catalog		
Clarke Distributing Company V-50776	Tennis	Wilson, Babolat, Hart, Dunlap	Call for Pricing	Shirts: Gildan, Russell, Augusta Sports Male & Female Sizes: Small to 2XL Screen-Printing: $1.95 per shirt plus cost of shirt, set up fee $75.00 Embroidery: $4.95 per shirt plus cost of shirt, set up fee $75.00 21 Days ARO
Coastal Enterprises V-50777	Baseball	A4, Badger, Augusta, Russell, Champion	Call for Pricing	Shirts: Hanes, Jerzees, Fruit of the Loom, Gildan, Bella/Canvas, A4, Champion, Augusta, Badger, Sport-Tek, etc. 10-20 Days ARO Youth Sizing: XS - XL Male Sizing: Adult S- 5X Femail Sizing: Adult XS-3X Screen-Printing: Pricing depends on number of imprint colors, number of locations and quantity of times per designs. Embroidery: Pricing depends on complexity of desing and quantity of pieces. 20-30 Days ARO
	Basketball	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Cheerleading	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Cross Country	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Football	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Golf	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Lacrosse	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Soccer	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Softball	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Swimming	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Tennis	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Track & Field	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Volleyball	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Wrestling	A4, Badger, Augusta, Russell, Champion	Call for Pricing	
	Weightlifting	A4, Badger, Augusta, Russell, Champion	Call for Pricing	

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN
UNIFORMS & CLOTHING SECTION

VENDOR NAME	SPORT	MANUFACTURER'S PRODUCT LINE BRANDS OFFERED	PERCENTAGE DISCOUNTS	ADDITIONAL INFORMATION AS IT RELATES TO CLOTHING, UNIFORMS AND/OR CUSTOM WORK
Champion Teamwear (It's Greek to Me) V-48201	Baseball	Champion, Hanes	Call for Pricing	Shirts: Champion and Hanes: Polo, Teese/Tanks, Fleece 21 Days ARO Male Sizes: Small to 5X Female Sizes: Small to 3X Screen-Printing: Printing is priced by colors up to 6 colors 21 Days ARO Embroidery: Printing is priced by location/size and by quantity 21 Days ARO Othe Services: Heat transfer attribution, direct to garmet and sublimated
	Basketball	Champion, Hanes	Call for Pricing	
	Cheerleading	Champion, Hanes	Call for Pricing	
	Cross Country	Champion, Hanes	Call for Pricing	
	Football	Champion, Hanes	Call for Pricing	
	Golf	Champion, Hanes	Call for Pricing	
	Lacrosse	Champion, Hanes	Call for Pricing	
	Soccer	Champion, Hanes	Call for Pricing	
	Softball	Champion, Hanes	Call for Pricing	
	Swimming	Champion, Hanes	Call for Pricing	
	Tennis	Champion, Hanes	Call for Pricing	
	Track & Field	Champion, Hanes	Call for Pricing	
	Volleyball	Champion, Hanes	Call for Pricing	
	Wrestling	Champion, Hanes	Call for Pricing	
	Weightlifting	Champion, Hanes	Call for Pricing	
Force Gear Printing V-50778	Baseball	Addidas, Russell, Under Armour, Wilson, Vans, Puma, Nike, Badger, Gildan, Hane, Fruit of the Loom, Augusta, Columbia, Bella, Jerzees, Outter Banks, Ping, Anvil	Discounts come in quantity of dozens	T-Shirts, Polo Shirts, V-Neck Shirts, Hoodies, Jackets, Sweaters, Vests, Wind Male & Femail Sizes XS to 6XL 3-5 Calendar Days ARO Screen-printing: Every job is differenent, depends on the project/ 3-5 Calendar Days ARO Emboridery: Depends on the image/logo design and stitch count. 3-5 Calendar Days ARO Other Services: Banners, signs, business cards, plaques, trophies, decals,
	Basketball			
	Cheerleading			
	Cross Country			
	Football			
	Golf			
	Lacrosse			
	Soccer			
	Softball			
	Swimming			
	Tennis			
	Track & Field			
	Volleyball			
	Wrestling			
	Weightlifting			
GraphixT's, Inc. V-48344	Baseball	Prosphere, Alleson, Augusta/Holloway,	10-30%	Prices ae quoted on a by order basis, discounts range from 10-30% based on uniforms ordered. Delivery times quoted at time of order and may vary due to type of unform ordered. Shirts: Gildan, Jerzees, Tonix, ProCelebrity, Augusta, Holloway, A4, Badger Sports, Ultra Club, Team 365, C2 Sport 7-10 day ARO Sizes: Male and Female S to 3X (4x to 6x in limited brands) Screen-printing: Pricing is on a by order basis and generally includes all fees and set-ups unless quoted at time of order 7-10 days ARO. Exception: If item is special and requires extra time. Embroidery: Pricing is on a by order basis and generally includes all fees and set-ups unless quoted at time of order 10-21 days ARO. Exception: If item is special and requires extra time. All delivery times may be affected by availability/backorders, customer will be noified in this case and informed of any alternatives or substitutions available.
	Basketball	Prosphere, Alleson, Augusta/Holloway,		
	Cheerleading	Prosphere, Alleson, Augusta/Holloway,		
	Cross Country	Prosphere, Alleson, Augusta/Holloway,		
	Football	Prosphere, Alleson, Augusta/Holloway,		
	Lacrosse	Prosphere, Augusta/Holloway		
	Soccer	Prosphere, Alleson, Augusta/Holloway,		
	Softball	Prosphere, Alleson, Augusta/Holloway,		
	Tennis	Augusta/Holloway		
	Track & Field	Prosphere, Alleson, Augusta/Holloway,		
	Volleyball	Prosphere, Alleson, Augusta/Holloway,		
	Wrestling	Prosphere, Alleson		
	Weightlifting	Prosphere		

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN
UNIFORMS & CLOTHING SECTION

Kompan, Inc. V-49123	Playground Equipment	Kompan		Manufacturer, supply, install Kompan brand commercial outdoor playground equipment.
Looper Sports Connection V-42632	Baseball	Under Armour, Rawlings, Alleson, Champro, Majestic, Scutt, Wilson, Teamwork, All Star, Richardson, Pacific, Twin City	Call for additional discounts	Shirts: Various, call for list, Jerzee, Gildan, Port and many more 14-21 days ARO Males Sizes: XS to 4X Female Sizes: S to 3X Screen-printing: 1-color $.050, 2-color $1.00, 3-color $1.50 Call for additional color prices. 7-14 days ARO Embroidery: $1.00 per 1,000 stitches 7-21 days ARO Other Services: Trophies, Plaques, Hats and Signs
	Basketball			
	Cheerleading			
	Cross Country			
	Football			
	Golf			
	Lacrosse			
	Soccer			
	Softball			
	Swimming			
	Tennis			
	Track & Field			
	Volleyball			
	Wrestling			
	Weightlifting			
NOW Promotions V-47902	Baseball	Contact Vendor	NOW Promotions provided the best pricing regardless if in-season or off-season Call vendor for Quote	Shirts: Adidas, Nike, Under Armour, Augusta, Champion, Badger, A4, Holloway, Teamwork, Gildan, Hanes, Jerzee, Anvil, Port Authority Male Sizes – XS – 6XL Female Sizes – XS – 6XL Youth Sizes: XS - XL Talls are also available Screen Printing: Varies by color(s), screens, etc. All quotes are sent in wiring which includes screen, artwork, and freight. All apparel is foled and poly-bag. Embroidery: Varies based on thread count of the logo/artwork. Price includes digitizing cost, e-proof, folding, poly-bagging and freight. Delivery 5-7 days ARO Custom overseas uniforms - example: Nike, Adidas, Under Armou may vary. Other Services: Full color process, vinyl names and numbers, heat transfers. Discount Breaks: Screen Print: 24-35 pieces, 36-71 pieces, 72-144 pieces, 144-287 pieces, 288 + Call for pricing.
	Basketball	Contact Vendor		
	Cheerleading	Contact Vendor		
	Cross Country	Contact Vendor		
	Football	Contact Vendor		
	Golf	Contact Vendor		
	Lacrosse	Contact Vendor		
	Soccer	Contact Vendor		
	Softball	Contact Vendor		
	Swimming	Contact Vendor		
	Tennis	Contact Vendor		
	Track & Field	Contact Vendor		
	Volleyball	Contact Vendor		
	Wrestling	Contact Vendor		
	Weightlifting	Contact Vendor		

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN
UNIFORMS & CLOTHING SECTION

VENDOR NAME	SPORT	MANUFACTURER'S PRODUCT LINE BRANDS OFFERED	PERCENTAGE DISCOUNTS	ADDITIONAL INFORMATION AS IT RELATES TO CLOTHING, UNIFORMS AND/OR CUSTOM WORK
Rebel Athletic, Inc. V-48743	Cheerleading	Contact Vendor	Call for Quote	Cheerleading apparel - Uniforms, shoes, practice wear, warm ups, makeup, bags, backpacks
Riddell V-31243	Baseball Basketball Cross Country Football Golf LaCrosse Softball Track & Field Volleyball Wrestling	Riddell	Call for Quote	No in-season cut-offs 60 days before start - out of season Shirts: Riddell - 30 Days ARO Catalog: 2020 Riddell Football/Multi-Sport Catalog 25% off catalog prices. Sizes: Male & Female - vary per item Screen-printing & Embroidery: 10% off catalog pricing, prices vary. 30 days ARO
The Soccer Wall Company DBA Soccer Innovations V-50787	Soccer	Soccer Innovations	Call for Pricing	Shirts: Drifit material, A4 Brand ARO: TBD Male Sizing: S-2XL Female Sizing: XS-2XL Contact vendor for Screen-Printing and Emboridery Services Other Services: Customize your soccer balls and corner flags In Season Cut Off Dates: Need 6 months prior to order Quantity/Price Breaks: Uniforms - 100+ Soccer Balls - 25+ Call for pricing.
Varsity Spirit Fashions V-40174	Cheerleading,	Varsity Spirit Fashions	10% and Free Shipping	Shirts: Varsity Spirit Fashion Campwear, gameday, and outer wear as well as maile uniform shirts 30-75 days ARO - Delivery depends on when order is received/processed and availability. Male & Female Sizes available - Contact representative Screen-Printing & Embroidery available - Contact representative

Physical Education/Athletic Supplies, Clothing & Equipment
Bid #21-805-03 RN
UNIFORMS & CLOTHING SECTION

VENDOR NAME	SPORT	MANUFACTURER'S PRODUCT LINE BRANDS OFFERED	PERCENTAGE DISCOUNTS	ADDITIONAL INFORMATION AS IT RELATES TO CLOTHING, UNIFORMS AND/OR CUSTOM WORK
X- Grain Sportswear V-49304	X-Grain Sportwear Only		Call for Pricing	Net pricing as listed in Catalogs: XGS5 Series, XGS6 Series, XGS7 Series Shirts: Polo long sleeve $23.00, Polo short sleeve $22.00 T-Shirts $15.00 includes full frot aeoon design add $7 for # or Name Males Sizes: S to 4X 17-25 Days ARO - Delivery could be longer between Thanksgiving and New Years due to holiday shutdown. Screen Printing: May offer a screen on certain hoodies but it is our design and one color and included in cost. Embroidery Available: Net pricing of garmet includes the cost of the embroidery. Certain garments may have an additional $10 personalization fee or applique fee which i noted on the price list and in the garmet specs of

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source 2022-2023 School Year Budget

Account Name General Fund Budget

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100E/802/3xxx	Various	5xxx/6xxx	Various	Various	0000

Amount $ 250,000.00

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

Prior Year Approved Budget: $ 250,000.00

Prior Year Actual Spent: $ 232,289.14

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 22. 23-0786 7/26/2022

Title and Board Action Requested

Approve the 2022-2023 Dual Enrollment (DE) Articulation Agreement Between Pasco-Hernando State College (PHSC) and the Hernando County School Board and Issuance of a Purchase Order for an Estimated Annual Amount of $575,303.00

Executive Summary

The Supervisor of College and Career Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the 2022-2023 DE Articulation Agreement with PHSC. Florida Statute 1007.21 mandates school districts and local public postsecondary institutions to enter into an agreement for the purpose of establishing guidelines for implementing the program for eligible students. The agreement will provide a seamless transition into postsecondary education and permit eligible students an opportunity to earn both high school and postsecondary education credits. The purchases will be made on an as needed basis.

My Contact

Beth Lastra
Supervisor of College & Career Programs
352-797-7000 ext. 474
lastra_b@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

The cost for this agenda item is $575,303.00, see attached budget sheet. The cost for the previous fiscal year was $399,678.89.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

District School Board of Hernando County

and

Pasco-Hernando State College

Dual Enrollment Agreement

2022-2023

Table of Contents

I. Dual Enrollment Agreement 5

Composition of Dual Enrollment Steering Committee 6

Role of the Dual Enrollment Steering Committee 6

Amendments to this Agreement 7

II. Process to Inform Students and Parents of Dual Enrollment Opportunities 7

Procedures to Notify Students about the Option to Participate 7

Procedures to Notify Parents about the Availability of the Dual Enrollment Option 8

III. Courses and Programs Available to Eligible Dual Enrollment Students 8

College Credit Courses Available Through Dual Enrollment 8

Technical Credit Courses Available Through Dual Enrollment Both on High School Campuses and PHSC Campuses 8

Limited Access Programs 8

Student Participation in Co-Curricular Activities 9

IV. Procedures for Participation in Dual Enrollment Courses 9

Dual Enrollment Dates and Deadlines 9

Initial Eligibility for College Level Academic Credit Courses (Includes College Credit ATD, College Credit Certificate, AA, and AS) 9

Exceptions to Statutorily Mandated Admissions Criteria – College Level Academic Courses 10

Initial Eligibility for Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV) Career Certificates 10

Exceptions to Statutorily Mandated Admissions Criteria – Career Certificate Courses 10

Application, Registration Forms and Processes 10

Application Deadline: 10

Dual Enrollment Request Form: 11

Eligibility for Continued Participation in Dual Enrollment 11

V. College Credit Courses Available Through Dual Enrollment on the High School Campuses 12

SACSCOC Off-Campus Instructional Site 49% Rule 12

Annual Course Requests 12

High School Credit 12

Courses Currently Approved for Dual Enrollment on the High School Campuses 13

Courses Not Approved for Dual Enrollment on the High School Campuses 14

VI. Registration Policies 14

Maximum Course Loads 14
Allowed Course Attempts 15
Weighting of Dual Enrollment Course Grades 15
Student Grade Distribution 15
Assurance of High School Credit and Transferability of Courses 16
VII. Plan for Providing Advising and Guidance Services 16
Academic Advising 16
Development of a Student Plan 16
VIII. College –Level Course Expectations 17
Course Content 17
Attendance 17
Student Behavior/Suspension Policy 17
Drop/Add and Audit/Withdrawal Policies and Procedures 18
Reporting of Course Withdrawals 19
Requests for late add, late drop, or late withdrawal 19
Ongoing Monitoring of Students' Progress in Dual Enrollment Courses 19
IX. Early Admission Dual Enrollment 19
X. Credit-By-Examination 20
XI. Graduating Seniors – Summer Options 20
XII. Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV) 20
XIII. Mechanisms and Strategies for Promoting Career and Technical Education Programs 22
XIV. Instruction and Faculty Policy and Procedures 24
Exceptions to Professional Rules, Guidelines, and Expectations Stated in Faculty or Adjunct Faculty Handbook and Student Handbook for the Postsecondary Institution 24
Criteria by Which Quality of Dual Enrollment Courses and Programs Will Be Judged and Maintained 24
Qualification and Selection of Instructors 24
Dual Enrollment Adjunct Instructor Application 24
Instructors Seeking Additional Course Credentialing 25
Responsibilities and Qualifications 25
Assessment of Instructors 26
Grade Submission Procedures 27
XV. Administrative Relationships 27

Program Analysis and Review 28

XVI. Mechanisms and Strategies for Reducing Incidence of Postsecondary Remediation in Math, Reading and Writing for First-time Enrolled Recent High School Graduates 28

Remedial Reduction Plan 28

XVII. Institutional Responsibilities for Cost of Dual Enrollment Courses and Programs 30

Student Supplies 30

Instructional Cost Arrangements 30

Tuition and Administrative Costs 31

Textbook Selection 31

Policies for Acquiring Textbooks 32

Textbook Return Policies 32

Services to Students with Disabilities 33

XVIII. Responsibilities for Providing Student Transportation 34

District School Board of Hernando County

And Pasco-Hernando State College

Dual Enrollment Agreement

2022-2023

I. Dual Enrollment Agreement

This Agreement is made by and between the District Board of Trustees of Pasco-Hernando State College, Florida (hereafter "PHSC") and the District School Board of Hernando County (hereafter "HCSB") and is a modification of all existing articulation agreements. This Agreement is intended to implement Florida Statutes, Chapter 1007.271, and State Board of Education Rule 6A-10.024. This Agreement also incorporates the "Statement of Standards"(which can be found at www.fldoe.org under Dual Enrollment Statement of Standards) adopted by the Florida Community College System's Council of Presidents on February 23, 2007. and the Revised/Updated "Statement of Standards" adopted by the Council of Presidents on September 4, 2008, the purposes of which are to "ensure appropriate levels of student achievement and equivalent quality of programs regardless of method of instruction or location of program."

Per Statement of Standards S1, Shared Vision, this Agreement is to be developed, revised, and submitted annually as a means of promoting collaborative strategic planning and effective resource management. Additionally, this Agreement delineates institutional responsibilities to inform students and parents about articulated acceleration program options, eligibility criteria to ensure college readiness, the process for monitoring student performance, and the criteria by which the quality of dual enrollment programs are to be judged. Via the provisions of this agreement, as indicated in Statement of Standards S2, Articulation and Partnership Implementation, the HCSB and PHSC are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, and parental involvement activities that serve the needs of our local community. Further, as indicated in Statement of Standards S3, Continuous Improvement, this Agreement outlines strategies for collaborative professional development to improve instructional efficacy, encourage the use of instructional technologies, address critical needs, and support in-service initiatives.

It is also the specific purpose of this Agreement to allow for eligible high school students to enroll in certain college and career-level courses and to receive credit for such courses from both the HCSB and PHSC. Understanding that students at charter schools are public school students, except where noted, the policies, procedures, terms, and conditions which govern the participation and tuition payment arrangements, as stated in this Agreement, shall also apply to all charter school students and charter schools operating within the jurisdiction of the District School Board of Hernando County, FL.

The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via dual enrollment effective August 8, 2022 and ending August 4, 2023.

Composition of Dual Enrollment Steering Committee

The Dual Enrollment Committee is co-chaired by the Director of Dual Enrollment from PHSC and the Supervisor of College and Career Programs from the HCSB. Committee members from PHSC and the HCSB include:

The Dual Enrollment Steering Committee Membership	
Pasco-Hernando State College	Hernando County Public Schools District
Director of Dual Enrollment, co-chair	Supervisor of College and Career Programs, co-chair
Executive Vice President, Chief Academic Officer/College Provost	Director of Student Services
Senior Vice President Chief Student Affairs and Enrollment Management Officer	College and Career Programs Manager
Assistant Vice President, Academic Affairs, Marketing and Communications	College and Career Programs Assistant
Provost, North Campus	College and Career Specialist(s)
Provost, Spring Hill Campus	one (1) high school principal
Dean of Arts and Sciences	Supervisor of Assessment and Accountability
Dean of Nursing and Health Programs	one (1) high school counselor
Dean of Workforce Development, Career and Technical Education	one (1) high school dual enrollment instructor
Dean of Student Affairs and Title IX Coordinator	
Dean of Admissions and Enrollment Management	
Associate Dean of Academic Affairs and Retention Services, North Campus	
Associate Dean of Academic Affairs and Retention Services, Spring Hill Campus	
Executive Director of Enterprise Systems	
Assistant Dean of Arts and Sciences	
Assistant Dean of Student Affairs, North Campus	
Assistant Dean of Student Affairs, Spring Hill Campus	
Director Testing Services	
Assistant Director of Career Services	
Manager of Student Financial Services	

Role of the Dual Enrollment Steering Committee

The Dual Enrollment Steering Committee meets a minimum of two times annually and more often, if necessary. The role of the Dual Enrollment Steering Committee is to work collaboratively to develop and revise the Dual Enrollment Agreement that exists between PHSC and the HCSB. This includes, but is not limited to the following topics:

a. Establishing and maintaining administrative relationships between PHSC and the HCSB.

b. Developing procedures for providing courses at PHSC and on high school campuses.

c. Identifying courses and programs to be offered, and the institutional responsibilities for related costs.

d. Coordinating courses with the high school curriculum.

e. Assuring transferability of courses.

f. Establishing policies and procedures pertaining to articulated Career Academies.

g. Determining procedures to inform students and parents about dual enrollment eligibility criteria, access, and opportunities.

h. Identifying responsibilities for providing student transportation.

i. Establishing procedures through which academic advisement, guidance, and career planning will occur.

j. Monitoring student progress.

k. Developing a Remedial Reduction Plan and its anticipated outcomes.

l. Coordinating policies regarding services for students with disabilities.

m. Establishing dual enrollment textbook procedures.

n. Determining qualifications, selection, screening, and assessment of instructors; and

o. Developing mechanisms and strategies for improving the preparation of elementary and secondary teachers.

Amendments to this Agreement

This agreement, once it has been signed by PHSC and the HCSB and sent to the State, can only be amended in accordance with Florida Rules and will remain in effect throughout the academic year for which it was established. To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, its officer, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of the HCSB and PHSC personnel, students, faculty, as aforesaid under the provisions of the Agreement.

II. Process to Inform Students and Parents of Dual Enrollment Opportunities

Procedures to Notify Students about the Option to Participate

Information pertaining to dual enrollment will be made available by PHSC to students at the college's website, www.phsc.edu.

Each HCSB high school will advertise dual enrollment throughout the school via a variety of technology, including emails to students and use of the high school Instructional Television (ITV) system each semester,

posting the information on the school-wide video system, on each individual high school's web page, and making high school public announcements in the morning and in the afternoon. High school personnel direct students to meet with their high school counselor if they are interested in learning more about participation in dual enrollment. High school counselors will review with the student criteria for participation in the dual enrollment program. This will occur during the registration period each semester. High school counselors will advise students and ensure that the selected courses will meet high school graduation requirements.

Procedures to Notify Parents about the Availability of the Dual Enrollment Option

Information pertaining to dual enrollment will be made available by PHSC to parents at the college's website (www.phsc.edu).

Parents will be notified about the option for their child to participate in dual enrollment courses through a variety of means, including quarterly school newsletters, regular individual guidance by high school counselors, annual parent nights and curriculum fairs, and year-round through district and school websites. Information will also be available to parents at the college's website, _PHSC's online College Catalog/Student Handbook and on the HCSB website (hernandoschools.org). Students must also have the approval of a parent or legal guardian and their high school counselor or principal's designee as indicated on the online Dual Enrollment Request Form

III. Courses and Programs Available to Eligible Dual Enrollment Students

Pasco-Hernando State College's District Board of Trustees may establish additional initial student eligibility requirements to ensure student readiness for postsecondary instruction (F.S. 1007.271(3)).

College Credit Courses Available Through Dual Enrollment

Articulation agreements exist that allow students to receive credit toward specific associate degrees, certificates, or selected courses. Current law allows for any course in the Statewide Course Numbering System, except for remedial courses and physical education skills courses, to be offered as dual enrollment. Only college courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List are eligible for dual enrollment. The most up-to-date Equivalency List can be found at www.fldoe.org Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Agreement. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

Technical Credit Courses Available Through Dual Enrollment Both on High School Campuses and PHSC Campuses

Career certificate courses offered on either the high school or PHSC campuses will be eligible for dual enrollment status. For every 150 clock hours successfully completed, the student will earn one high school elective credit. Please refer to the Practical Arts section of the Dual Enrollment – High School Subject Area Equivalency List.

Limited Access Programs

Limited access programs are not eligible for dual enrollment. (Dental Assisting, Dental Hygiene, Paramedic,

Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot)

Student Participation in Co-Curricular Activities

DE students may participate in high school athletic programs at their originating high school but are prohibited by NJCAA rules from participating in collegiate athletic programs. DE students may participate in all other PHSC co-curricular activities.

IV. Procedures for Participation in Dual Enrollment Courses

Process for students and parents to exercise options to participate in dual enrollment:

- Students meet with high school counselors to verify eligibility, complete online dual enrollment application, provide qualifying test scores, initiate course request, and register for classes.
- Parents approval is required on course request.

Dual Enrollment Dates and Deadlines

All relevant admissions and registration dates and deadlines pertaining to dual enrollment are available online in PHSC's College Catalog/Student Handbook. Additionally, high school counselors and PHSC academic advisors provide verbal notice to students of relevant dates and deadlines pertaining to dual enrollment.

Initial Eligibility for College Level Academic Credit Courses (Includes College Credit ATD, College Credit Certificate, AA, and AS)

As indicated in Florida Statutes, Chapter 1007.271(3) and the Statement of Standards S1, Grade Point Average (GPA), any student enrolling in dual enrollment college credit classes must qualify with a minimum cumulative unweighted high school grade point average (GPA) of 3.0000.

All students who plan to enroll in dual enrollment academic college credit courses must demonstrate college readiness. They may do so either by achieving satisfactory scores on a common placement test, or by earning postsecondary credit for English Composition I and/or college-level Mathematics. A student who takes an Advanced Placement (AP), AICE and/or IB course and passes the corresponding examination for which they will earn postsecondary credit must provide PHSC with the AP, AICE or IB official transcript showing their passing scores to have the credit included on their official PHSC transcript to be used for placement purposes. CLEP test scores may also be used to demonstrate college readiness. The College Board provides official CLEP scores to PHSC. Students should request for scores to be sent to PHSC and the postsecondary credit must be reflected on the student's PHSC record to be used for placement purposes.

A satisfactory score on a common placement test approved by the Florida Department of Education will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement test score (all subjects: English, Reading, and Mathematics), or a combination of earned postsecondary credit and common placement test scores, must be on file with PHSC prior to the academic advisor approving course requests. At PHSC testing sites, students are permitted two (2) attempts within a two-year period to achieve a satisfactory common placement test score. The first

attempt is free and there is a small fee for the second attempt. Students who do not achieve a satisfactory score (test into ENC 1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education, and have not earned postsecondary credit for ENC 1101, will not be eligible for any dual enrollment academic college credit course.

Additionally, dual enrollment students whose common placement test scores have not placed them into college level coursework in mathematics may take a maximum of 12 college credits that do not have a mathematics prerequisite before providing adequate common placement test scores. If college levels in mathematics are not achieved by the time the student completes 12 college credits, the student will be restricted from continuing as a dual enrollment student.

Students who complete the required credits for the four-year option for high school graduation by the middle of their senior year and elect to stay in high school and who satisfy dual enrollment eligibility requirements may take dual enrollment courses.

Exceptions to Statutorily Mandated Admissions Criteria – College Level Academic Courses

There are no exceptions to the statutorily mandated admissions criteria.

Initial Eligibility for Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV) Career Certificates

As indicated in Florida Statutes, Chapter 1007.271(3), and the Statement of Standards S1, Grade Point Average, any student enrolling in dual enrollment career-level coursework must have a minimum of a cumulative unweighted high school grade point average of 2.0000 for technical (career) certificate courses.

Students pursuing a 24-credit regular high school diploma, through adult education, and who will not have reached their twenty-second birthday by the last day of class in a particular term, are eligible to enroll in dual enrollment courses on PHSC's campuses.

Exceptions to Statutorily Mandated Admissions Criteria – Career Certificate Courses

A middle school GPA of 3.0000 is acceptable for enrollment in career certificate courses.

Application, Registration Forms and Processes

Prior to applying to PHSC, dual enrollment students must meet with their high school counselor to confirm that they meet eligibility requirements for the dual enrollment program.

Application Deadline:

Students wishing to take dual enrollment courses at the high school campus, PHSC campuses, or through distance education (online) must submit the online application **by**
August 8, 2022 for Fall, December 5, 2022 for Spring, and May 1, 2023 for Summer.

Late applications will not be accepted except under extenuating circumstances (i.e., late change in schools) and may be made only when approved by the Superintendent of Schools or district designee and the PHSC Executive Vice President, Chief Academic Officer/College Provost, or designee.

Once a new dual enrollment student has completed the online application, PHSC must receive verification of the student's qualifying unweighted high school GPA of 3.0 or higher.

Pasco-Hernando State College (PHSC) has an online Dual Enrollment (DE) application/registration process. Instructions for online application and registration for dual enrollment classes is available on the PHSC website and is provided to the HCSB for distribution.

Dual Enrollment Request Form:

PHSC will provide Hernando County Schools with the link to the online dual enrollment course request form by May 2, 2022 for Fall 2022; October 3, 2022 for Spring 2023; and March 6, 2023 for Summer 2023. The signatures of the parent, student, and high school counselor or principal's designee are required on the online Dual Enrollment Request Form.

Applications and Enrollment Request forms will be processed in the order received and may not be processed in time for the registration deadline. Early submission is highly encouraged.

Eligibility for Continued Participation in Dual Enrollment

a. Students seeking to continue enrolling in **academic credit** courses must maintain a minimum 3.0000 unweighted cumulative high school GPA.

b. Students seeking to continue enrolling in **technical credit** courses must maintain a minimum 2.0000 unweighted cumulative high school GPA.

c. Each semester students must have permission from a parent or legal guardian, a high school counselor and a PHSC academic advisor via the online registration process completed.

d. Students must maintain good academic standing which is defined as a 2.0 cumulative GPA for all hours attempted at PHSC. "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of each semester. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Executive Director of Enterprise Systems will send an electronic report to the HCSB Information Services Department designee at the HCSB Office. In determining academic progress all college credits will be included.

Those students who do not maintain an overall cumulative unweighted 3.0 high school GPA and a 2.0 cumulative GPA in all PHSC dual enrollment courses will not be allowed to continue participating in the dual enrollment program with PHSC. Any requests for exceptions to the 2.0 GPA requirement will require a written letter from the student, documentation supporting grave extenuating circumstances, and approval from the Principal or designee. This formal request for an exception will be submitted to the Executive Vice President, Chief Academic Officer/College Provost, or designee for consideration.

e. High schools will verify a student's high school GPA eligibility for dual enrollment at the end of each high school semester and HCSB will notify PHSC in January and June each year of the names of students who are currently enrolled and did not maintain the unweighted 3.0 high school GPA as required by Florida Statute 1007.271 (3) for continuing participation in dual enrollment. The January list will not affect students currently enrolled in spring term classes, and the June list will not affect students currently enrolled in summer term classes – however, registration in future semesters may be restricted. Florida Statute 1007.271(3) specifically states that "student eligibility requirements for continued enrollment in college credit dual enrollment courses must include the maintenance of a 3.0 unweighted high school

grade point average and the minimum postsecondary grade point average established by the postsecondary institution".

f. A student must complete his/her initial program of study with PHSC prior to being eligible to take further courses in an additional program of study under the dual enrollment articulation agreement. Students, who complete their program of study while enrolled in the Dual Enrollment Program, may continue to take DE courses to satisfy SUS program prerequisites.

V. College Credit Courses Available Through Dual Enrollment on the High School Campuses

Academic college credit or career certificate courses may be provided at each HCSB high school for grades 6, 7, 8, 9, 10, 11, and 12.

SACSCOC Off-Campus Instructional Site 49% Rule

In accordance with the Southern Association of College and Schools Commission on Colleges (SACSCOC) criteria, students cannot earn more than 49% of college credit toward a program (i.e., twenty-nine (29) credit hours towards the AA degree) at a an individual location other than a PHSC campus (e.g., a specific high school campus). To ensure compliance with SACSCOC criteria, Hernando County Schools and PHSC will collaboratively monitor the number of credit hours offered at each individual off-campus instructional site to guarantee that no more than 29 credit hours are offered over the span of four (4) consecutive years, and that no student can attempt more than 49% of his or her college degree at any individual location other than on a PHSC campus or online with PHSC.

Annual Course Requests

The Supervisor of College and Career Programs (Hernando County) will send a request for dual enrollment courses to be taught on the high school campuses for the upcoming academic year to the Director of Dual Enrollment for approval by the Executive Vice President and Chief Academic Officer/College Provost or designee **by April 15th of each year**. The request for dual enrollment course will list the course prefix, course number, course title, number of sections, and instructor information for each term (fall/spring) by high school. Approved courses will be added to the course schedule.

High School Credit

The courses, with a designated weight of 1.0 as indicated in the Dual Enrollment Course-High School Subject Area Equivalency List shall be eligible to be offered on a high school campus. The Equivalency List is available at fldoe.org.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment not listed in the Florida Department of Education Dual Enrollment Course – High School Subject Area Equivalency List, shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credits), as an elective.

Instructors from the HCSB and PHSC will be used to conduct these courses.

PHSC and the HCSB will offer dual enrollment courses on HCSB campuses in which only HCSB students may enroll during the normal high school day and during normal school periods throughout the academic year.

After regular high school hours, PHSC students may attend PHSC courses offered on HCSB campuses.

Students should take dual enrollment courses offered in the high school curriculum prior to enrolling in these courses at PHSC.

NOTE: No student will be allowed duplicate credit based on enrollment in both an AP and dual enrollment course per Florida Statutes, Chapter 1007.272. Students who take AP, AICE, or IB classes and achieve a passing score on the corresponding exam are not permitted to take the same course as dual enrollment for a grade. These students must provide PHSC with an official AP, AICE, or IB transcript showing their passing scores to have these scores included in their official PHSC transcript.

Registration of students taking dual enrollment courses held at the high school will be completed electronically in coordination between the HCSB and PHSC data processing departments. Before data transfer, the DE high school instructors will verify the accuracy of their class roster, and high school counselors will ensure that students have completed an Enrollment Request form. All Enrollment Request Forms must have been approved before registration can occur.

Courses Currently Approved for Dual Enrollment on the High School Campuses

American History: AMH2010, AMH2020

Art History: ARH1000

Business: GEB1011, MAR1011

Communications: ENC1101, ENC1102, SPC2608

Computers: CGS1100

Creative Writing: CRW2001, CRW2002

Criminal Justice: CJE1000, CCJ2010

Education: EDF1005, EDG1310

English and Literature: LIT1020, LIT2110, LIT2120, ENG2103, ENL2012, ENL2022, ENL2330

Humanities: HUM1020, HUM2210, HUM2230

Mathematics: MAC1105, , MTG2206, STA2023, MAC1140, MAC1114

Natural Sciences: AST1002, BSC1005, BSC1050, BSC1311, OCE2001, PSC1121

Political Science: POS2041, POS2112

Psychology: PSY1012, CLP2140

Religion: REL2000

Sociology: SYG2000, SYG2010

Spanish Language: SPN1120, SPN1121

Student Life Skills: SLS1501, SLS1211

Theatre Studies: THE2010, THE2011

Note: Requests for courses not currently listed will be completed through the annual course request and instructor application process.

Courses Not Approved for Dual Enrollment on the High School Campuses
Mathematics: MAT1033

Natural Sciences: Lab science classes such as: BSC2010/L, BSC2011/L, CHM1025/L, CHM2045/L, CHM2046/L

Courses associated with educational pathways at PHSC's Instructional Performing Arts Center (IPAC): Dance, Music, Theatre, and Digital Media courses.

VI. Registration Policies

Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

Students and high school counselors will select courses for a dual enrollment student; however, it is the responsibility of PHSC to verify that the student meets the requirements for enrollment in a course. PHSC academic advisors will review and verify all grade and pre-requisite requirements prior to approving the courses. If a student does not meet the pre-requisite, whether through a common placement test score or previous coursework, the request will be denied.

Students may only request overrides into full class sections if they are in their final semester of the AA degree and the course is required for graduation.

It is College policy that students cannot join a class that has already started.

High school dual enrollment students must comply with PHSC's and the HCSB's procedures, timelines, and guidelines for adding, dropping, or withdrawing from dual enrollment courses. Dual Enrollment students may not be added to or withdrawn from a course without the signature/approval from the high school counselor.

Maximum Course Loads

The maximum student course load in fall (Term I) and spring (Term II) is sixteen (16) credit hours. The maximum course load in summer (Term III) is determined by grade level.

Hernando County DE students may enroll in face-to-face or online sections of courses in Term I or Term II. Hernando County dual enrollment students are permitted to enroll in a 10-week term if the extenuating circumstances/hardship is approved by their high school principal. The district designee will then communicate with PHSC to ensure the student is enrolled in the 10-week term in a timely manner.

Hernando County dual enrollment students are not eligible for terms shorter than 10 weeks.

Sixth grade through eighth grade students who are eligible to take dual enrollment classes may do so only at the high school and may enroll in up to three (3) credit hours per semester: fall (Term I), spring (Term II)

Ninth grade students who are eligible to take dual enrollment classes may do so at the high school and may choose to enroll in up to three (3) credit hours of courses offered online by PHSC per semester: fall (Term I), spring (Term II), and summer (Term III only).

Tenth grade students eligible to take dual enrollment classes may choose to enroll in up to seven (7) credit hours of their maximum course load in sections of courses offered on PHSC campuses or online. They may access additional sections of courses, up to the maximum course load (sixteen (16) credit hours), on their high school campus per semester: fall (Term I), spring (Term II). In summer (Term III only) they may enroll in up to seven (7) credit hours.

Eleventh grade students eligible to take dual enrollment classes may enroll in a maximum course load of sixteen (16) credit hours in the fall (Term I) and spring (Term II) semesters and up to eight (8) credit hours in the summer semester (Term III only).

Twelfth grade students eligible to take dual enrollment classes may enroll in a maximum course load of sixteen (16) credit hours in the fall (Term I) and spring (Term II) semesters. They may take dual enrollment classes at the high school, on PHSC campuses, or online. They are not eligible to take dual enrollment classes in the summer of their graduating year.

Allowed Course Attempts

Students will be permitted one attempt per dual enrollment course; thus, grade forgiveness is not permitted for dual enrollment students. A withdrawal from a dual enrollment course will count as an attempt at a course.

In very rare instances, a student with grave extenuating circumstances may request, via their counselor, permission to repeat a previously attempted course. Full documentation of the extenuating circumstances must be included with the student's written request. If approved by the high school, this request packet will then be sent to the Assistant Dean of Student Affairs at the appropriate campus. The Assistant Dean of Student Affairs will then review the request and forward it to the Dean of Student Affairs for final decision, according to College guidelines regarding extenuating circumstances. If the repeat attempt is approved through this process, grade forgiveness will occur and the grade from the second attempt will be used when calculating the student's PHSC cumulative GPA.

Weighting of Dual Enrollment Course Grades

Dual enrollment college level academic credit courses will be weighted at 1.0. No HCSB course in Hernando County receives a higher weight per Florida Statutes, Chapter 1007.271(18).

Career certificate courses offered on either the high school or the PHSC campus will be eligible for dual enrollment status. For every 150 clock hours successfully completed, the student will earn one high school elective credit.

Student Grade Distribution

PHSC's Associate Dean of Enterprise Systems will send an electronic file containing dual enrollment students' grades to the HCSB's Information Systems (IS) contact after the College's semester ends. Upon receiving dual enrollment grades from PHSC's Executive Director of Enterprise Systems, the HCSB's IS contact will enter grades into TERMS, and then send the grades to the high schools electronically. Students may access grades through their PHSC student account, or at Florida Shines (www.floridashines.org).).

Assurance of High School Credit and Transferability of Courses

Approved and offered dual enrollment courses will be used to fulfill high school credit graduation requirements or elective credit. All dual enrollment courses offered will meet the guidelines for transferability of credit under Florida Statutes Chapter 1007.271(12).

VII. Plan for Providing Advising and Guidance Services

Academic Advising

High school counselors and or Career Technical Education Specialists together with PHSC academic advisors will provide academic advisement services (i.e., individual and/or classroom guidance, college workshops and college days/nights) on dual enrollment, college majors, and course and program prerequisites, and weighting systems to students. In addition, high school counselors and/or CTE specialists will assist dual enrollment students with consideration of future educational and career planning. Students should check with their high school counselor to ensure that courses taken will meet all requirements for high school graduation and Bright Futures scholarships.

Each dual enrollment student is strongly encouraged to meet with a PHSC academic advisor and a high school counselor prior to registration at least once per semester that the student plans to enroll in dual enrollment courses. Students are advised of the expectations for continued dual enrollment eligibility during these advising sessions. For additional information on program(s) of study, students should refer to Academic Programs in the current PHSC catalog.

College-Level Course Expectations: In accordance with Statement of Standards E2, Early College Course Expectations, students and parents should be informed by high school counselors and PHSC academic advisors of college-level course expectations. Advising should include, but is not limited to, requirements for PHSC programs, prerequisites for classes, common university transfer requirements, information indicating that registration, drop/add, and withdrawal dates may not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm, that General Education courses require completion with a grade of "C" or higher and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript. It should be noted that the curriculum offered is a college credit curriculum. Course syllabi are available for students and parents to review during the drop/add period each semester. Course descriptions are available in the online PHSC College Catalog/Student Handbook.

Development of a Student Plan

To have a future goal orientation focus, high school students will develop and follow a four-year program of study leading to college entrance, post-secondary education, or workforce entry.

Using "www.floridashines.org). "Florida Shines students and school counselors will develop a plan, which may include dual enrollment courses. It is recommended that this plan be updated annually. If a student should develop a plan that will result in an Applied Technology Diploma, an Associate in Science Degree, or an Associate in Arts Degree, academic advisors may contribute to the construction of this student plan as requested by school cou nselors and students. Alternatively, if the student identifies a baccalaureate degree as the student plan objective, the student will be advised by the school counselor and/or career specialists and/or PHSC academic advisor to ensure that courses will meet the General Education requirements and any pre-requisite and/or transfer requirements for entrance into the selected baccalaureate degree program.

VIII. College –Level Course Expectations

Course Content

The Statement of Standards E3, Educational Planning indicates that college course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.

Attendance

Students taking classes on PHSC campuses, or online with PHSC, should be aware that faculty are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are reported as a W2 using the attendance verification process. This effectively removes the student from the class and the student will not see the course as active in Canvas or have access to the course. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean. Students should contact the Student Affairs/Academic Advising office for guidance.

Note: College-level courses require class attendance and students who miss more than one class period may suffer grade penalties which cannot be made up.

Student Behavior/Suspension Policy

All dual enrollment students must abide by all PHSC policies and procedures including, but not limited to PHSC's Student Code of Conduct as stated in the online PHSC College Catalog/Student Handbook. Students understand that if they violate any items in either the PHSC or HCSB Codes of Student Conduct, they may be denied participation in dual enrollment on both PHSC campuses and HCSB high school campuses.

In accordance with Statement of Standards E1, Classroom Atmosphere, dual enrollment courses taught on a high school campus are expected to achieve and maintain a college- like atmosphere. Students who behave in a manner which is disruptive to the learning environment may be subject to disciplinary action and/or may lose the opportunity to participate in the dual enrollment program.

If the alleged disruption occurs in a dual enrollment class at the high school, the high school administrators may take proper action based on the high school Code of Student Conduct and report the

incident and the action taken to the appropriate Assistant Dean of Student Affairs to initiate a PHSC student disciplinary investigation as outlined in the PHSC disciplinary process. Violations of the PHSC Code of Student Conduct whether at PHSC or online, will be addressed and investigated by the Assistant Dean of Student Affairs and Enrollment Management per the PHSC disciplinary procedures. Any safety and security concerns should be addressed immediately by the on-site administrators according to their policies. If there are non-disruption alleged violations of the student Code of Conduct by a dual enrolled student, the instructor should contact the appropriate Assistant Dean of Student Affairs to initiate an investigation.

Furthermore, when a student is placed in out-of-school suspension from a HCSB high school for any reason, the student will not be permitted to attend dual enrollment classes on the high school campus for the dates indicated in the suspension. The high school principal (or designee) will notify the North Campus Provost or the Spring Hill Campus Provost as appropriate of the student's high school suspension in the case of major offenses. The suspended student will be subject to any penalties noted in the syllabi of the PHSC courses(s) in which he/she is registered. All dual enrollment students shall be required to meet PHSC's Student Code of Conduct as stated in the online PHSC College Catalog/Student Handbook.

If a student has committed an act on the high school campus that constitutes serious threats to school safety [aggravated battery, homicide, armed robbery, possession -use or sale of any explosive, arson device, battery or aggravated, possession- use or sale of narcotic or other controlled substance, possession- use or sale of any firearm, battery on a teacher or other school personnel, sexual battery, victimization, false alarms- including but not limited to, pulling fire alarms] which results in a Level 4 offense, expulsion, or placement in an alternative setting, the student will immediately lose all privilege to participate in the dual enrollment program on the high school campus, PHSC campus and online classes.

The HCSB and PHSC will follow their established appeal process as outlined in the student code of conduct at each institution.

Drop/Add and Audit/Withdrawal Policies and Procedures

As authorized by Florida Statutes, Chapter 1007.272 and in accordance with Statement of Standards S3, Joint AP/Early College-Dual Enrollment, dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published in the online PHSC College Catalog/Student Handbook.

High school dual enrollment students must comply with PHSC's and the HCSB's procedures, timelines, and guidelines for adding, dropping, or withdrawing from dual enrollment courses. Dual Enrollment students may drop classes taken online with PHSC, or on a PHSC campus, through their PHSC student account by the end of the first week of class. After the first week of class, if a student no longer wants to be in a Dual Enrollment class they may withdraw.

Dual Enrollment students may not be added to, or withdrawn from, a course without the signature/approval from the high school counselor. The student must submit the signed withdrawal form to an academic advisor in the PHSC Student Affairs Office for final approval by the published deadline.

Information on the withdrawal process is available on the PHSC website and from academic advisors.

Dual enrollment students will not be permitted to audit any dual enrollment course on either high school or college campuses

Reporting of Course Withdrawals

PHSC's the Executive Director of Enterprise Systems will notify the Supervisor of College and Career Programs at HCSB via an electronic report every two weeks during and following the withdrawal period of dual enrollment students who have withdrawn from courses.

Requests for corrections of course records, including requests for a late drop or late withdrawal, are to be made within one calendar year of when the grade was assigned to the course. It is the responsibility of the student to bring any errors to the attention of the faculty member as soon as the errors are detected within this one-year period. Students requiring assistance should work with their high school counselor and PHSC academic advisor. Full documentation for the extenuating circumstances must be included with the student's written request. If approved by the high school, this request packet will then be sent to the Assistant Dean of Student Affairs at the appropriate campus. The Assistant Dean of Student Affairs will then review it and forward it to the Dean of Student Affairs for final decision, according to College guidelines regarding extenuating circumstances

Requests for late add, late drop, or late withdrawal

Under exceptional circumstances, a dual enrollment student may request a late drop or late withdrawal in accordance with College policy and DBOT Rule 6Hx19-5.08. The student must contact the Assistant Dean of Student Affairs and Enrollment Management and submit the Exception Request form, a letter of explanation, and needed documentation. If the request is approved by the Dean of Student Affairs and Enrollment Management, the student will be withdrawn or dropped from the class. The College will notify the student and the high school counselor once the process has been completed.

Ongoing Monitoring of Students' Progress in Dual Enrollment Courses

a. If a faculty member has notified the Student Affairs Office of a dual enrollment student who has unexplained absences or is in jeopardy of failure, the PHSC Assistant Dean of Student Affairs, or designee, will attempt to notify the HCSB high school designee (i.e., high school counselor).

b. Tutoring resources available at PHSC for dual enrollment students include the Academic Success Centers and an online tutoring system called SMARTHINKING.

IX. Early Admission Dual Enrollment

Early Admission (i.e., full-time postsecondary enrollment) allows eligible 12th grade secondary students to enroll full-time (minimum of 12 credit hours per semester and a maximum of 16 credit hours per semester) at PHSC in courses that are creditable toward the high school diploma and the Associate Degree.

Early Admission Students:

a. are not withdrawn from HCSB schools as indicated in the Student Progression Plan's School Procedure Handbook, which can be found at hernandoschools.org.

b. must meet the full-time student status at the college level (a minimum of 12 credit hours per semester).

c. enrolling in dual enrollment college credit courses must qualify with a minimum cumulative unweighted high school GPA of 3.0000 as indicated in Florida Statutes, Chapter 1007.271(3), and the Statement of Standards S1, Grade Point Average.

d. who plan to enroll in dual enrollment academic college credit courses must achieve a satisfactory score (test into ENC1101 in both Reading and English/Sentence Skills and college-level math) on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315;

e. and must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

X. Prior Learning Assessments

PHSC can award college credit based on scores from Prior Learning Assessment (PLA) exams meeting requirements set by institutional policy. Exams offered include CLEP, UExcel and DSST. Students should contact an academic advisor to determine what prior learning assessment options may be available.

XI. Graduating Seniors – Summer Options

Graduating seniors who are currently enrolled as a dual enrollment student and who choose to attend PHSC in Term III or IIIA must obtain and bring to any PHSC Admissions and Student Records Office PHSC Application for Admission: Graduating Senior Credit Bank Student Form (SAR-58). Students must complete and bring the PHSC Graduating Senior Credit Bank Permission Form (SAR-4) with the high school principal's signature to meet with an academic advisor to register for classes. These seniors will be required to meet common placement test score requirements and all course prerequisite requirements prior to enrollment. Graduating senior credit banking cannot be used for dual enrollment courses previously attempted. Students should contact a PHSC Academic Advisor for information on Credit Banking.

Graduating seniors who wish to attend PHSC in Term IIIB and who have previously participated in the Dual Enrollment Program must complete a PHSC Application for Readmission. There is no charge to the dual enrollment student for the readmission application.

NOTE: Seniors (not current or former DE students) who are scheduled to graduate at the end of the high school second semester may enroll in summer term B classes at PHSC. These students will be responsible for the costs of application, tuition, fees, textbooks, and required materials for these summer classes. Summer classes will not be considered as dual enrollment classes and credit earned will not apply towards high school graduation.

XII. Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV)

Criteria for Awarding College Credit from Technical Credit

A student who wishes to petition for articulation of technical credits to PHSC College credits must:

a. Apply for admission and enroll in the equivalent Associate of Science Degree program at PHSC.

b. completes a Petition to Award College Credit from Technical Credit Form (SAR-74A) and receive approval from PHSC's Dean of Workforce Development.

Criteria for Awarding Industry Certification Credit

A student who wishes to petition for award of college credit based upon industry certification must:

a. apply and enroll in one of the approved Associate in Science Degree programs at PHSC.

b. complete a Petition for Certification Credit Form (SAR-74) and receive approval for these credits from PHSC's Dean of Workforce Development, Career, and Technical Education.

Basic Skills Exit Requirements

Florida Administrative Code 6A-10.040 requires students of most career certificate programs to meet specific basic skills requirements in mathematics, language, and reading before being awarded a certificate of completion. PHSC uses the Test of Adult Basic Education (TABE) to assess mastery of these skills. Each program has specific grade-level exit requirements, listed on the *TABE Exit Requirements for Career and Technical Certificate Programs* chart available on the Testing web page at phsc.edu. Students must take all applicable sections of the TABE within the first six weeks of their program unless exempted by demonstrating readiness for college-level work in each subject area as defined in the PHSC College Catalog/Student Handbook.

Students who score below the minimum basic skill levels are advised to meet with a high school counselor to develop a plan focused on achieving their academic needs prior to retaking the TABE.

Students may be retested six weeks after the initial administration of the TABE using an alternate form, then must wait six months before retesting with the same form.

Civic Literacy Requirement

Effective 2021-2022 school year and thereafter, pursuant to Florida Rule 6A-10.04213 and Section 1007.25, Florida Statutes, students initially entering a Florida College System (FCS) institution must demonstrate competency in civic literacy by completing a course and passing an approved assessment.

The civic literacy requirement can be met as outlined below.

Option 1 - complete a. (course) and b. (assessment)

a. Complete one of the following:

- Successfully pass POS 2041 American Federal Government
- Successfully pass AMH 2020 History of the United States II
- Successfully pass AMH 2020 or POS 2041 via credit-by-exam

Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

· Florida Civic Literacy Exam (Passing Score=60)

Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS).

Option 2 - complete one of the following assessments. Meets both the course and assessment requirement

· Advanced Placement (AP) Test – Government & Politics: U.S. (Passing Score = 3)

· Advanced Placement (AP) Test – U.S. History (Passing Score = 4)

· CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Floridashines transient student request procedure.XIII. Mechanisms and Strategies for Promoting Career and Technical Education Programs

PHSC and the HCSB will promote Career and Technical Education Programs via flyers and brochures, school counselor services, Parent Nights, Curriculum Fairs, and a College Night on the North Campus. PHSC and School Board websites will provide pertinent related information.

Career Academies

If any provision of the Career Academies section of the Articulation Agreement is inconsistent with or in conflict with any other sections of the Articulation Agreement, as related to Career Academies only, the Career Academy section of the Articulation Agreement will supersede all other sections. Career Academies exist as a small cohort of students working with business partners and local community partners to provide an integrated approach within a rigorous and relevant curriculum focused on research-based best instructional practices.

Career Academies prepare students to meet the demands of a changing workforce while providing the opportunity for successful high school graduation, gainful employment, post-secondary education, and the highest level of industry certification by the State of Florida. Students will be placed in academy courses which will lead to either Agency for Workforce Innovation (AWI) recognized industry certification, Department of Education (DOE) recognized industry certification, post- secondary credit, and/or a state or national license.

Students enrolled in a HCSB Career Academy will qualify for dual enrollment if they achieve a satisfactory score on a common placement test approved by the Florida Department of Education which will demonstrate a student's readiness for college level work.

PHSC and the HCSB will provide opportunities for high school students enrolled in Career Academies to earn academic college credit or technical credit while enrolled in high school. Career certificate courses and academic credit courses are classified as college credit and may be transferred to other colleges and universities. The career certificate courses may be articulated to college credit using current state-wide articulation agreements or local articulation agreements. Credit by industry examination provides for articulation of industry recognized certifications to college credit using standards and criteria set by state-wide or local articulation agreements.

A student must earn a grade of "C" or higher in each technical credit career academy dual enrollment course in which he/she is enrolled to be awarded dual enrollment credit for the course through PHSC. A student earns PHSC technical credit regardless of whether he/she acquires industry certification.

NOTE: Some Career Certificate to Associate in Science statewide articulation agreements require passage of a state licensure examination before credit may be awarded. Students should consult a PHSC academic advisor for further information.

Career Pathways

A Memorandum of Understanding (MOU) has been developed to support and promote the Career Pathways Consortium within the Pasco-Hernando region. The MOU will be reviewed and revised annually.

The Consortium will provide rigorous curriculum integrating academics and career technical education. In addition, the Consortium will enable students to transition secondary educational learning experiences to post-secondary college credit, industry certification and graduation.

The Career Pathways Consortium will provide the following services to HCSB students and PHSC students:

1. Development of Career Pathways and Programs of Study.
2. Coordinate career education activities.
3. Negotiate articulation agreements between secondary and postsecondary institutions.
4. Integrate curriculum development.
5. Promote rigorous and relevant programs of study.
6. Provide Career Pathways information and advisement to parents, students, and teachers; and
7. Analyze student performance data to evaluate the effectiveness of the Career Pathways and Programs of Study.

The Consortium supports students earning college or technical credit(s) in an approved Associate in Science Degree program.

Mechanisms and Strategies for Promoting Career and Technical Education Programs of Study

The Pasco-Hernando Career Pathways Consortium is responsible for the development of programs of study that align secondary career and technical education programs with postsecondary programs and meet the eligibility criteria of the Carl D. Perkins Act. The Dual Enrollment Steering Committee annually reviews the alignment between CTE and college degree programs along with recognized industry certifications. Secondary and college instructors review the course content against the state frameworks, level of rigor, and equipment and support materials. In addition, the Florida Career and Professional Education Act (Section 1003.491, Florida Statutes) charges the commissioner of education with annually reviewing K-12 and postsecondary CTE programs to ensure they require high-level skills and to assess alignment of existing offerings with employer demand, postsecondary credentials, and professional industry certifications.

HCSB and PHSC instructional personnel continue to collaborate in the review of courses and the development of articulations that include programs of study leading toward certificates and Associate in Science degrees.

Career Dual Enrollment and CAPE Industry Certifications

Career dual enrollment is provided as a curricular option for students to pursue to earn industry certifications adopted pursuant to S. 1008.44, which count as credits toward the high school diploma. Students desiring to earn CAPE industry certifications pursuant to s.1008.44 should consult with a PHSC academic advisor to register for the courses necessary to earn a CAPE industry certification.

XIV. Instruction and Faculty Policy and Procedures

Exceptions to Professional Rules, Guidelines, and Expectations Stated in Faculty or Adjunct Faculty Handbook and Student Handbook for the Postsecondary Institution

There are no exceptions to rules, guidelines, and expectations as stated in the faculty or adjunct faculty handbook at this time.

There are no exceptions to rules, guidelines, and expectations as stated in the student handbook of the postsecondary institution which apply to faculty members at this time.

In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors in the discipline. PHSC is responsible for ensuring that all dual enrollment courses are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual.

Criteria by Which Quality of Dual Enrollment Courses and Programs Will Be Judged and Maintained

Qualification and Selection of Instructors

In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors in the discipline. PHSC is responsible for ensuring that all dual enrollment courses are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual. An electronic copy is available for review by contacting the Supervisor of Secondary Programs Curriculum.

Dual Enrollment Adjunct Instructor Application

All prospective dual enrollment instructors must complete a PHSC Dual Enrollment Employment Application for Adjunct Temporary Instructors online choosing the PHSC campus based on location. **Applications should be submitted between March 1st and June 30th for the upcoming school year.**

North Campus application for: prospective instructors at Nature Coast, Central, and Hernando High Schools.

Spring Hill Campus application for: prospective instructors at Springstead and Weeki Wachee High Schools.

Applications will be reviewed by the appropriate dean. This process will allow for pre-qualification of instructors.

As indicated in the Statement of Standards F2, Faculty Transcripts, official postsecondary transcripts for all faculty teaching dual enrollment courses must be on file at PHSC prior to any instructional assignments being made.

Instructors Seeking Additional Course Credentialing

Dual enrollment instructors already credentialed to teach specific courses, who wish to pursue credentialing in additional courses, must submit the Dual Enrollment Instructor Prequalification Form, listing the requested courses, to the Director of Dual Enrollment. The form, which is available on the PHSC dual enrollment instructor application webpage, will be forwarded to the appropriate Dean for review.

Responsibilities and Qualifications

Dual enrollment instructors teaching on the high school campus during regular school hours will be required to attend applicable organizational meetings. One such meeting will be an orientation session for adjunct faculty to be held at the beginning of each semester at any PHSC campus. All dual enrollment instructors will be required to attend an adjunct faculty orientation session each semester. As indicated in the Statement of Standards F3, Faculty Handbook, all adjunct faculty members will be provided with an electronic copy of the Full-Time Faculty and Adjunct Faculty Handbook.

It is the responsibility of the high school principal to ensure that high school instructors teaching dual enrollment courses abide by the conditions of this Agreement.

It is the responsibility of the North Campus Provost or the Spring Hill Campus Provost as appropriate to ensure that college instructors teaching courses at the high school abide by the conditions of this Agreement.

The high school principal (or district designee) will recommend qualified personnel to teach dual enrollment classes held on the high school campuses. These instructors will be mutually agreed upon by the high school principal (or district designee), the appropriate Dean or Campus Provost and the Executive Vice President, Chief Academic Officer/ College Provost. The Executive Vice President, Chief Academic Officer/College Provost must give final approval regarding the academic credentials of the instructor prior to his/her appointment.

To qualify as an instructor for academic credit courses, a masters' degree from a regionally accredited institution in the teaching discipline or a masters' degree from a regionally accredited institution and 18 graduate hours in the teaching discipline is required. Additional detailed information regarding instructor qualifications is available in the PHSC Faculty Credentials and Qualifications Manual. In the event an approved instructor for a dual enrollment course offered at the high school is unable to continue teaching the course to which he/she is assigned, the high school principal (or district designee) must notify the Executive Vice President and Chief Academic Officer/College Provost within three (3) business days of awareness of the instructor's inability to meet his/her course assignment. It is the responsibility of the high school principal (or district designee) to provide a qualified instructor according to the SACSCOC requirements/guidelines for postsecondary instructors in the discipline for approval to replace the previously assigned instructor. The Executive Vice President and Chief Academic Officer/College Provost must give final approval regarding the academic credentials of the new instructor prior to his/her appointment. If the school district cannot identify a qualified instructor to complete the dual enrollment course, then PHSC will attempt to provide a qualified instructor at the expense of the school district. This instructor, provided by PHSC, must comply with the Hernando County School Board (HCSB) Criminal Background Screening policy, which includes a background check and fingerprinting. If an approved, qualified instructor cannot be identified in a timely manner, then the course will not be taught as a dual enrollment course.

Associated faculty names and social security numbers will be provided after the drop/add period each semester. Employee information provided under this Agreement, including but not limited to social security numbers, is confidential; and the receiving entity shall take all reasonable measures to prevent disclosure of such information to other entities of persons except as required or permitted by law.

College faculty who teach dual enrollment courses on the high school campus are required to undergo background screening conducted in accordance with school district standards. PHSC will be responsible for ensuring that all such employees have been screened by the HCSB prior to being assigned to teach. Although school districts cannot make decisions related to the employment of college instructional staff, they can use the results of the background screening to prohibit such personnel from teaching on the high school campus. If the college instructor is employed by PHSC, the College will assume responsibility for ensuring the screening is done. The HCSB will not assume any responsibility for costs associated with individuals the College provides for instruction except as indicated in IX.1.h.

Assessment of Instructors

a. In accordance with Statement of Standards A2, Course/Instructor Evaluation, dual enrollment courses taught in the high school will be evaluated in the same fashion as courses taught on the College campus.

b. The school principal will inform each instructor, prior to being assigned a dual enrollment class, that he/she will be involved in an evaluation process conducted by PHSC and that this process will not be used to determine the HCSB employment status of the instructor.

c. PHSC will identify the College administrator assigned to conduct the faculty observation at each high school.

d. A PHSC administrator will coordinate a visit to the classroom of the dual enrollment instructor through the high school principal (or authorized designee).

e. A copy of the evaluation instrument will be provided to the instructor in advance of the evaluation. In accordance with Statement of Standards F6, Observation/Evaluation of Instruction, the evaluation process, including the use of PHSC's standard evaluation instruments and any follow-up with the instructor, will be conducted in the same manner as would be the case for any PHSC adjunct faculty member.

f. The principal, PHSC evaluator, and instructor will decide collaboratively how and when the evaluation will be implemented. The discussion should include the following:

1. The time frame within which the Course and Instructor Evaluation by Students will be administered to students and the procedures for data collection.

2. The month(s) of the school year that classroom observations will be conducted and the number of observations to be conducted; and

3. The manner in which the Course and Instructor Evaluation by Students form will be completed and how it will be shared with the instructor.

g. Each instructor will receive a personal copy of the student evaluation and the completed Full-Time/Adjunct Faculty Evaluation by Administrator Form (IIN-9).

h. Dual enrollment courses will be taught according to the approved Master Course Outline and course syllabus template which shall be provided by the College for use by each dual enrollment instructor, as noted in Statement of Standards C2, Course Plan and Objectives. Prior to the first class meeting, the instructor will send his/her individual syllabus for each course to the appropriate campus provost, academic dean, or designee to confirm each syllabus is in accordance with Statement of Standards C3, Syllabus

Requirement.

Grade Submission Procedures

In accordance with Statement of Standards C7, Grades, all full-time and adjunct faculty teaching Early College/Dual Enrollment (EC/DE) classes **MUST** observe College procedures/deadlines for submission of grades in appropriate format including PHSC's published date for grade submission. All faculty will be advised of college-wide grading expectations/guidelines prior to teaching an EC/DE course. Final grades for all students shall be reported and submitted online through PHSC's online grade entry process by the faculty member teaching the course. Instructions for grade submission are available from the College. For students taking dual enrollment courses on PHSC's campuses each semester, PHSC shall report student grades, in an electronic format, to the Hernando County Information Services Department designee after the College's semester ends.

College dual enrollment grades may only be changed by using the official PHSC Change of Grade Form (IIN-16). This form may be requested directly from the PHSC Admissions and Student Records Office or any Student Affairs Office. The Change of Grade Form must be competed in its entirety and signed in ink by the dual enrollment instructor. Documentation should be included to justify the change of grade. The Dual Enrollment contact person should forward this form to the Assistant Dean of Student Affairs, who will then forward it to the appropriate academic dean at PHSC for approval and signature. Faculty may not make end-of-term grade changes online.

Faculty teaching classes on PHSC campuses, or online for PHSC, are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are to be reported as a W2 using the attendance verification process. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean.

XV. Administrative Relationships

1. High school principals and College personnel will coordinate curriculum offerings approved as part of this Agreement in accordance with the locally established procedures.
2. College personnel will provide the high school principal with all pertinent information concerning the college course(s) to be offered to high school students.

3. Dual enrollment courses taught by high school instructors will be taught in accordance with the PHSC college calendar. Dual enrollment courses taught by PHSC faculty will be scheduled in accordance with the College's Schedule of Classes or as agreed upon by the proposer and the Executive Vice President and Chief Academic Officer/College Provost.

4. Dual enrollment courses taught on the high school campus during regular school hours will be offered in a manner consistent with the high school calendar. However, drop/add, withdrawal deadlines and final grades will be due based upon the PHSC Academic Calendar unless an alternate date has been mutually agreed upon by PHSC and the HCSB.

5. College instructors will abide by all applicable College rules governing attendance, classroom management and record keeping while conducting courses on the high school campus.

6. PHSC may provide instructors for courses within a Career Academy or within academic college credit courses offered on HCSB high school campuses, where the HCSB does not have a qualified instructor.

Program Analysis and Review

1. In accordance with Statement of Standards A1, Grade Analysis of Subsequent Course Success, PHSC shall conduct a follow-up analysis of the grades dual enrollment students receive in subsequent courses taken at the College. The purpose of this analysis will be to ensure that the level of preparation and future success of dual enrollment students is comparable to that of non-dual enrollment students. The information shall be shared with the Supervisor of Secondary Programs (or designee) and with the Division of Florida Colleges.

2. PHSC, in accordance with Statement of Standards A4, Grade Comparison of Early Admissions and "Regular" Student Grades, shall also conduct a follow-up study to ensure that grading standards and student learning outcomes for dual enrollment courses are comparable to those evidenced in non-dual enrollment sections of the same course. Results of this analysis shall be shared with the Supervisor of College and Career Programs (or designee) and with the Division of Florida Colleges.

3. Statement of Standards A5, Periodic Review, indicates that the Division of Florida Colleges will conduct a program review of all dual enrollment programs every three years. PHSC will share the results of these reviews with the Supervisor of College and Career Programs (or designee).

XVI. Mechanisms and Strategies for Reducing Incidence of Postsecondary Remediation in Math, Reading and Writing for First-time Enrolled Recent High School Graduates

Remedial Reduction Plan

1. Current Mechanisms Initiated by the HCSB

a. All first through twelfth grade students who are not meeting district expectations in reading, writing, science, and mathematics have a Progress Monitoring Plan that provides strategies for intensive help to meet the expectations.

b. All students are required to master Algebra I or its equivalent to graduate. Effective with the graduating cohort of 2009-2010, students will be required to master both Algebra I and Geometry.

c. A 2.0 GPA is required for graduation.

d. All Level I courses have been eliminated in mathematics and language arts as required for graduation.

e. High school counselors articulate with middle school counselors to facilitate the development of appropriate high school plans for students.

f. All eighth-grade students complete a career plan to guide their academic and career choices in high school.

g. High school students are offered a common placement test approved by the Florida Department of Education for dual enrollment.

2. College Readiness Assessment

Each high school identifies eligible and interested potential dual enrollment students and refers them to a PHSC academic advisor. Those students who plan to enroll in dual enrollment academic college credit courses must achieve a satisfactory score (test into ENC1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315.

A complete common placement test score (all subjects: English, Reading, and Mathematics), or a combination of test scores and earned postsecondary credit, must be on file with PHSC prior to the academic advisor approving courses for the term in which the student is enrolling. At PHSC testing sites, students are permitted two (2) attempts to achieve a satisfactory common placement test score. Common placement testing for dual enrollment purposes may be conducted at the high school sites unless otherwise specified in State Board of Education Rule 6A-10.0315.

3. Analysis of Problems and Corrective Actions

a. To identify student needs in reading, writing, science, and mathematics, the HCSB is in the process of identifying and/or developing diagnostic tools.

b. To help students prepare for future careers, the HSCB has developed Academies in each high school that focus on broad career fields and academic achievement.

c. To have a future goal orientation focus, high school students will develop and follow a four-year program of study leading to college entrance, post-secondary education, or workforce entry.

d. To facilitate the tracking of student progress over time, the HCSB is monitoring and analyzing data to provide intervention programs in reading, writing, science, and mathematics.

e. To provide a curriculum that is both rigorous and relevant, teachers are working on teams to connect academic instruction to real world applications and experience.

f. To strengthen content area instruction, in-service training is provided in reading, writing, science, and mathematics for all teachers.

4. Anticipated Outcomes of Remediation Reduction Efforts

a. There will be a reduction in the number of students not meeting district expectations in reading, writing, science, and mathematics after the Progress Monitoring Plans have been implemented.

b. The content area knowledge of mathematics teachers will be strengthened resulting in an increase in the number of students able to successfully complete Algebra I or its equivalent and meet graduation requirements.

c. A greater percentage of students will meet the higher standards of Level II and Level III courses.

d. Students will focus on post-graduation plans beginning in middle school and continuing throughout high school by taking appropriate academic and career and technical education coursework to achieve those plans.

5. Strategies for Better Preparation of Students upon High School Graduation

a. PHSC will facilitate a common placement test approved by the Florida Department of Education and will provide a list of online resources.

b. Expanded articulation between PHSC Student Affairs staff and HCSB high school counselor staff to include HCSB middle school counselors

c. The HCSB will continue the development and implementation of career-focused programs of study. The HCSB implemented certified Career Academies at each high school that offer distinct career-focused, rigorous, and relevant programs of study.

d. Involvement of PHSC faculty and deans in HCSB committees that address academics, including but not limited to textbook selection, advising, and dual enrollment

e. Meetings with staff from PHSC to address remediation for students who are not college ready

f. The HCSB and PHSC will analyze the cost associated with implementing the postsecondary remedial education reduction plan.

XVII. Institutional Responsibilities for Cost of Dual Enrollment Courses and Programs

Student Supplies

a. Basic instructional supplies will be provided by the HCSB. Lab Manuals are a required text used once by a student and cannot be reused since it is a consumable instructional material.

b. The dual enrollment student may be required to provide, at his or her own expense, additional materials such as: calculators, safety glasses, uniforms, safety shoes, kits, e-Instruction CPS Pulse clickers, clicker licenses and course codes, etc.

Instructional Cost Arrangements

a. If the instructor of a dual enrollment course held at a PHSC campus is unable to attend a scheduled class, the College is responsible for making alternate arrangements for the class. The high school will provide a qualified instructor in accordance with SACSCOC requirements/guidelines for postsecondary instructors in the discipline if the high school instructor is unable to attend a scheduled class.
b. Required professional liability insurance for approved courses will be paid by the HCSB. PHSC will bill the HCSB for these fees. This process will be coordinated by PHSC's Assistant Vice President of Academic Affairs, Marketing and Communications,, PHSC's Financial Services Office and by the HCSB Director of Finance.

c. When PHSC approves a student to take a credit-by-examination for an approved course, the HCSB will pay this fee. PHSC will bill the HCSB for these fees. This process will be coordinated by PHSC's Assistant Vice President of Academic Affairs, Marketing and Communications, PHSC's Financial Services Office and by the HCBB Director of Finance.

Tuition and Administrative Costs

Pursuant to legislation enacted during the 2013 regular session of the Florida Legislature, the College shall charge, and the School District shall pay from its FEFP allocation for dual enrollment students as follows (these provisions also apply to Charter School students when the Charter School enrollment is included in the School District's FEFP funding calculations):

a. For those students who attend classes on the College's campuses, the College will submit an invoice representing the amount of tuition per credit hour aggregated by the total number of dual enrollment credits being taken on the College's campuses. The tuition per credit hour shall be the standard tuition rate for Florida College System institutions as established by the 2015-2016 General Appropriations Act. The invoice will contain the names, student identification numbers, birth dates, course numbers and titles, and credit hours for each dual enrolled student and will be submitted no later than 15 days following the last day of the "Drop/Add" period for that semester. All amounts shall be remitted to the College by the School District not more than 30 days after the date of submission of the invoice. Such invoices and payments may be submitted electronically. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time prescribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted.

b. For those students who attend dual enrollment classes at high school campuses for classes taught by an instructor provided by the College, the College shall invoice the School District no later than thirty days after commencement of those classes. The invoices shall equal the cost to the College of an adjunct instructor teaching an equivalent class on the College campus or the actual cost of the instructor, whichever is less. Such invoices may be submitted electronically. The School District agrees to pay all such invoices within 30 days of submission. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time prescribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted.

c. Subject to annual appropriation in the General Appropriations Act, PHSC shall receive an amount of funding equivalent to the standard tuition rate per credit hour for each dual enrollment course taken by a student during the summer term. All eligible dual enrollment students may participate in summer terms III, IIIA, and IIIB if funding is available.

d. Both the College and the school district acknowledge that certain administrative costs are incurred by each for those students that are not attending classes on the post-secondary campus. In the interest of equity, each party agrees to be responsible for its own administrative costs for these students.

e. For students who attend public charter schools and participate in the Dual Enrollment Program, the College will separately submit an invoice to the public charter school in accordance with the tuition and administrative costs policies, procedures, terms, and conditions.

Textbook Selection

a. In accordance with Statement of Standards C5, Textbooks and Instructional Materials, it will be the responsibility of the HCSB to use PHSC's currently adopted textbooks. Textbook editions used in dual enrollment courses offered at the high school campuses may vary from those editions in use at PHSC as long as the content of the text is comparable to the updated edition and approval has been granted by the Executive Vice President, Chief Academic Officer/College Provost (or designee).

b. The Supervisor of College and Career Programs will submit a list of proposed courses and

recommended textbooks to PHSC for any exceptions by the first working day in June for the following Fall semester, to the Executive Vice President, Chief Academic Officer/College Provost (or designee).

c. The HCSB will be responsible for purchasing, storing, and maintaining textbooks used in the dual enrollment program. Exceptions may be made under unusual circumstances by the mutual agreement of the Superintendent of Hernando County Schools and the President of PHSC.

d. PHSC will provide an electronic list of the currently adopted textbooks in April, July, and November of each year, 30 days prior to the start date of each term to the Supervisor of College and Career Programs from the PHSC College Stores Manager/Textbook Manager. Updates of textbook changes can also be viewed online at the PHSC College Store.

e. It is the responsibility of PHSC to review requests for exceptions to the use of PHSC's currently adopted textbooks.

f. In accordance with the guidelines stated above, PHSC, whenever possible, will follow the State Adoption Cycle currently in use by the HCSB.

Policies for Acquiring Textbooks

a. The student takes the PHSC course schedule, Fee Statement form, or other evidence of registration at PHSC to any of the high school's dual enrollment textbook sites.

b. The school's dual enrollment textbook personnel will check to see if the required textbooks for the registered courses are in the inventory at the textbook depository. If the books are available, the student will be issued the needed textbooks. If the textbooks are not available, the student will be issued a Dual Enrollment Textbook Depository Approval Form Voucher and referred to PHSC to obtain materials. The student will have 30 days after PHSC's published drop date to use the book voucher. The student will be asked to complete the following information on a Dual Enrollment Textbook Depository Approval Form: Name, Address, Home Phone Number, Social Security Number, E-mail Address (if applicable) and high school. The student will then receive the top two copies of the completed Dual Enrollment Textbook Depository Approval Form, which will list courses for which textbooks have been provided by the textbook personnel and the courses for which textbooks will be needed from PHSC. Dual Enrollment students must obtain a PHSC ID card before using the assigned voucher. All textbooks issued to dual enrollment students with or without a voucher are the property of the Hernando County School Board and must be returned to the schools on the designated dates.

Textbook Return Policies

At the end of the semester, all textbooks will be returned to the dual enrollment textbook personnel located at their respective high schools. The textbook personnel will examine the textbooks and determine their condition. If any of the textbook materials is damaged or lost, the student will be charged a textbook fine.

Since textbook bundles often contain several separate materials and are not sold separately, students will be charged for the total cost of the textbook bundle if any one piece is missing.

All students are required to return textbooks during the designated times to at their respective high school. Students will not be permitted to check out additional dual enrollment textbooks until all textbooks have been returned and fees paid.

If students choose to drop a course, for those books obtained from the PHSC College Store, students must return the bundled textbook to the PHSC College Store for credit to the HCSB up to one week following the last day of drop/add for the current semester period. If the student fails to comply, a Notice of Obligation will be issued by the HCSB.

Services to Students with Disabilities

The HCSB is responsible for providing and funding reasonable accommodations for qualified students with documented disabilities (e.g., Transition Individual Educational Plan (TIEP) or 504 Plan), who are enrolled in a PHSC dual enrollment course(s) during regular high school hours on the high school campuses. Students with disabilities who are enrolled in dual enrollment courses offered at PHSC sponsored sites (campuses, centers, online and hybrid,) will receive accommodations upon receipt of documentation of a disability that meets PHSC guidelines. The HCSB and PHSC will share equally in the cost of reasonable accommodations that are mutually agreed upon for dually enrolled students. Any costs for interpreters for students with a hearing impairment will be paid 50% by the school district and 50% by PHSC for courses taken at any PHSC campus. Any costs for students with visual impairments will be paid 50% by the school district and 50% by PHSC for courses taken at any PHSC campus.

Nothing herein shall make PHSC a party to the TIEP nor shall PHSC be given or required to have a TIEP with a dual enrollment student. PHSC's Student Accessibility Services shall work with the School District to determine if accommodations are required under the Americans with Disabilities Act and Section 504 or the Individuals with Disabilities Act.

To receive accommodations, students must self-disclose their disability to a Student Accessibility Services staff member. Information regarding eligibility for instructional and support services can be attained by contacting the Student Accessibility Services office. Documentation of a student's disability is required before Student Accessibility Services will provide accommodations for each student. Determination of eligibility is the responsibility of PHSC's Director of Student Accessibility Services.

PHSC is an equal access college and does not discriminate against person with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Student Accessibility Services at the West Campus or the Assistant Coordinator of Student Accessibility Services at any other campus and complete a Self-Identification Form. The College requires documentation of a student's disability before providing accommodations for such disability. Accommodations for students may include but are not limited to use of recording device, use of calculator, use of spell checker/dictionary, note taker, laptop, large print/braille, substitution of written work for oral, adapted test format, time extension, lecture outlines, scribe, reduced distraction location for exams, substitution of oral work for written, special seating, interpreter, reader, tutor, modified furniture.

Confidentiality: Each party acknowledges that during the term of this agreement both parties will send and receive information on students, which is considered confidential under federal and Florida laws. Each party agrees to protect and hold confidential all such information. Neither party may release any confidential information except by written authorization from the student or unless otherwise authorized or required by law or rules. The College will release appropriate information regarding students attending dual enrollment classes on PHSC campuses to the HCSB only. Parents will be advised that any information regarding student attendance or performance should be directed to the HCSB.

XVIII. Responsibilities for Providing Student Transportation

Students and/or parents shall provide all student transportation to and from courses taken on PHSC's campuses and sites and shall assume any liability incurred thereby.

DISPUTE RESOLUTION

In the event of a dispute of any or all of an invoice submitted hereunder, the parties agree that the dispute is best resolved between them without involving third parties, including mediators, arbitrators, or the judicial system. To resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the dual enrollment agreement. These individuals shall meet within 10 days of notice to the other of a dispute and attempt to resolve the issues. Each administrator so appointed shall appear at the meeting with full authority to resolve the issue. In the event the appointed administrators determine that they are unable to reach an agreement, then the School District Superintendent and the President of the College shall meet and resolve the issue. The School District Superintendent and President may bring such administrators as they deem appropriate to the resolution meeting. In the event no resolution is achieved at this level then either party may elect to file a civil action in the appropriate Court.

SIGNATURES ON NEXT PAGE

PASCO-HERNANDO STATE COLLEGE:

Timothy L. Beard

TIMOTHY L. BEARD, PH.D., PRESIDENT
PASCO-HERNANDO STATE COLLEGE

6/23/2022
DATE

John Mitten, CHAIR
DISTRICT BOARD OF TRUSTEES
PASCO-HERNANDO STATE COLLEGE

6/23/22
DATE

Legal Language approved by PHSC
Legal Counsel
Initials PAN Date 6/6/2022

DISTRICT SCHOOL BOARD OF HERNANDO COUNTY:

JOHN STRATTON, SUPERINTENDENT
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY

DATE

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

GUS GUADAGNINO, CHAIR
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY

DATE

REVISED: 4/2022

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: 2022-2023 School Year Budget

Account Name: Academic Svcs Basic Education Textbooks/Dues & Fees

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100E	5100	5200/7300	941	50400	51130

Amount: $ 575,303.00

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount: $

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

Prior Year Approved Budget: $ 575,303.00

Prior Year Actual Spent: $ 399,678.89

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Agenda Item # 23. 23-0789 7/26/2022

Title and Board Action Requested

Approve the Agreement with Equal Opportunity Schools (EOS) and the Purchase of Services for All High Schools and Issuance of a Purchase Order in an Estimated Amount of $113,500.00

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the agreement and purchase of services for all high schools from Equal Opportunity Schools (EOS). EOS provides support to increase equitable enrollment in AP, IB, and AICE, so more students can excel. EOS will help ensure all students have access to accelerated courses. EOS is a sole source provider.

My Contact

John Morris
Director of Secondary Programs
352-797-7000 ext. 443
morris_j@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

The cost for this agenda item is $113,500.00, see attached budget sheet. The cost for the previous fiscal year was $113,000.00.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

EQUAL
OPPORTUNITY
SCHOOLS

COLLABORATION AGREEMENT

Between

Hernando County School District

And

EQUAL
OPPORTUNITY
SCHOOLS

Equal Opportunity Schools | 5601 Sixth Avenue South, Suite 258, Seattle, WA 98108 | 206.547.1167

EQUAL OPPORTUNITY SCHOOLS

COLLABORATION AGREEMENT
Hernando County School District and Equal Opportunity Schools

1. PARTIES

This Collaboration Agreement (this "Agreement"), effective as of September 1st, 2022 (the "Effective Date"), is by and between Equal Opportunity Schools, a Washington non-profit corporation, with an address at 5601 6th Ave S #258, Seattle, WA 98108 ("EOS"), and Hernando County School District, with an address at 919 North Broad St, Brooksville, FL, 34601 (the "District"). EOS and the District may be referred together collectively herein as the "Collaborators".

2. COLLABORATION PURPOSE AND OBJECTIVES

The mission of EOS is to ensure that students of color and low-income students have equitable access to America's most academically intense high school programs and succeed at the highest levels. We focus on challenging high school courses, with a focus on Advanced Placement ("AP"), International Baccalaureate ("IB") courses, and Advanced International Certificate of Education ("AICE) courses (sometimes referred to as "college-ready courses"), because the academic intensity of the high school curriculum is the biggest driver of college completion. We help school leaders identify and enroll historically underrepresented students of color and low-income students who can succeed in Advanced Placement, International Baccalaureate, or Advanced International Certificate of Education courses ("AP/IB/AICE") but are not yet enrolled in AP/IB/AICE for systemic reasons related to race or socioeconomics.

The District has demonstrated its commitment to improving the quality of educational opportunity and achievement for students in its previous commitments to Equal Opportunity Schools.

Building on the District's progress and experience and EOS' expertise in establishing equity in AP/IB/AICE, EOS and the District jointly commit to the study on behalf of the District, as outlined below, for the improvement of instruction with these objectives (the "Collaboration Objectives"):

a. **Maintain closure of race and income participation gaps and/or increase participation rates in AP/IB/AICE by fall 2023,** as measured by equally high AP/IB/AICE participation rates for students of all races and income levels.

b. **Support students' successful AP/IB/AICE performance,** as measured by AP/IB/AICE grades, exam-taking rates and exam passing.

c. **Cultivate positive experiences of belonging and support in AP/IB/AICE** for historically underrepresented students of color and low-income students through improved District systems and structures, contributing to sustained results in future years and further increases in college readiness and closure of opportunity and achievement gaps.

The purpose of this Agreement is to formalize and facilitate the collaboration between the parties and to pursue these objectives on behalf of the District as set forth in this Agreement, with key implementation to occur during the 2022-2023 school year(s) (the "Collaboration"). The Collaborators agree to the Collaboration Overview, set forth in Exhibit A, which provides a

generalized framework of the Collaboration, and which the parties may agree to update from time-to-time upon prior written agreement.

3. COSTS & PAYMENTS

a. The District shall pay EOS as follows:

Action For Equity Partner Schools and Program	**School Year**	**Discount per school**	**Cost per school**	**District cost**
Extend Equity (no labs) *$22,500/school/year*				
Hernando High School Central High School Weeki Wachee High School Frank Springstead High School Nature Coast Technical High School	2022-2023	$1,125	$21,375	$106,875
Total Due to Equal Opportunity Schools for School Year 2022-2023				$106,875

b. **ADDITIONAL VISITS (Optional):** The District can purchase additional visits to what is provided by program phase (see Exhibit A). A formal request submitted to Partnership Director's Managing Director is required.

The pricing is as follows:

Type of visit	**Time**	**Details**	**Cost**
School Visit – per day	9am – 4pm	Up to three school visits per day; Includes two EOS Staff	$3,500/visit
District Visit – per day	9am – 4pm	Two or more schools per meeting/training; Includes two EOS Staff	$7,000/visit

For Additional Visits only: the above Additional Visit cost is 50% for virtual delivery.

These costs apply to all four phases of *Action For Equity* programing: Access Opportunity, Experience Success, Extend Equity, and Sustain Equity. The price is all inclusive, from planning to travel costs. The assigned Partnership Director or Partnership Manager will run the additional visits.

c. EOS will invoice District the week of December 12th for the full amount of program costs. The District shall promptly pay such invoiced costs in accordance with the instructions on the applicable invoice.

d. **TRAVEL COSTS:** EOS will bill the District for the portion of travel costs attributable to the Collaboration. The frequency of EOS visits to the District is detailed in Exhibit A. EOS travels cost-consciously (at or below federal standards), and the cost of one EOS trip is often spread across multiple districts within a region. Travel is dependent on EOS and District COVID travel policies. EOS will take CDC guidelines into account to revisit and revise its Travel Policy as needed for public safety. **A $3,000 travel cap applies to this agreement.**

e. **QUESTIONS REGARDING COSTS:** EOS' District Finance Contact, Catherine Weisweaver, (catherine@eoschools.org) will coordinate all accounting matters and expense reimbursements.

f. Except as otherwise expressly set forth in this Agreement, each party will bear its own costs and expenses, including costs for staff time and technology maintenance, in connection with the activities to be performed under this Agreement.

g. In the instance that Title IV grant funds are not awarded, the District will use alternative funding source for cost.

4. EACH PARTY'S OBLIGATIONS.

Each of the Collaborators has identified the following conditions, which must be met by the other Collaborator in order for this Collaboration to be meaningful and productive.

a. The District requires:
   1. On-going, candid communication and feedback loops that provide early opportunities to make adjustments where needed.
   2. High-quality EOS staff who effectively assist schools to achieve Collaboration Objectives.
   3. Integrating services into current District practices such that the Collaboration serves to optimize existing structures and processes.
   4. EOS help in building internal capacity and sustainability among the District office administrators, as well as school leaders and staff to continue such District personnel's improvement efforts beyond the timeframe of the Collaboration.

b. EOS requires:
   1. Commitment from the District's Superintendent and other key District leaders (i.e. Assistant Superintendents and Directors) to provide full executive and implementation support to this Collaboration, including but not limited to: leadership, advocacy, support and accountability for the schools to meet the Objectives, and provision of necessary financial resources.
   2. Full and willing participation from all participating school sites in analyzing data and engaging the school staff in finding and enrolling historically underrepresented students of color and low-income students and supporting students' successful AP/IB/AICE performance.

3. Participation as needed by the District's data liaison for joint inquiry and analysis.
4. The District's willing participation in joint research and evaluation efforts for the Collaboration for the duration of this Agreement, including, but not limited to, maintaining a subscription to or authorizing EOS access to the District's National Student Clearinghouse data, which provides each school's college completion information to the District.

5. WARRANTY DISCLAIMER; LIMITATION OF LIABILITY.

EOS DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES OF ANY KIND AND HEREBY SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.

IN NO EVENT SHALL EOS BE LIABLE FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES, INCLUDING, WITHOUT LIMITATION, ANY AND ALL DAMAGES FOR INTERRUPTION, OR LOSS OF INFORMATION OR DATA, WHETHER ARISING IN CONTRACT OR IN TORT, WHETHER DIRECT, IMMEDIATE, FORESEEABLE, DISCLOSED OR NOT DISCLOSED, ARISING FROM EOS' PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT. IN NO EVENT WILL EOS BE LIABLE TO DISTRICT FOR ANY AMOUNT BEYOND THE AMOUNT DISTRICT HAS PAID EOS UNDER THIS AGREEMENT.

6. CONFIDENTIALITY OBLIGATIONS.

The Collaborators shall comply with all federal, state, local and other applicable law, rules and regulations, including, without limitation, FERPA (defined in Exhibit B) (collectively, "Applicable Laws"). EOS shall comply with the Confidentiality Obligations outlined in Exhibit B with regard to confidential student and parent information. Each Collaborator shall be responsible for compliance with all Applicable Laws and confidentiality obligations with respect to information in its possession and data provided by the other Collaborator. Details on handling of Confidential Information are set forth in Exhibit B.

7. DATA SHARING FOR ONGOING STUDY & INSTRUCTIONAL IMPROVEMENT

a. For a period commencing on the Effective Date and lasting through the 2026-27 academic school year, the District will, on a regular basis (if requested), provide EOS with data files (current and historic) containing the information contained in Exhibit C for all students who are in any high school listed in the Costs & Payments section of this and any other active Agreement between the Collaborators (the "Data Sets"). The specific record and file formats of the Data Sets shall be as set forth in Exhibit C or as otherwise negotiated in good faith between the representatives of each party. The obligations set forth in this paragraph and in Exhibit C will survive the termination of this Agreement and remain binding upon the parties. Subject to applicable law, including FERPA, content of the Data Sets may also include other specified education records mutually agreed upon by the parties to be necessary and

appropriate for the objectives of this Agreement and for the purpose of studies to be conducted under this Agreement.

b. EOS shall use the Data Sets received from the District only to meet the purposes of the Collaboration as described in this Agreement.

c. EOS may publish de-identified, aggregated data. In each instance, EOS shall take appropriate steps not to disclose any personally identifiable information. For example, EOS may produce reports for the District and other school districts participating in similar programs to review based on aggregated data that has been sufficiently de-identified through removing or suppressing identifiable information in order to minimize the risk of re-identification through combination with other information linked to a specific individual.

d. EOS may also share certain information, including personally identifiable information, with third party service providers and partners in order to fulfill its obligations under this Agreement.

e. With appropriate consent, EOS may share certain Confidential Information with a partner for educational purposes, such as a professor at a US university conducting research and subject to such professor being bound by confidentiality obligations to EOS no less strict than those set forth herein.

f. From time to time, EOS and the District may mutually agree in writing to enter into a collaboration with a third party. Such collaboration may involve the sharing of the Data Sets, or a subset thereof, with such third party. EOS and the District may attach to this Agreement an Exhibit setting forth the name of the third party, a description of the collaboration, each party's respective role in the collaboration, and any other terms and conditions related to the third-party collaboration.

8. INSURANCE.

During the Term of this Agreement, EOS shall maintain insurance according to the District's contracting regulations, as shown in Exhibit D.

9. TERM; TERMINATION.

a. **Term.** The Term of this Agreement shall be from the Effective Date and continue until August 31, 2023 or until the Agreement is terminated as set forth below (the "**Term**").

b. **Termination.** This Agreement may be terminated at any time by either party upon sixty (60) days' prior written notice to the other party. Refer to Section 13 of "Provisions for Non-Federal Entity Contracts Under Federal Awards" for termination guidelines.

c. **Termination Fee Schedule.** Due to cost of programing delivery in stages and milestones, termination is subject to a fee schedule. Exhibit A includes the costs as associated with delivered programing specific to the signed phase of Action For Equity. Discounts will be taken into consideration across the Termination Schedule.

d. **Effects of Termination.** Upon termination of this Agreement by a party, District shall have no further obligation to provide data described hereunder to EOS or any third party, and EOS shall have no further obligation to provide studies, reports, analysis and other materials to District or any third party under this Agreement. However, the parties agree that EOS shall have the right to retain any data shared with EOS pursuant to this Agreement and use such data solely in accordance with the terms of this Agreement.

e. **Survival.** In addition to those provisions which, by their express terms, survive the expiration or termination of this Agreement, the following provisions shall survive any such expiration or termination: Sections 4, 5, 7, 8, 9(d) and 10 through 15, inclusive.

10. ENTIRE AGREEMENT.

This Agreement (and its Exhibits) constitute the entire agreement between the parties regarding the subject matter hereof and supersede all previous or contemporaneous agreements, negotiations and commitments (written or oral) between the parties related to the subject matter hereof.

11. NO PARTNERSHIP OR JOINT VENTURE.

Nothing herein contained shall constitute a partnership between or joint venture by the parties hereto or constitute any party the agent of the others. No party shall hold itself out contrary to the terms of this Section 11 and no party shall become liable by any representation, act or omission of the other contrary to the provisions hereof. This Agreement is not for the benefit of any third party and shall not be deemed to give any right or remedy to any such party whether referred to herein or not.

12. MODIFICATIONS; NO WAIVER.

No term of this Agreement may be amended or modified except upon written agreement of the parties. Failure by a party to insist upon strict compliance with any term of this Agreement in any one or more instances will not be deemed to be a waiver of its rights to insist upon such strict compliance with respect to any subsequent failure. No waiver shall be effective unless in writing and signed by the party waiving compliance.

13. SEVERABILITY; ENFORCEABILITY.

If any provision of this Agreement shall be deemed prohibited, unenforceable, or invalid, such provision shall be ineffective to the extent of such prohibition, unenforceability, or invalidity

without invalidating or affecting the remaining provisions of this Agreement. If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

14. GOVERNING LAW; JURISDICTION.

This Agreement shall be construed in accordance with the laws of the State of Florida, without regard to its conflicts-of-laws principles. The parties expressly consent to the exclusive jurisdiction and venue of the State of Florida; any claims, actions or other matters respecting this Agreement shall be brought only in the federal or state courts of the State of Florida.

15. NOTICES.

All notices required under this Agreement shall be deemed to be properly served if set forth in writing and (1) physically delivered in person or by overnight courier delivery, (2) sent by first class registered or certified mail, postage prepaid and return receipt requested, or (3) transmitted by email followed with overnight courier delivery, to the addresses below, or to any other addresses which the parties designate in writing for such purpose. Notices sent in this manner shall be effective upon actual receipt, except for notices sent by registered mail, which shall be effective five (5) business days after the postmark.

If to EOS: Attention: Dolores Caamano
Address: 5601 Sixth Avenue South, Suite 258, Seattle, WA 98108
Email address: dolores@eoschools.org

If to District: Attention: John Morris
Address: 919 North Broad St, Brooksville, FL 34601
Email address: morris_j@hcsb.k12.fl.us

16. COUNTERPARTS.

This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Signature pages delivered by email as PDF files or other electronic signatures hereto shall be considered originals for purposes of this Agreement.

[Signature Page Follows]

EQUAL OPPORTUNITY SCHOOLS

COLLABORATION AGREEMENT
Hernando County School District and Equal Opportunity Schools

SIGNATURES

The signatures below, by the authorized representative of each party to this Collaboration Agreement, signify the parties' agreement and commitment to the terms and conditions of the Collaboration Agreement.

	For Hernando County School District	For Equal Opportunity Schools
		Eddie Lincoln
	Signature	Signature
Approved as to Form	Gus Guadagnino	Eddie Lincoln
	Name	Name
Nancy McClain Alfonso	Board Chair	CEO
General Counsel, HCSB	Title	Title
		Jun 17, 2022
	Date	Date

District Program Lead Contact Information

John Morris	morris_j@hcsb.k12.fl.us	(352)797-7000
Full Name	Email	Phone

District Data Personnel Contact Information

John Morris	morris_j@hcsb.k12.fl.us	(352)797-7000
Full Name	Email	Phone

District Accounts Payable Contact Information

Lauren Blackwell	blackwell_l@hcsb.k12.fl.us	(352)797-7070 X432
Full Name	Email	Phone
919 North Broad St	Brooksville, FL	34601
Street Address	City, State	Zip Code

Purchase Order required for invoicing? (select one) Yes No

EQUAL OPPORTUNITY SCHOOLS

COLLABORATION AGREEMENT
Hernando County School District and Equal Opportunity Schools

Exhibit A

COLLABORATION OVERVIEW

Listed below is the structure for accessing the expertise of EOS personnel, tools, and data to support the District's unique needs as it works to meet and/or sustain the Collaboration Objectives. This Collaboration Overview provides a generalized framework of the Collaboration but does not delineate every aspect of the Collaboration that the Collaborators are mutually responsible for implementing.

The Collaborators agree to the following schedule and responsibilities, and will meet to set specific dates and task ownership, following the Effective Date of this Agreement.

ACTION FOR EQUITY PHASE 3: EXTEND EQUITY

In this pathway, partners develop and enshrine the policies, practices and mindsets to sustain equitable opportunities and begin to drive the core work on their own. During the Extend Equity phase, partners continue to use the EOS Portal and suite of tools (including all tools listed in the table below) to find students. District will plan with Partnership Director two to three visits in lieu of the four-part Equity Leader Lab (ELLab).

Tools & Supports: The following are the set of tools and analyses that the District and its schools can access through the Extend Equity partnership.

Student Survey, Staff Survey & Staff Recommendations	The fall student survey and staff survey and recommendations serve as two of our seminal data collection tools and are required for the creation of most EOS products, including outreach and recruitment lists, Student Insight cards, Equity Pathways reports and Support Reports. EOS will remotely manage online survey administration by providing a series of updates on rates of survey completion and helping schools trouble shoot technical problems.
AP/IB/AICE Student Experience Survey and Report	The Student Experience Survey and Report provides a year-end portrait of the quality of student experiences in AP/IB/AICE classes in a school. As AP/IB/AICE students complete their coursework, understanding their experience can help with sustainability planning for next school year's equity goal. The analysis provides strength areas and recommendations to improve the AP/IB/AICE experience. EOS will remotely manage the surveys, and provide analysis and recommendations based on the results.

EQUAL OPPORTUNITY SCHOOLS

COLLABORATION AGREEMENT
Hernando County School District and Equal Opportunity Schools

Equity Pathways Report	EOS will provide schools with the Equity Pathways Report, a comprehensive analysis of the student and staff survey responses combined with recommendations for sustaining equity and access in AP/IB/AICE coursework. The Equity Pathways report allows schools to unpack broad trends across different race and income groups as respects issues of access and success in AP/IB/AICE courses.
Support & Belonging Report	The Support & Belonging Report will provide schools concrete recommendations for building belonging-rich policies and practices that lead to students' success in AP/IB/AICE. The report draws on analysis of school-, student- and staff-level data surfaced through the fall surveys. It offers a deeper set of perspectives on how historically underrepresented students of color and low-income students are experiencing belonging in their classrooms, both in relationship to peers and to teachers. Available AP/IB/AICE supports are evaluated on their availability and usage by students, and students' top suggested reports are shared back, in service of creating stronger transitions into AP/IB/AICE for first-time takers and for current AP/IB/AICE students to thrive in their course experience.
Student Insight Cards	EOS will provide schools with Student Insight Cards for all 10th and 11th grade students on the Outreach Lists. Student Insight Cards are student level profiles that visually provide key insights into student interest, motivation, academic and performance assets, barriers, and trusted adults.
Outreach Lists	The Outreach List contains 10th and 11th grade students identified through EOS' proprietary model and relies on both student and school level characteristics to determine if a student could benefit from and succeed in AP/IB/AICE coursework at your high school. These lists can be used for planning student outreach and recruitment. A 9th grade targeted students list is available upon request.
Outreach and Enrollment Tracking	The Outreach and Enrollment Tracker allows schools to execute against and track outreach activities that lead to equitable enrollment. Outreach data entered into the portal is analyzed in partnership with course request enrollment data to highlight outreach trends that impact equity.
Course Registration Enrollment Updates	EOS will provide enrollment updates during course registration that facilitate further strategy and action around outreach to students.
Evaluation Tools	EOS will provide a variety of tools, including: (a) Data visuals of schools' AP/IB/AICE access reality compared to access for

	the previous school year, (b) Opportunity Charts showing enrollment for 11th/12th graders by race & segment, and (c) Enrollment Capacity Analyses showing course-level enrollment information.
Semester AP/IB/AICE Grade Analysis	EOS will analyze and present corresponding data visuals that compare semester grade performance to prior year semester grade performance in AP/IB/AICE courses.
AP/IB/AICE Exam Analysis	EOS will analyze and present corresponding data visuals that compare AP/IB/AICE exam passing performance to prior year passing performance (as measured by number of students passing exams and pass rates).

Supports: The following are the set of EOS supports that will accompany the above described tools:

EOS Portal Access	The EOS Portal allows leaders within the EOS partner schools and districts to access real-time information such as Student Insight Cards, school Outreach Lists, and updates on Outreach and Enrollment tracking.
Live and On-Demand Webinar Training	EOS hosts live and on-demand webinars to support successful implementation of the Collaboration. Topics will include portal refresher, advocacy and outreach best practices, outreach list walk-through/support, and outreach tracking.
Phone and Email Support	EOS staff will offer email/phone support, including discussion of EOS analyses and strategy support for any aspect of the partnership.

Extend Equity - Termination Fee Schedule	
Milestone of program delivery	**Amount due/school**
Partnership Planning & Data Collection, Portal Access	$4,770.00
Survey	$8,890.00
Visit 1	$10,913.00
Visit 2	$12,936.00
Study (reports/SIC's)	$15,078.00
Visit 3	$17,100.00
PD/PM Support	$22,500.00

- **Amount Due** will be adjusted to align grant, subsidies, or discounts reflected in Section 3 Costs & Payments *Action For Equity* School and Program chart.

EQUAL OPPORTUNITY SCHOOLS

COLLABORATION AGREEMENT
Hernando County School District and Equal Opportunity Schools

Exhibit B

CONFIDENTIALITY OBLIGATIONS

DEFINITION

For purposes of this Agreement, the term "Confidential Information" shall mean any and all personally identifiable student information from District education records provided by District to EOS, in any medium during the Term of this Agreement. Confidential Information shall include, without limitation, the personally identifiable information of students, parents, guardians and staff that the District shares with EOS under this Agreement.

ACKNOWLEDGMENT OF APPLICABLE LAW

The Collaborators acknowledge that provision by the District of Confidential Information is subject to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the implementing regulations found in 34 CFR Part 99 ("FERPA"), and may also be subject to state law student confidentiality provisions. The Collaborators shall comply with all Applicable Law.

The Collaborators acknowledge that it is not the intent of the survey designers for any of the questions contained in the EOS Student and Staff Surveys to relate to any of the eight categories of protected information contained in the federal Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h and the survey has been reasonably designed to avoid the question types/categories governed by the PPRA.

EOS PERMITTED USAGE OF CONFIDENTIAL INFORMATION

Except in limited instances when EOS obtains the express written consent of the District or individual participant/parent, as may be required, EOS shall use Confidential Information solely for the purposes set forth in this Agreement.

RESTRICTIONS UPON EOS' DISCLOSURE OF CONFIDENTIAL INFORMATION

The only EOS personnel who will have access to Confidential Information will be those EOS employees, contractors and agents who (a) are performing services contemplated by this Agreement and (b) have agreed to be bound by EOS' non-disclosure agreement. Except as permitted by FERPA, EOS and its designated employees, contractors and other agents with access to Confidential Information shall not disclose any of the District's Confidential Information to any third party.

MAINTENANCE OF CONFIDENTIALITY

EOS shall exercise reasonable care in safeguarding the Confidential Information against loss, theft, or other inadvertent disclosure or access and shall take reasonable steps necessary to establish safeguards that are consistent with applicable federal, state, and local law and District regulations and policies relating to security for personally identifiable and other sensitive information, including but not limited to FERPA-protected information. Publication of any information compiled by EOS under this Agreement (other than to the District or its personnel in accordance with this Agreement) shall be in a manner that is designed not to permit identification, directly or indirectly, of individual students or parents.

EQUAL OPPORTUNITY SCHOOLS

COLLABORATION AGREEMENT
Hernando County School District and Equal Opportunity Schools

All users of the Portal must agree to the EOS Acceptable Use Policy, as may be amended, which includes, requirements such as, an obligation not to share account or passwords with anyone, not to use the Portal for illegal activity, not to access data or any account owned by another and to notify EOS immediately if the user identifies a problem with the Portal. EOS also has the right to deny access to any user who may pose a security risk to the Portal or the data contained on the Portal.

The District shall send all Confidential Information via the Portal, unless otherwise agreed to by the parties or expressly permitted by EOS in writing. Unless otherwise agreed upon by the parties in advance, the District should not email or use any other medium to send Confidential Information. In certain instances, EOS may accept limited information via another approved mechanism.

DESTRUCTION OF CONFIDENTIAL INFORMATION

EOS agrees to destroy all personally identifiable student and parent information obtained from District education records after such information is no longer needed for any purpose for which studies were conducted under the terms of this Agreement.

EQUAL OPPORTUNITY SCHOOLS

COLLABORATION AGREEMENT
Hernando County School District and Equal Opportunity Schools

Exhibit C

DATA TO BE SHARED
FOR THE PURPOSE OF ONGOING STUDY AND INSTRUCTIONAL IMPROVEMENT

EOS will use student-level data on behalf of the school/district to study and evaluate its programs and services. The data will only be used to meet the purposes of the study for the school/district. Requested data may include the following and should be provided as appropriate in written reports, data files, or spreadsheets. Data should be provided by race and socioeconomic segments (as determined by eligibility for the National School Lunch Program or similar proxy). EOS will treat all data as Confidential Information, as defined by Exhibit B of this Agreement, and in accordance with the requirements of Applicable Law. Except as otherwise agreed upon between the parties or instructed by EOS, all data shall be provided through the EOS Portal. EOS will provide instructions on the file types that are required (usually CSV format for data and JPG for photos). In addition to the data elements listed below, in performing the services and implementing the programs, EOS, or a third-party on its behalf, will administer surveys for students and staff. In order to undertake the study and services on behalf of the District, EOS will need access to the following data elements:

Data Elements	Data Level	Example Data Elements Collected	Purpose of Data Use
Demographics (Race, Gender, FRL, ELL)	Student	Student ID, first name, last name, school name, grade, gender, counselor email, counselor last name, Hispanic indicator, race, income indicator, GPA, other fields may be included as optional	EOS will use this information to identify the school-wide participation trends in AP and IB classes, and to achieve Collaboration Objectives.
Fall Course Enrollment	Student / Staff	School name, student ID, staff email, staff ID, staff first and last name, course ID, course name, course selection, course period, term	
Course Grades	Student	Student ID, school name, course ID, course name, course selection, term, sub-term, grade	
AP Exam Scores / IB Exam Scores	Student	Student ID, test name, test subject, test score, test year	
Course Request	Student	Student ID, school name, course ID, course name	
Student Photos	Student		

COLLABORATION AGREEMENT
Hernando County School District and Equal Opportunity Schools

Staff File	Staff	First name, last name, email address, staff ID, position and department	
Graduation Status	Student		
GPA	Student		
SAT / Test Scores	Student	Student ID, test name, test subject, test score, test year	
National Student Clearinghouse	Student		

EQUAL OPPORTUNITY SCHOOLS

COLLABORATION AGREEMENT

Hernando County School District and Equal Opportunity Schools

Exhibit D – INSURANCE

OP ID: SR

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/20/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sprague Israel Giles 1501 Fourth Avenue, Suite 730 Seattle, WA 98101-3225 Matt Conroy	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: EQUAL-1	FAX (A/C, No):
INSURED Equal Opportunity Schools 5601 Sixth Avenue S, Ste 258 Seattle, WA 98108	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Philadelphia Indemnity Ins.	18058
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT LOC			PHPK2107734	03/22/2020	03/22/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 100,000 $ 5,000 $ 2,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			PHPK2107734	03/22/2020	03/22/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (PER ACCIDENT)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE X RETENTION $ 10,000			PHUB714514	03/22/2020	03/22/2021	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		PHPK2107734 WA STOP GAP	03/22/2020	03/22/2021	WC STATU-TORY LIMITS X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	SEXUAL ABUSE			PHPK2107734	03/22/2020	03/22/2021	Per Occ Aggregate	1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
EVIDENCE ONLY

CERTIFICATE HOLDER	CANCELLATION
CERTIFICATE HOLDER	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

© 1988-2009 ACORD CORPORATION. All rights reserved.

ACORD 25 (2009/09) The ACORD name and logo are registered marks of ACORD

EQUAL OPPORTUNITY SCHOOLS

COLLABORATION AGREEMENT

Hernando County School District and Equal Opportunity Schools

Exhibit E – EOS W-9

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
EQUAL OPPORTUNITY SCHOOLS

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
5601 6th. Ave. S #258

Requester's name and address (optional)

6 City, state, and ZIP code
SEATTLE, WA 98108

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number: ☐☐☐ - ☐☐ - ☐☐☐☐

or

Employer identification number: 37 - 1609659

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ _____ Date ▶ 10/1/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X — Form **W-9** (Rev. 10-2018)

EQUAL
OPPORTUNITY
SCHOOLS

SOLE SOURCE LETTER

Hernando County School District
919 N Broad St
Brooksville, FL 34601

Equal Opportunity Schools is pleased to have Hernando County School District continue its partnership in the 2022-2023 school year.

This letter is to provide notification that Equal Opportunity Schools is the sole source provider of services for Hernando County School District.

No other organization in the United States provides the type of the support that EOS does, meaning that no other organization is capable of bidding for the services that we provide. EOS has developed proprietary research and practice methods, and data analytics capabilities that are unique and have not been replicated by other organizations. EOS is the only organization that has successfully worked with high schools to fully close race and income gaps in AP/IB/AICE in the United States.

EOS's unique comprehensive service enables schools to evaluate student interest and academic potential for succeeding in AP/IB/AICE courses by considering a range of highly personalized and student-differentiated measures that are developed through scalable data collection methods enabling each student's educational assets to be more fully examined. In addition, EOS is able to uncover the school-specific factors that influence disparate rates of participation in AP/IB/AICE courses by looking at highly sophisticated trend-level analyses across the school, disaggregated by race, income, grade-level, and AP/IB/AICE participation status. EOS provides a number of services and tools that are proprietary, including but not limited to EOS Student and Staff Surveys, Student Insight Cards, Equity Pathways report, Support and Belonging Report, Fall and Spring Enrollment Capacity Analysis and EOS Client Portal.

The combination of school-wide trends and student-level analyses alongside EOS' specialized coaching and consulting methodologies equip school leaders to develop, with hands-on, in-person support from EOS, a set of customized strategies for increasing AP/IB/AICE participation and success that are unique to each school and each school's students. Further, partnerships with organizations such as Stanford University, Google, and Tableau, Inc. enable EOS to increase its effectiveness by leveraging the experience, funding, and research of these other organizations.

For Equal Opportunity Schools

Eddie Lincoln

Eddie Lincoln, CEO

7/11/2022

Date

STANDARD ADDENDUM TO AGREEMENTS WITH
THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

WHEREAS, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

5. If the Agreement requires the expenditure of funds for more than one fiscal year, the Agreement shall be subject to termination by the School Board without cause upon a thirty (30) day notice.

6. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

7. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

8. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

9. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by 212.08(6), Fla. Stat.

10. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

11. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

12. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

13. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

14. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

15. E-Verify. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

16. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

17. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan_k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

18. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

19. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor: Eddie Lincoln
boxSIGN 1JL99Z81-1853KWP4

Printed Name: Eddie Lincoln
Title: CEO
Date: Jul 13, 2022

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

HERNANDO SCHOOL DISTRICT
Learn it. Love it. Live it.

Federal Terms & Conditions

Provisions for Non-Federal Entity Contracts Under Federal Awards (Appendix II to 2 CFR Part 200)

All purchases made by a non-Federal entity under a Federal award must contain provisions covering the following, as applicable. These provisions are required and apply under certain conditions when federal funds are expended to make purchases by the Hernando County School District.

1. **EQUAL EMPLOYMENT OPPORTUNITY:**
   Except as otherwise provided under 41 CFR, Part 60, this section applies to federally assisted construction contracts. If applicable, the Contractor agrees to comply with the provisions of 41 CFR, Part 60-1.4(b) during the performance of this contract. The provisions may be found in Attachment A to these Federal Terms and Conditions.

2. **DAVIS-BACON ACT:**
   (34 CFR 80.36(i)(5)): All vendors, contractors and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a–7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of $2,000 awarded by grantees and subgrantees when required by Federal grant program legislation). (Applies to construction contracts in excess of $2,000 awarded by the district and subgrantees when required by Federal grant program legislation).

3. **COPELAND "ANTI-KICKBACK" ACT:**
   (34 CFR 80.36(i)(4)): All vendors, contractors and subcontractors must comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (Applies to all contracts and subgrants for construction or repair).

4. **CONTRACT WORK HOURS & SAFETY STANDARDS ACT:**
   (34 CFR 80.36(i)(6)): All vendors, contractors and subcontractors must comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR part 5). (Applies to all construction contracts awarded by the district and subgrantees in excess of $2000, and in excess of $2500 for other contracts, which involve the employment of mechanics or laborers).

5. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:**
   If the Federal award meets the definition of "funding agreement", the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401 "Right to Inventions Made by Nonprofit Organization and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by awarding agency.

6. **CLEAN AIR ACT**
   (34 CFR 80.36(i)(12)): All vendors, contractors and subcontractors must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 7401-7671q.), section 508 of the Clean Water Act (33 U.S.C. 1251-1387), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).(Applies to contracts, subcontracts, and subgrants of amounts in excess of $100,000).

7. **BYRD ANTI-LOBBYING AMENDMENT:**
   Contractors that apply or solicitation for an award of $100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

8. **RECOVERED MATERIALS:**
Section 6002 (EPA) 40 CFR Part 247: For contracts using Federal funding, Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR, Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to procure items containing the highest percentage of recovered materials as designated by the Environmental Protection Agency (EPA) under 40 CFR, Part 247 whenever the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000.

9. **FEDERAL DEBARMENT CERTIFICATION:**
Certification regarding debarment, suspension, ineligibility and voluntary exclusion, as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, 85, defined at 34 CFR Part 85, Section 85.105 and 85.110-(ED80-0013).

A. *The prospective lower tier ($25,000) participant certifies, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.*

B. *Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall provide an explanation.*

10. **ADMINISTRATIVE, CONTRACTURAL OR LEGAL REMEDES:**
If the vendor/contractor fails to perform to the district's satisfaction any material requirement of the contract or is in violation of a material provision of the contract, the district shall provide written notice to the contractor requesting that the breach or noncompliance be remedied within a set time frame outlined. Nonperformance by a vendor /contractor is any failure to follow the terms, conditions, and/or specifications as outlined in the contract.

11. **HATCH ACT:**
(5U.S.C. 1501-1508 AND 7324-7328: The vendor/contractor will comply with the provisions of the Hatch Act, which limits the political activities of employees whose principle employment activities are funded in whole or in part with federal funds.

12. **CONTRACT TERMINATION FOR CONVENIENCE:**
The Superintendent (or designee) reserves the right to terminate a vendor's contract in whole or in part when it is determined in its sole discretion that it is in the district's best interest to do so. The Superintendent (or designee) will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of the termination, and the contract will officially terminate at the end of the (30) day grace period. The vendor shall not be entitled to recover any cancellation charges or lost profits.

13. **CONTRACT TERMINATION FOR CAUSE:**
The Superintendent (or designee) reserves the right to terminate a vendor's contract for just cause, without penalty. The Superintendent (or designee) will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of the termination, and the contract will officially terminate at the end of the (30) day grace period. The vendor may request reconsideration of this decision in writing at any time during the 30 day grace period. The request must be addressed to the Director of Finance & Purchasing who will initiate an internal review of the matter. If the vendor's input is required as part of the reconsideration process, the vendor will be notified when and where to appear. Requests for reconsideration received after the (30) day grace period will be denied. Upon termination of a contract, the Board reserves the right to rescind and re-award a contract to the next low bidder, if determined to be in the best interest of the district to do so.

HERNANDO SCHOOL DISTRICT
Learn it. Love it. Live it.

Provisions for Non-Federal Entity Contracts Under Federal Awards
(Federal Program Requirements - USDA)

In addition to the contract provisions required under Appendix II to 2 CFR, Part 200, these provisions are required by the United States Department of Agriculture ("USDA"), as applicable, when federal funds are expended to make purchases by the Hernando County School District.

14. **RECORDS RETENTION:**
(34 CFR 80.36(i)(11)): All vendors, contractors and subcontractors must retain all records pertaining to this contract for three years after the District makes final payments and all other pending matters are closed.

15. **CIVIL RIGHTS:**
The Vendor shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of l975; 7 C.F.R. Parts 15, 15a, and 15b; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement—Nutrition Programs and Activities, and any additions or amendments.

16. **BUY AMERICAN:**
(7 CFR PART 210.21 (D)) - Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), the District is required to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. "Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards the District must comply with when purchasing commercial food products served in the school meals programs.

17. **ENERGY POLICY AND CONSERVATION ACT:**
Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

18. **DISCOUNTS, REBATES, AND CREDITS:**
The vendor shall disclose all discounts, rebates, allowances, and incentives received by the company from its suppliers. All goods, services, or monies received as the result of any equipment or USDA Food rebates shall be credited to the District's nonprofit food service account.

HERNANDO SCHOOL DISTRICT
Learn it. Love it. Live it.

Provisions for Non-Federal Entity Contracts Under Federal Awards
(Federal Program Requirements - FEMA)

In addition to the contract provisions required under Appendix II to 2 CFR, Part 200, these provisions are required by the Federal Emergency Management Agency ("FEMA"), as applicable, when federal funds are expended to make purchases by the Hernando County School District.

19. ACCESS TO RECORDS:
The following access to records requirements apply to this contract:

a. The Contractor agrees to provide the District, the State of Florida, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

20. DHS SEAL, LOGO, AND FLAGS:
The Contractor shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA preapproval.

21. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS:
This is an acknowledgment that FEMA financial assistance will be used to fund the contract only. The Contractor will comply with all applicable federal laws, regulations, executive orders, FEMA policies, procedures, and directives.

22. NO OBLIGATION BY FEDERAL GOVERNMENT:
The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

23. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS:
The Contractor acknowledges the 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

By signing of this document, the vendor/contractor understands and certifies that they are in compliance with and/or will comply with, all the terms and conditions as specifically stated, where applicable. The vendor/contractor understands that Federal Funding Provisions apply to all contracts where Federal funds are used as a source for the purchase of goods and services. The contract/vendor awarded must not take exception to any part of these regulations.

Company Name (Print): Equal Opportunity Schools Date: Jun 17, 2022

Authorized Signature: Eddie Lincoln

Printed Name: Eddie Lincoln

Title: CEO

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

HERNANDO SCHOOL DISTRICT

John Morris
Director of Secondary Curriculum
Dr. Tracey Conrad
Equal Opportunity Schools

AP Data Hernando County

7/26/2022

2018 AP Data Hernando County School District

Total AP Students in Your District: 865

District Totals for this View (?)	1	2	3	4	5	Total Exams
Number of Exams	236	310	298	270	149	1,263
Percentage of Total Exams	19%	25%	24%	21%	12%	100%
Number of AP Students	226	285	260	218	116	

594 students passed with a 3 or higher on their AP exams.

HERNANDO SCHOOL DISTRICT

Learn it. Love it. Live

2021 AP Data Hernando County School District

Total AP Students in Your District: 1,313

District Totals for this View	1	2	3	4	5	Total Exams
Number of Exams	700	668	477	235	97	2,177
Percentage of Total Exams	32%	31%	22%	11%	4%	100%
Number of AP Students	565	529	366	188	78	

809 students passed with a 3 or higher on their AP exams.

HERNANDO SCHOOL DISTRICT

Learn it. Love it. Live

2022 AP Data Hernando County School District

Total AP Students in Your District: 1,324

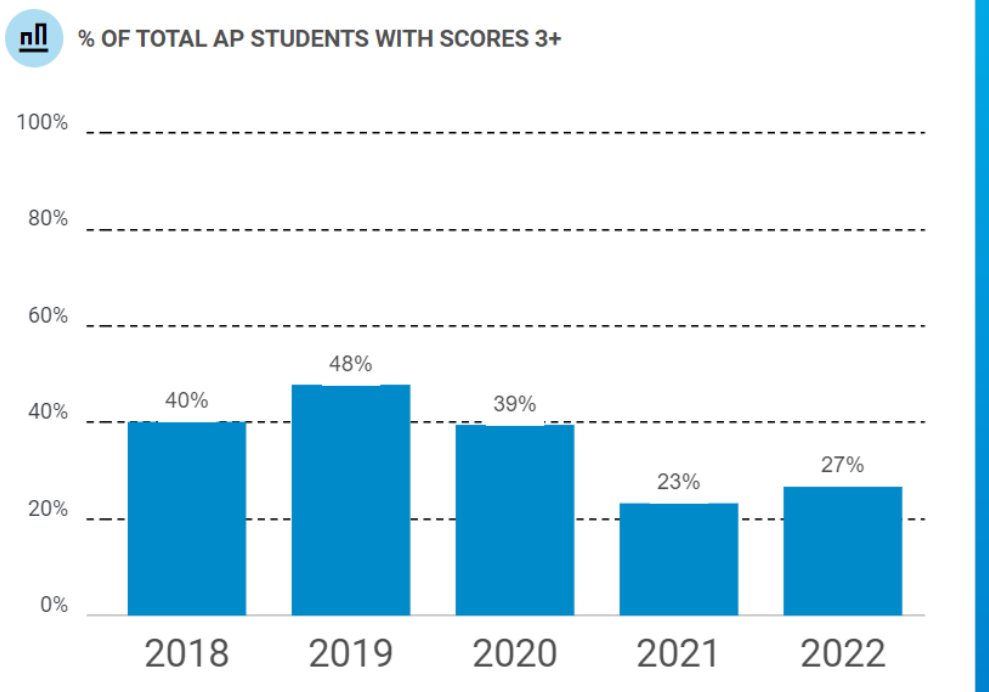
District Totals for this View (?)	1	2	3	4	5	Total Exams
Number of Exams	712	572	512	266	89	2,151
Percentage of Total Exams	33%	27%	24%	12%	4%	100%
Number of AP Students	583	468	413	205	66	

867 students passed with a 3 or higher on their AP exams.

HERNANDO SCHOOL DISTRICT

Learn it. Love it. Live

2017-2022 AP Data Central High School



SCHOOL SUMMARY

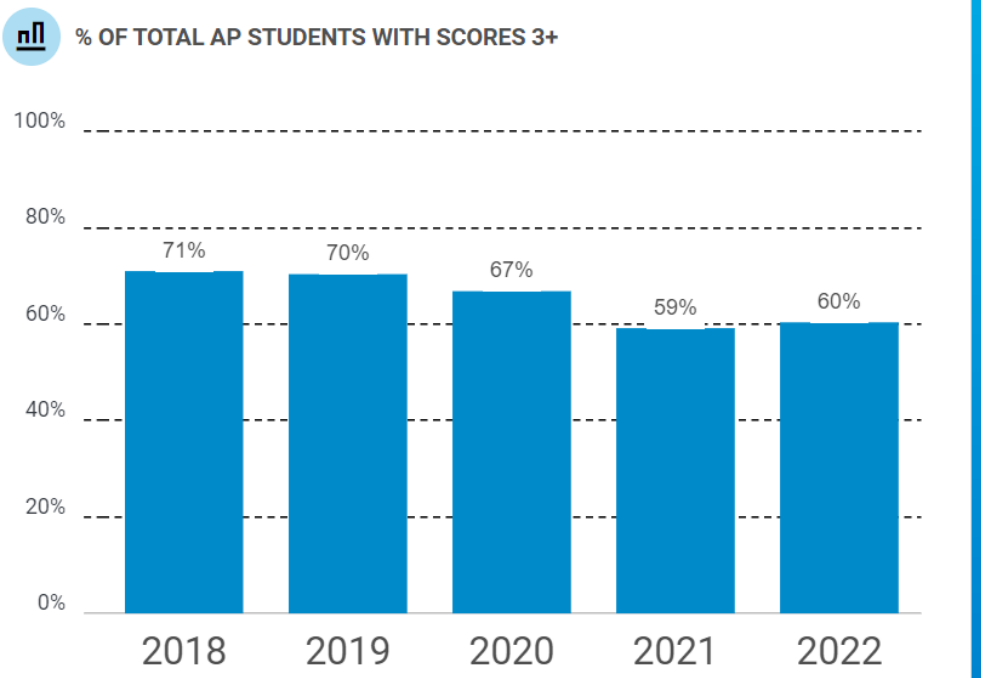
	2018	2019	2020	2021	2022
Total AP Students	167	136	38	99	90
Number of Exams	215	183	38	104	97
AP Students with Scores 3+	67	65	15	23	24
% of Total AP Students with Scores 3+	40.12	47.79	39.47	23.23	26.67

***CHS has increased AICE participation over the last several years by a large number. CHS will be adding the AP Capstone Diploma option in 2022-23 school year.**

HERNANDO SCHOOL DISTRICT

Learn it. Love it. Live

2017-2022 AP Data Springstead High School



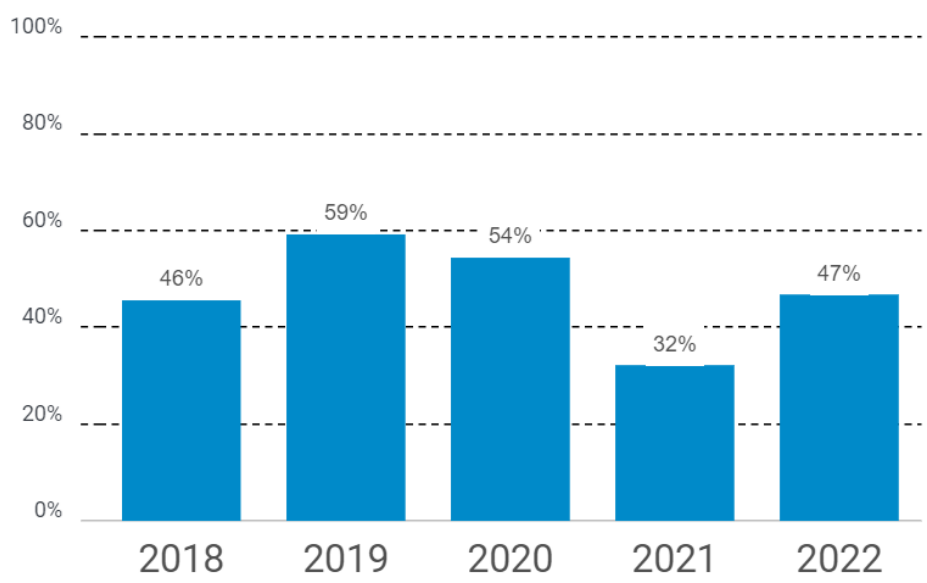
SCHOOL SUMMARY

	2018	2019	2020	2021	2022
Total AP Students	358	428	512	538	509
Number of Exams	634	721	1,008	988	895
AP Students with Scores 3+	254	301	342	318	307
% of Total AP Students with Scores 3+	70.95	70.33	66.80	59.11	60.31

HERNANDO SCHOOL DISTRICT

Learn it. Love it. Live

2017-2022 AP Data Nature Coast Technical High School



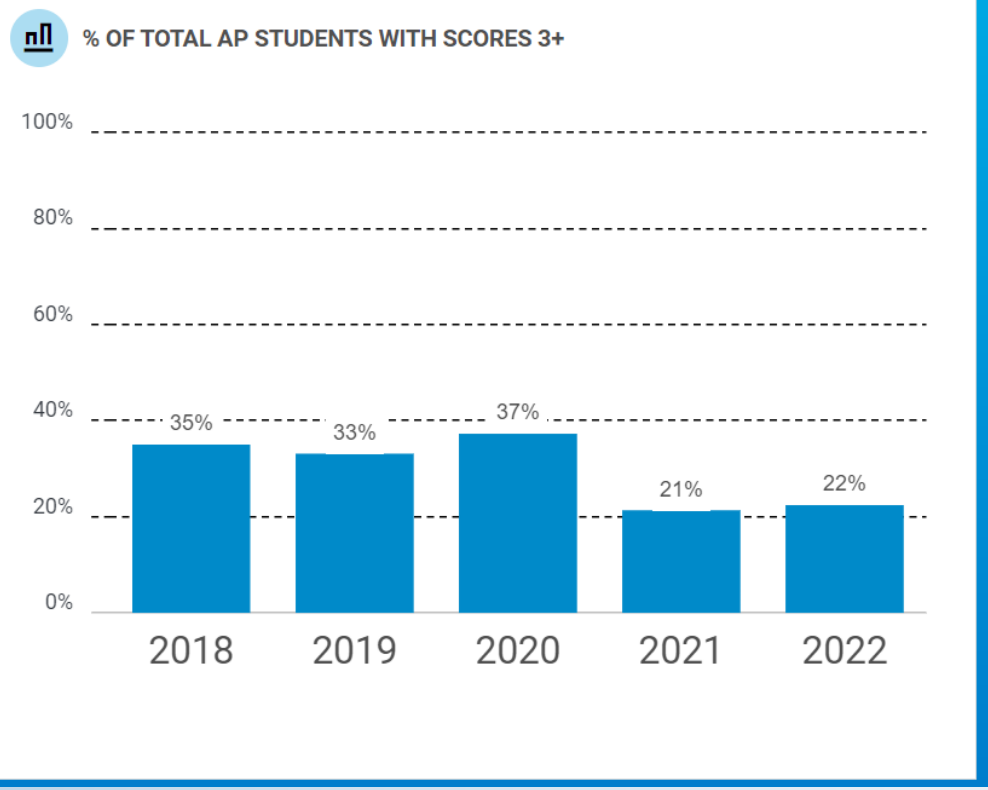
SCHOOL SUMMARY

	2018	2019	2020	2021	2022
Total AP Students	90	76	138	283	231
Number of Exams	107	104	209	442	383
AP Students with Scores 3+	41	45	75	91	108
% of Total AP Students with Scores 3+	45.56	59.21	54.35	32.16	46.75

HERNANDO SCHOOL DISTRICT

Learn it. Love it. Live

2017-2022 AP Data Hernando High School



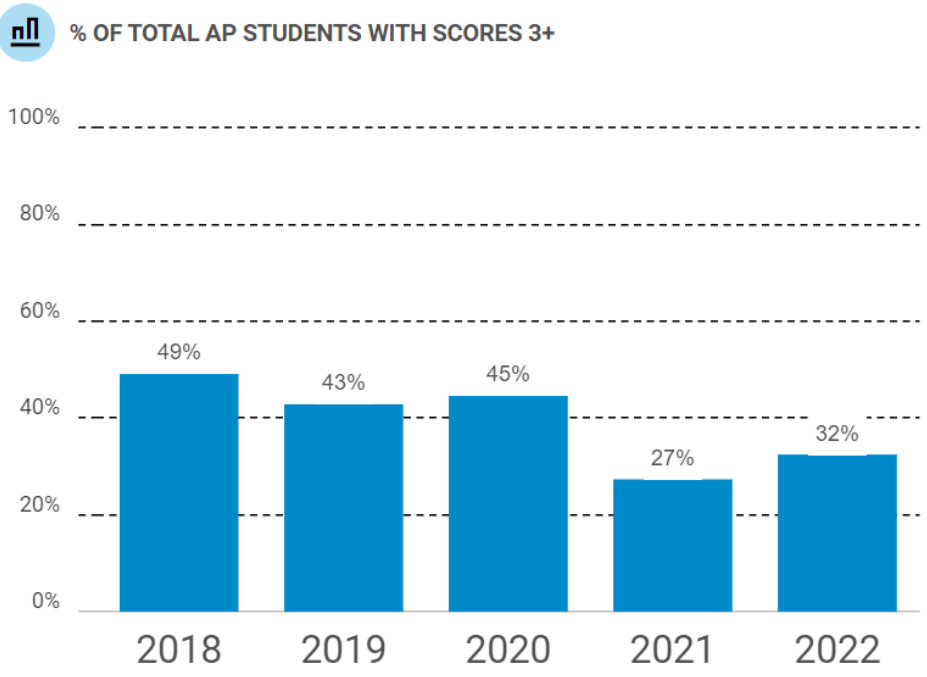
SCHOOL SUMMARY

	2018	2019	2020	2021	2022
Total AP Students	140	145	145	155	201
Number of Exams	168	188	169	193	256
AP Students with Scores 3+	49	48	54	33	45
% of Total AP Students with Scores 3+	35.00	33.10	37.24	21.29	22.39

HERNANDO SCHOOL DISTRICT

Learn it. Love it. Live

2017-2022 AP Data Weeki Wachee High School



SCHOOL SUMMARY

	2018	2019	2020	2021	2022
Total AP Students	110	77	137	238	293
Number of Exams	139	91	201	450	520
AP Students with Scores 3+	54	33	61	65	95
% of Total AP Students with Scores 3+	49.09	42.86	44.53	27.31	32.42

HERNANDO SCHOOL DISTRICT

Learn it. Love it. Live

In 2020, College Board completed a study comparing AP participation with underrepresented students completing a four year degree on time.

The students who completed one AP course and the accompanying exam were three percentage points more likely to graduate from college within four years, while students who took an AP Exam and scored 3 or higher were six percentage points more likely to graduate from college within four years than similar students who took no AP Exams at all.

Those improvements were observed across under-represented minority, first-generation, and lower-achieving student groups.

College Board, 2020

HERNANDO
SCHOOL DISTRICT

Learn it. Love it. Live it.

EQUAL
OPPORTUNITY SCHOOLS

2021-22 END OF YEAR OUTCOMES

Hernando County

EQUAL
OPPORTUNITY
SCHOOLS

RESEARCH SHOWS ACADEMIC INTENSITY IN HIGH SCHOOL DRIVES COLLEGE COMPLETION MORE THAN ANY OTHER FACTOR

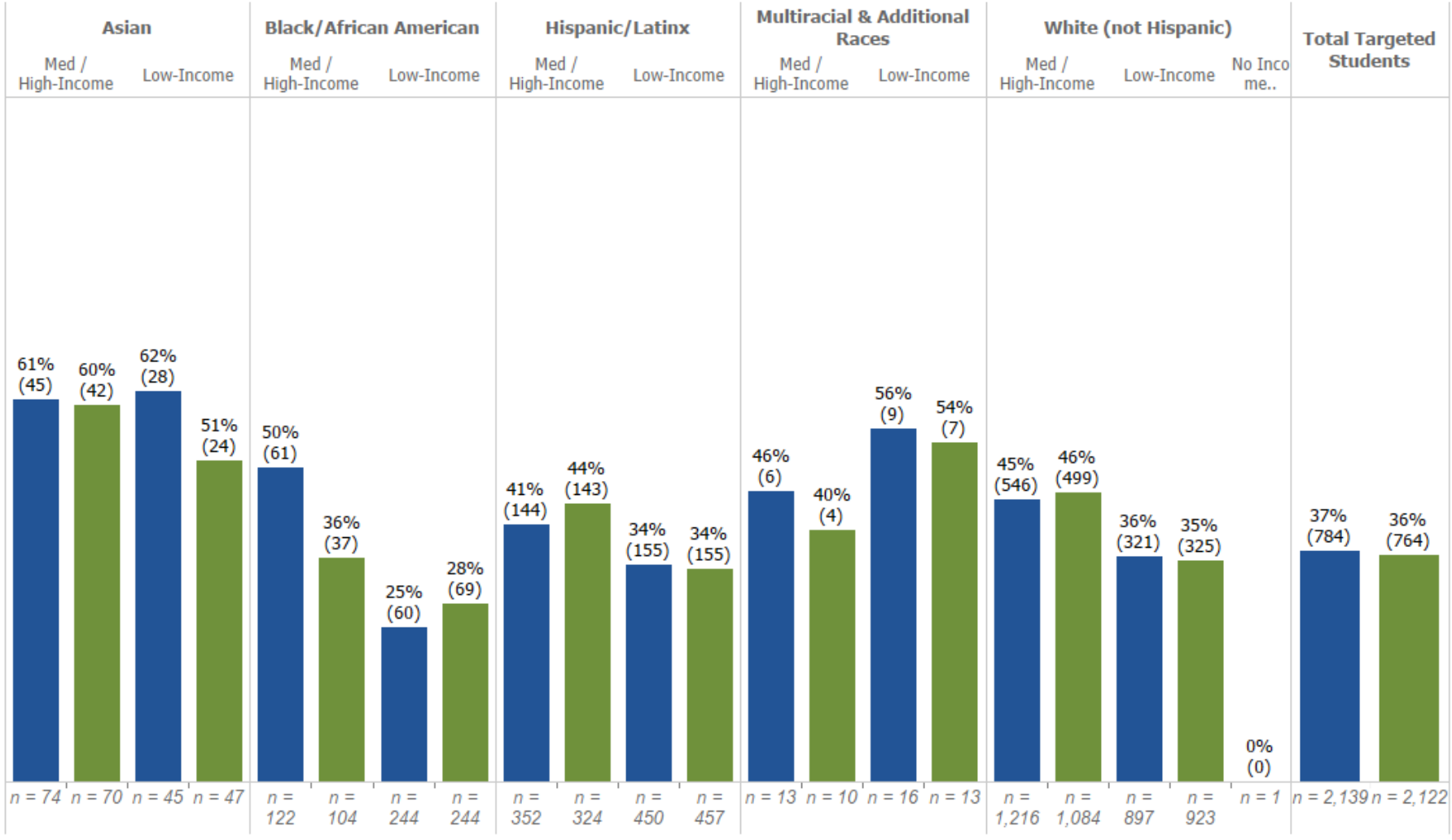
Adelman, *Toolbox Revisited*. US Dept of Ed, 2006.

EQUAL OPPORTUNITY SCHOOLS

Hernando County School District:
5 Schools Included in Report

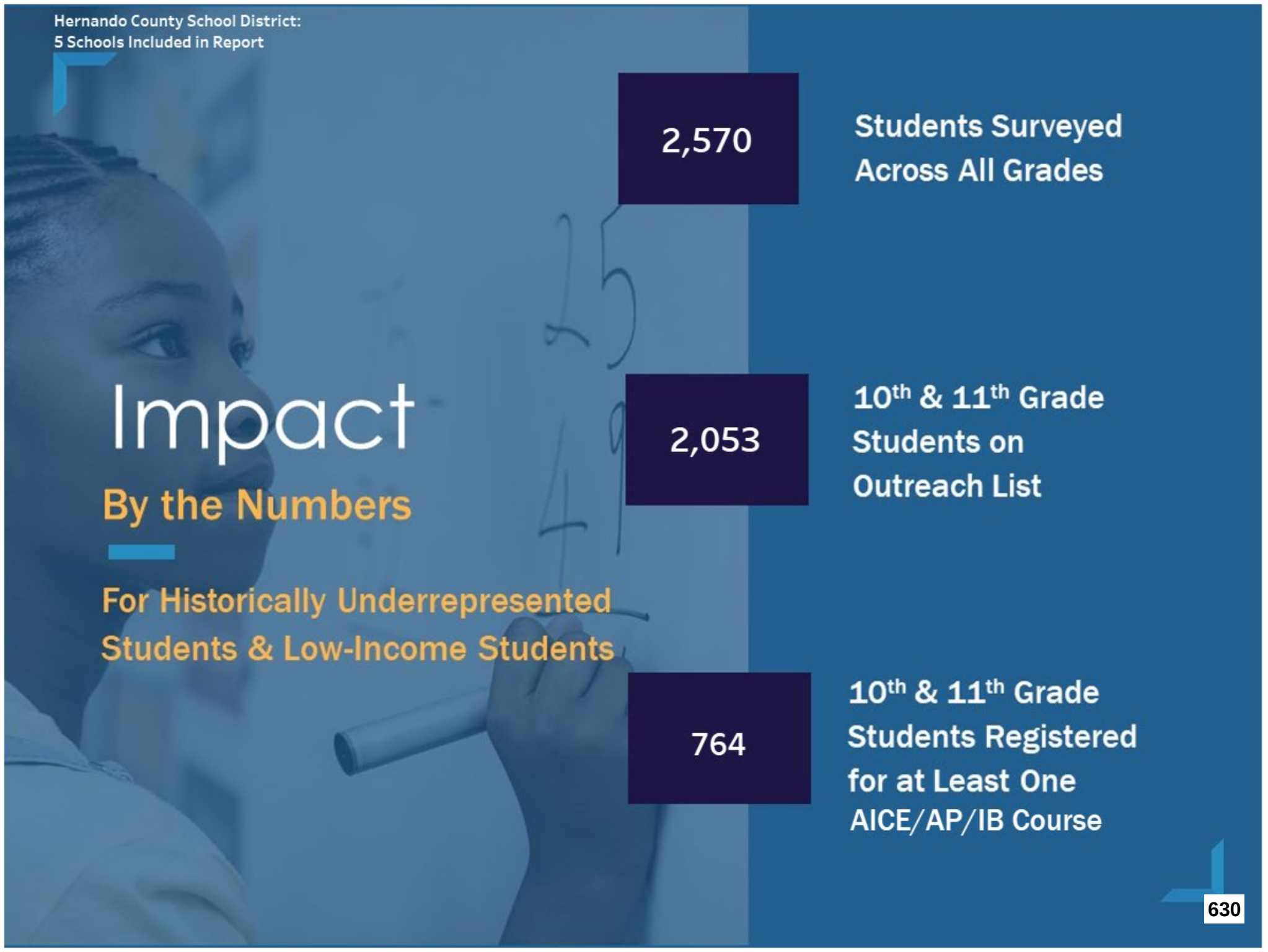
Progress Towards Equity in AICE/AP/IB

From Fall 2021 to Fall 2022 Projections



*Current 11th & 12th Grade Students
*Rising 11th & 12th Grade Students

Hernando County School District:
5 Schools Included in Report



Impact

By the Numbers

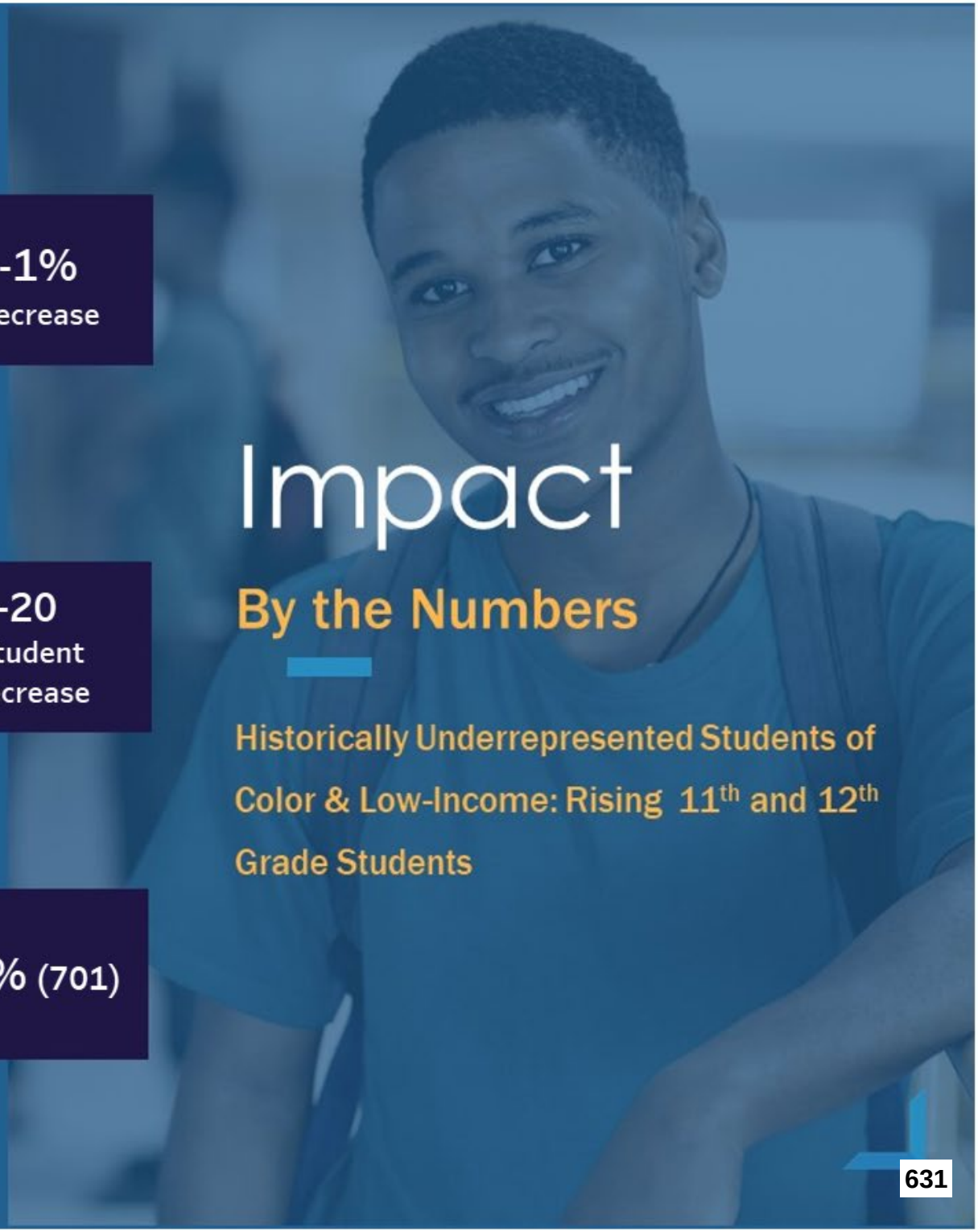
For Historically Underrepresented Students & Low-Income Students

2,570
Students Surveyed Across All Grades

2,053
10th & 11th Grade Students on Outreach List

764
10th & 11th Grade Students Registered for at Least One AICE/AP/IB Course

Hernando County School District:
5 Schools Included in Report



Impact

By the Numbers

Expected Participation Rate Change for Students in AICE/AP/IB

-1%
Decrease

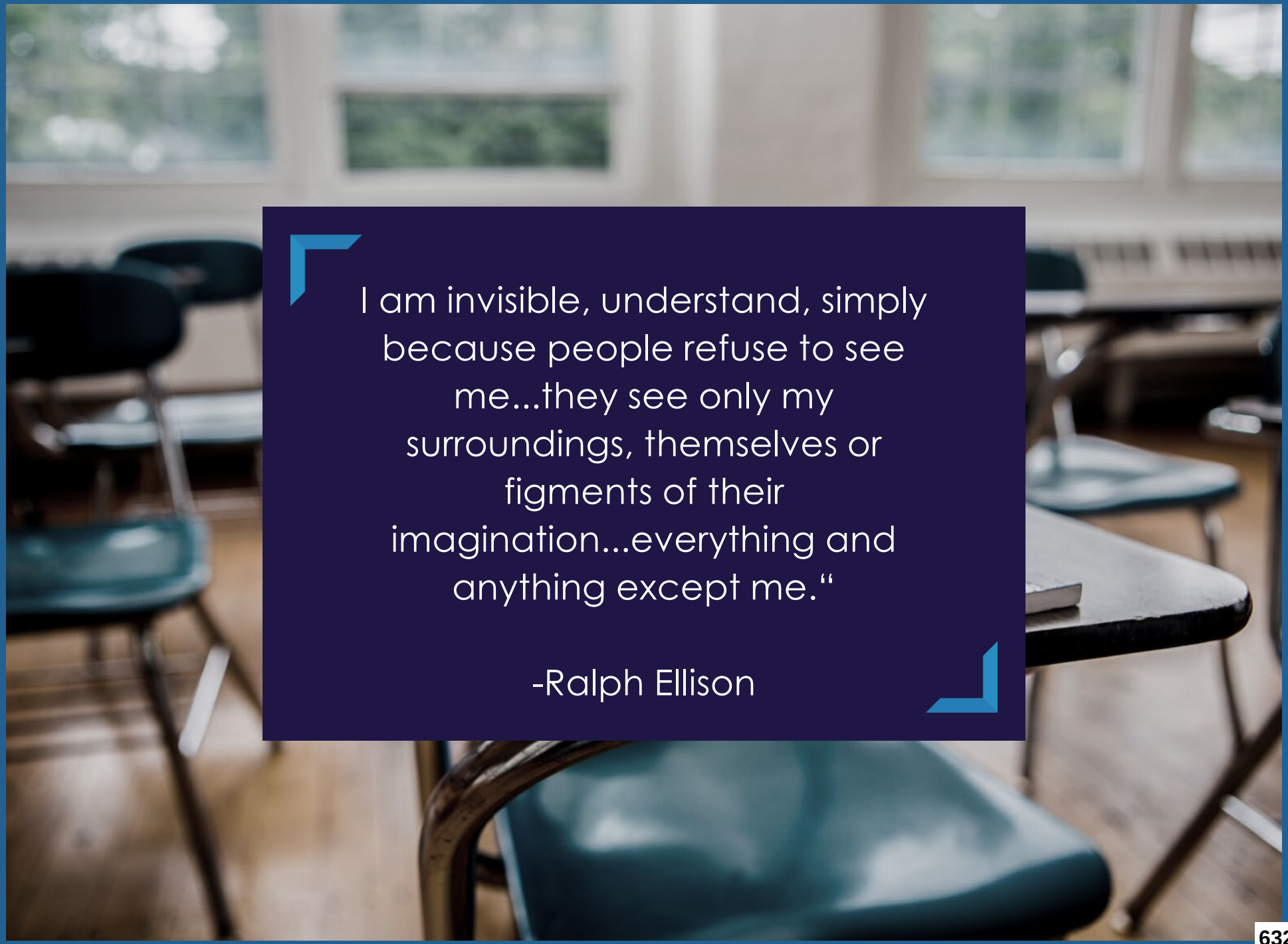
Change in the Number of Students Expected to Participate in AICE/AP/IB

-20
Student Decrease

Conversion Rate – Students on the outreach List Expected to participate in AICE/AP/IB

39% (701)

Historically Underrepresented Students of Color & Low-Income: Rising 11th and 12th Grade Students


I am invisible, understand, simply because people refuse to see me...they see only my surroundings, themselves or figments of their imagination...everything and anything except me.“
-Ralph Ellison

Celebrating
First-Time
AP & IB
Takers

Hernando County School District:
5 Schools Included in Report

Support & Belonging

Students' Connections with School Staff

For Low-Income & Historically Underrepresented Students

EQUAL OPPORTUNITY SCHOOLS

Responses shown are for 11th & 12th grade AICE/AP/IB students who answered 'Completely true' & 'Mostly true' about their AICE/AP/IB teachers	
"My teacher takes time to get to know me"	68% (227)
"My teachers show that they care about me and my learning"	80% (268)

QUESTION TO CONSIDER

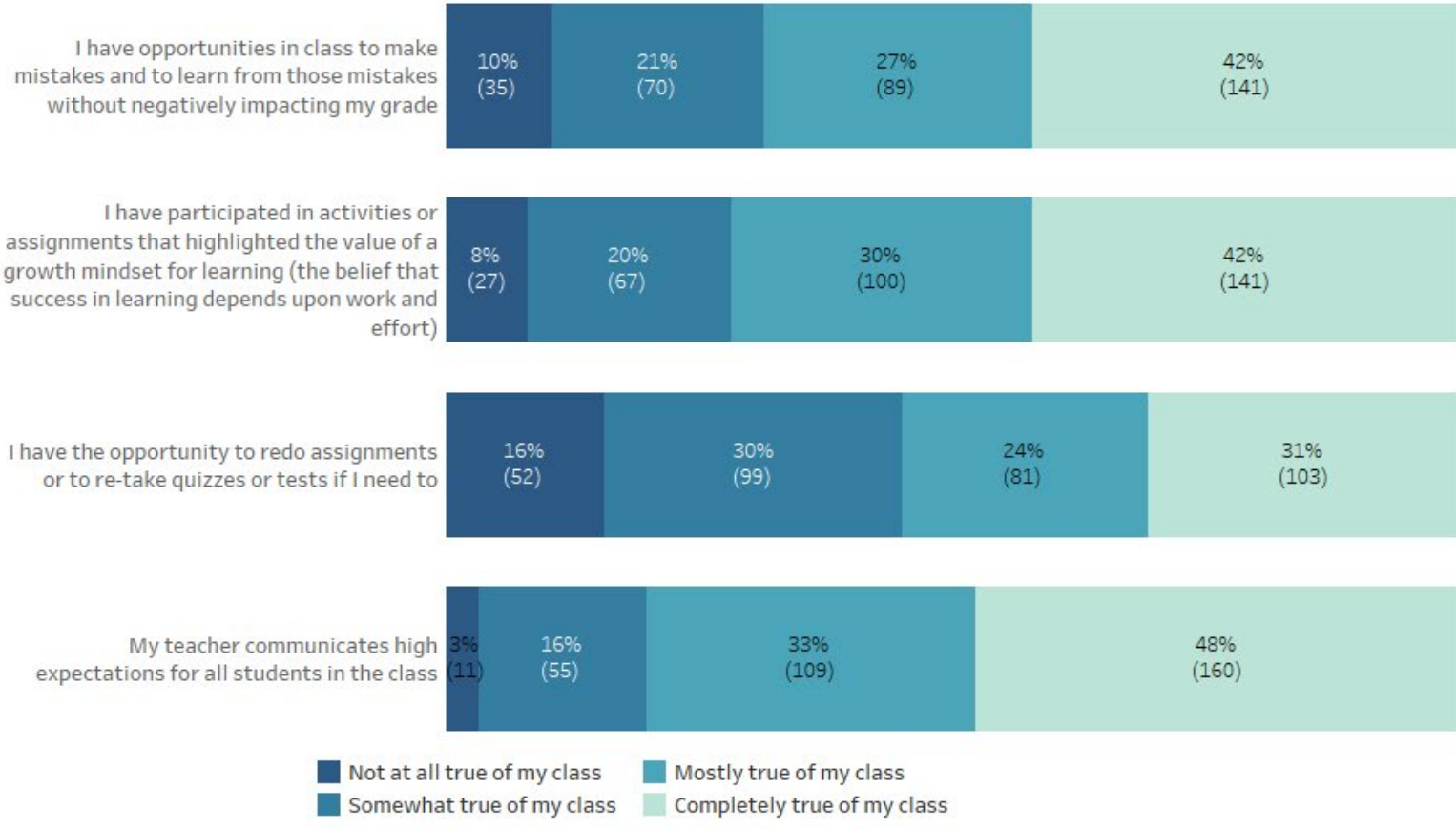
How can we use this data to strengthen our belonging practices?

Support & Belonging

Opportunities for Growth

For Low-Income & Historically Underrepresented Students

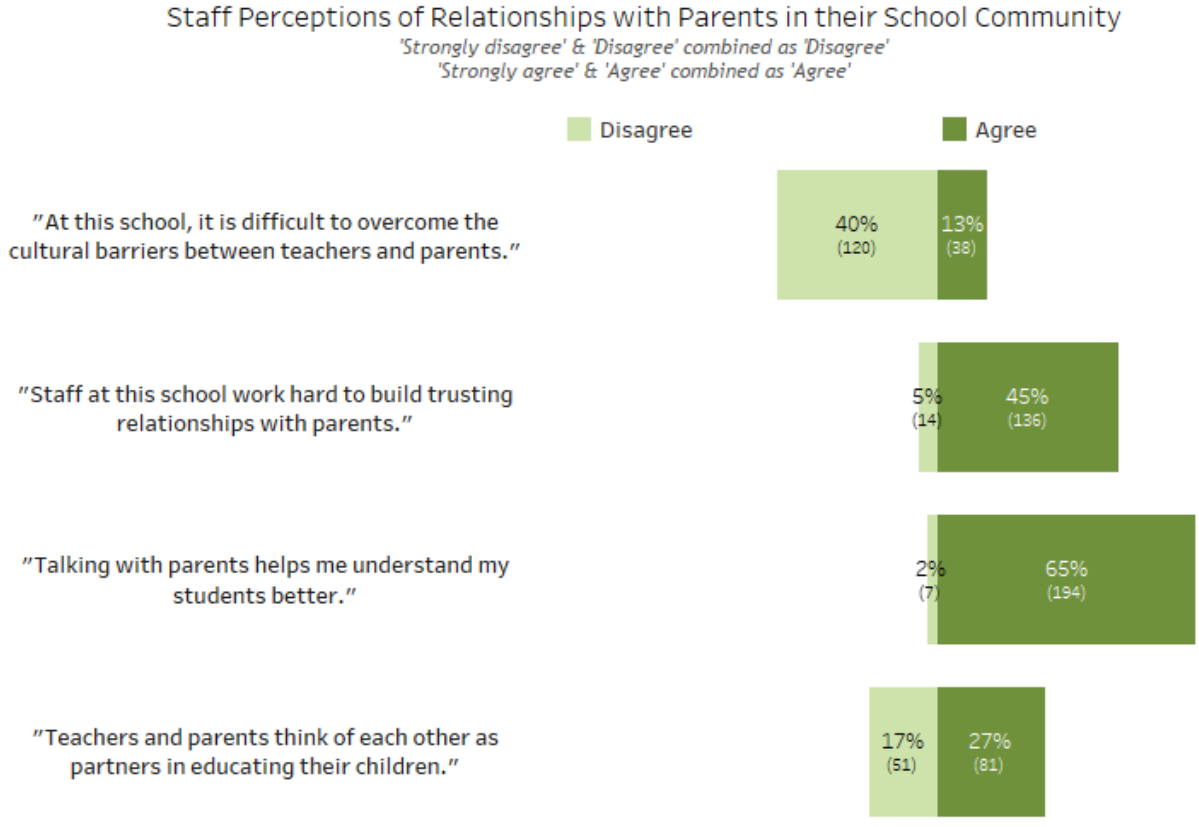
Responses shown are for 11th & 12th grade AICE/AP/IB students



Student groups with n-sizes lower than 5 not displayed
Comparison for Hernando County School District

Support & Belonging

Parent Engagement



ATTENTION ON ATTRITION: BEST PRACTICES

LET GO OF SUMMER HOMEWORK

Students often cite not being able to do summer assignments as a reason for dropping or considering dropping AP/IB courses.

REVIEW MASTER SCHEDULING

Ensure that students of color requesting AP/IB classes are a priority in master scheduling.

PUBLICIZE A DROP POLICY

Confirm that there is a strong drop policy and protocol in place for AP/IB courses that prioritizes students support, engagement, and parent involvement.

STUDENT PREPARATION

Help first-time AP/IB students feel better prepared and connected to their teachers and peers with an AP/IB summer orientation or camp.

EQUAL OPPORTUNITY SCHOOLS

Ensuring Equitable Enrollment

Use Portal Lists to Program Equitably

You have a list of AP & IB-ready students who have told us the subjects they are interested in in the school's Portal. Use this list to program your courses!

EQUAL OPPORTUNITY SCHOOLS

Ensuring Equitable Enrollment

Parent Meetings In Person & Online

Hold online and in-person family meetings featuring current AP & IB students, parents and other stakeholders about the importance and experience of an AP/IB class. This is a great time for all
family members, including younger students, grandparents, and anyone else in the home to hear this information.

Ensuring Equitable Enrollment

Connect Personally with New or Potential AP/IB Students

Send a personal note to targeted students with a warm welcome and a list of supports. Consider including fun photos or facts of teachers!

THANK YOU

EQUAL
OPPORTUNITY
SCHOOLS

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: Federal Funds

Account Name: Title IV

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
4210E	5100	3120	9462	96300	10032

Amount $ 113,500.00

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

Prior Year Approved Budget: $ 113,000.00

Prior Year Actual Spent: $ 113,000.00

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 24. 23-0797 7/26/2022

Title and Board Action Requested

Approve the piggyback of the School District of Osceola County, Florida bid no. SDOC-22-B-065-KP, Grease Trap Pumping, awarded to Southwaste Disposal, LLC and authorize the purchase of services for an estimated annual spending of $25,000.

Executive Summary

The Director of Food and Nutrition Services, on behalf of the Superintendent of Schools, hereby requests the Board approval for the piggybacking of Bid #SDOC-22-B-065-KP from the School District of Osceola County Florida awarded to Southwaste Disposal, LLC. This bid includes, but is not limited to removal/pumping out of, cleaning, washing and inspecting of the kitchen grease traps throughout the Hernando County School District kitchens. This bid contract period will be from 7/26/2022 through 4/17/2025. HCSB Bid #23-910-06 PB has been assigned for internal tracking purposes.

My Contact

Lori Drenth, Director of Food and Nutrition
352-797-7028 x406
Drenth_l@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 3: Facility Operations

Financial Impact

The cost for this agenda item is $25,000.00. The cost for the previous fiscal year was $ 21,776.00.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: July 26, 2022

Bid No. 23-910-06 PB **Bid Title:** Grease Trap Pumping

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s)	☐Request for Proposal(s)	☐Low Bid(s) Meeting Specification	☐Rejection/Cancellation
☐Revised Award	☐Renewal of Contract	☐Sole Source	☐Re-Award (Partial/Whole)
☐Bid Termination	☐Revisions/Amendments to Bid	☐Bid Extension	☐Emergency
☐Reversed Auction	☒ Piggyback Cooperative		

Bid Contract Period: 07/26/2022 through 04/17/2025 ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☒ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

Renewal Options:

No. of Terms Remaining	☐ Length of Each Term (month)	☒ Length of Each Term (year)	☐ None
1		1	

Rationale/Reason: Piggyback the School District of Osceola County, Florida, Bid #SDOC-22-B-065-KP, Grease Trap Pumping, awarded to Southwaste Disposal, LLC. HCSB Bid #22-910-06 PB has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Public Purchase Website:	**Bids Received:**	**No Bids:**	**Late Bids:**	**Rejected Bids:**	☒ **N/A – Bids Not Required:**

Submitted By: TBD
Director of Purchasing & Warehouse

School(s): District Wide

Requested By: Lori Drenth
Director of Food & Nutrition

Department(s): Food & Nutrition

Recommended award, description of items and prices: (See attached)

T/C CODE:2306

Southwaste Disposal, LLC.

Grease Trap Pumping	Gallon	$0.18
Lift Station Pumping	Gallon	$0.43

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: Food and Nutrition Services ***Included in 2022-2023 budget

Account Name: Repairs and Maintenance

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
4110	7600	3500	9002	00100	

Amount $ 175,000.00

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ☒
New for Current Year: ○

Prior Year Approved Budget: $ 175,000.00

Prior Year Actual Spent: $ 21,773.00

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 25. 23-0803 7/26/2022

Title and Board Action Requested
Approve the closeout/final acceptance of the Central High School Exterior Lighting Project per the contract with J. F. Electric.

Executive Summary
The Director of Facilities & Construction, on behalf of the Superintendent of Schools, hereby requests the Board approve the closeout/final acceptance of the Central High School Exterior Lighting Project per the contract with J. F. Electric.

My Contact
Brian Ragan
Director of Facilities & Construction
ragan_b@hcsb.k12.fl.us
(352) 797-7050

Jim Lipsey
Manager of Planning, Design and Construction
lipsey_j@hcsb.k12.fl.us
(352) 797-7050

2018-23 Strategic Focus Area
Pillar 3: Facility Operations

Financial Impact
The cost for this agenda item is $ 0.00, see attached budget sheet. The cost for the previous fiscal year was $ 0.00.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

Facilities & Construction Department
Brian Ragan, Director
8016 Mobley Road Brooksville, FL 34601
Phone: 352-797-7050
Fax: 352-797-7150

HERNANDO SCHOOL DISTRICT
Learn it. Love it. Live it.

Superintendent: *John Stratton*
Board Chairperson: *Linda K. Prescott*
Vice Chairperson: *Gus Guadagnino*
Board Members: *Susan Duval*
Kay Hatch
Jimmy Lodato

NOTICE OF FINAL SETTLEMENT

PROJECT NO.: # 0251-200-2001

PROJECT NAME: Central High School Exterior Lighting Replacement
CONTRACTOR: JF Electric LLC
33840 Blanton Road
Dade City, Florida 33523

SETTLEMENT DATE: JUNE 10, 2021

NOTICE IS HEREBY GIVEN THAT AT 6:00PM ON THE DATE INDICATED ABOVE, AT 919 NORTH BROAD ST., BROOKSVILLE, FLORIDA, FINAL SETTLEMENT WILL BE MADE, PENDING ANY OUTSTANDING CLOSEOUT PROCEDURES, BY THE HERNANDO COUNTY SCHOOL BOARD WITH THE ABOVE-NAMED CONTRACTOR FOR AND ON ACCOUNT OF THE CONTRACT FOR THE CONSTRUCTION OF THE PROJECT REFERENCED ABOVE.

1. Any person, co-partnership, association or corporation who has an unpaid claim against the said project, for or on account of the furnishing of labor, materials, team hire, sustenance, provisions, provender, rental machinery, tools or equipment and other supplies used or consumed by the Contractor or any of his subcontractors in or about the performance of said work, may at any time up to and including said time of such final settlement, file a verified statement of the amount due and unpaid account of such claim.

2. All such claims shall be filed with the duly authorized representative identified below.

3. Failure on the part of a creditor to file a verified statement prior to final settlement shall relieve the Hernando County School Board from any and all liability for any such claim pertaining to the project referenced above.

Duly Authorized Representative

Name: James Lipsey
Agency: Hernando County School District
Facilities and Construction Department
Phone: (352) 797-7050
E-mail: lipsey_j@hcsb.k12.fl.us

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices.

HERNANDO
SCHOOL DISTRICT

HERNANDO COUNTY SCHOOL DISTRICT
FACILITIES & CONSTRUCTION DEPT.

NOTICE OF FINAL ACCEPTANCE

Date of Notice: June 10, 2021

Project No./Name: # 0251-200-2001 Central High School Exterior Lighting Replacement

TO: JF Electric LLC
33840 Blanton Road
Dade City, Florida 33523

Notice is hereby given that the Hernando County School Board, acting by and through the Facilities & Construction Department, accepts as complete the project indicated above.

BY: _____
Signature

James W. Lipsey
Printed Name

Manager of Planning, Construction and Design
Title

*When completely executed, this form is to be sent by **email** to the Contractor by the Principal Representative or delivered by any other means to which the parties agree.

Design Professional: Return completed form to: Hernando County School District Facilities Operations Department	**CERTIFICATE OF COMPLETION**	

Facility Name: Central High School (X School ☐ Other Facility)

Project Description / Phase: Exterior Lighting Replacement Permit No: EL-066-20

In accordance with Section 111.5 of the Florida Building Code, and as indicated below by the Building Code Official and Fire/Safety Official, the project is hereby certified to be complete.

SECTION A: (ARCHITECT / ENGINEER)

I have inspected the project and, in my considered professional opin y the Construction Contract has been completed in accordance with approved Contract Documents, Florid ida Building Code.

BRYANT A. LYLE LICENSE No. P.E. 41088 STATE OF FLORIDA PROFESSIONAL ENGINEER

Signature/Seal: Bryant A. Lyle, P.E. Date: 2021/05/20

Firm Name: BAL Engineering, Inc.

Address: 154A Whitaker Road (Street) Lutz (City) FL (State) 33549 (Zip)

1. TYPE OF PROJECT:
☐New Facility ☐Addition
☐Remodeling ☐Renovation
X Other Ext. Lighting Replacement

2. COMPLETED FACILITY SPACE CHART HAS BEEN FILED WITH THE DISTRICT:
☐ Yes ☐ No ■ N/A If "No", explain:

3. OCCUPANCY DATE: N/A

4. COMPLETION DATE: 05/13/2021
(enter the date that all contractual work, including close out requirements are complete)

SECTION B: ☐ BUILDING OFFICIAL ☐ OTHER (specify Certification:):

I have inspected the project and, in my considered opinion, the work is in compliance with applicable statutes, rules and codes.

Name (type/print) ***Jeffrey Morrison*** License # ***Bu2018*** Expiration Date ***11/31/21***

Signature: Date: 6/3/21
(☐ Building Official ☐ Certified Inspector)

SECTION C: ☐ FIRE / SAFETY OFFICIAL ☐ OTHER (specify Certification:):

I have inspected the project and, in my considered opinion, the work is in compliance with applicable statutes, rules and codes.

Name (type/print) William L Hall License # 143319 Expiration Date 12/22

Signature: William L Hall Date: 6/4/21
(Fire / Safety Inspector)

SECTION D: OWNER ACCEPTANCE

Upon the recommendation and Certification of the Design Professional in Section A above, and in accordance with Chapter 1013, F.S., the above referenced project is ACCEPTED by the Owner.

Name (type or print): JAMES W. LIPSET

Signature of Designee: Date: 6/4/21

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 26. 23-0805 7/26/2022

Title and Board Action Requested

Approve the Food Service software annual renewal fee for Titan School Solutions and approve the issuance of a purchase order for an estimated amount of $86,010.40.

Executive Summary

The Director of Food and Nutrition Services, on behalf of the Superintendent of Schools, hereby requests the Board approval for the Food Service software renewal fee for Titan School Solutions. The software was originally purchased in 2019 through the piggybacking of The Interlocal Purchasing System (TIPS), Bid #180503 "*Software*". This approval request is solely for the renewal of the subscription for the software currently in place for an estimated amount of $86,010.40. The Hernando County School District Bid #19-204-17 PB has been assigned for internal tracking purposes.

My Contact

Lori Drenth
Director of Food and Nutrition Services
352-797-7028 x406
Drenth_l@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 3: Facility Operations

Financial Impact

The cost for this agenda item is $86,010.40 see attached budget sheet. The cost for the previous fiscal year was $83,505.00.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: July 26, 2022

Bid No. 19-204-17 PB RN **Bid Title:** Software - Renewal

Recommend approval of this agenda item under the specific category below:

☐Best Lowest Bid(s) ☐Request for Proposal(s) ☐Best Low Bid(s) Meeting Specification ☐Rejection/Cancellation
☐Revised Award ☒Renewal of Contract ☐Sole Source ☐Re-Award (Partial/Whole)
☐Bid Termination ☐Revisions/Amendments to Bid ☐Bid Extension ☐Emergency
☒Piggyback Cooperative

Bid Contract Period: 08/01/2022 – Annually ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount ☒ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☐ Firm, Fixed Hourly Rates, Fees and/or Percentages

Renewal Options: No. of Terms Remaining N/A ☐ Length of Each Term (month) ☒ Length of Each Term (year) ☐ None

Rationale/Reason:

This represents the software annual renewal fee for Titan School Solutions. The software was originally purchased in 2019 through the Piggybacking of The Interlocal Purchasing System (TIPS) bid # 180503 *Software*. This tabulation is solely for the renewal of the subscription for the software currently in place. The Hernando County School District Bid #19-204-17 PB has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Public Purchase Website: n/a	**Bids Received:**	**No Bids:**	**Late Bids:**	**Rejected Bids:**	**N/A – Bids Not Required:** Piggyback

Submitted By: TBD
Director of Purchasing & Warehouse

School(s): Cafeteria's District Wide

Requested By: Lori Drenth
Director of Food & Nutrition

Department(s): Cafeteria's District Wide

Recommended award to Titan School Solutions.

T/C CODE: 1917

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: Food and Nutrition Services ***Included in 2022-2023 budget

Account Name: Technology Rentals

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
4110	7600	3690	9002	00100	

Amount $ 86,010.40

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: XXX
New for Current Year: ○

Prior Year Approved Budget: $ 90,000.00

Prior Year Actual Spent: $ 83,505.00

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 27. 23-0806 7/26/2022

Title and Board Action Requested
Approve the Deletion of Surplus Property from District Inventory Records.

Executive Summary
The Manager of Warehouse, Property Control, Printing and Records, on behalf of the Superintendent of Schools, hereby requests the Board's approval to delete surplus property from inventory records. A list of the surplus items is attached. The Warehouse and Property Control Department will schedule a public auction with the District's retained auctioneer services vendor, Atkinson Auctioneers, to conduct the auction. Schools and departments will be notified of the property items available for preview prior to the auction and sale.

My Contact
Genele Firlik, Manager of Warehouse, Property Control, Printing and Records
352-797-7061

2018-23 Strategic Focus Area
Pillar 3: Facility Operations

Financial Impact
ESTIMATE $150,000.00 revenue generated. See attached budget sheet. If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

APPROVED

Hernando County School District

School Board Approval Meeting: January 26, 2021

Bid No. 21-962-43 PB

Bid Title: Auctioneer Services, Vehicles and Related Equipment (Co-Op)

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s) ☐Request for Proposal(s) ☐Low Bid(s) Meeting Specification ☐Rejection/Cancellation
☐Revised Award ☐Renewal of Contract ☐Sole Source ☐Re-Award (Partial/Whole)
☐Bid Termination ☐Revisions/Amendments to Bid ☐Bid Extension ☐Emergency
☒Piggyback Cooperative

Bid Contract Period: 02/01/2021 through 11/16/2027 ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☒ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

Renewal Options: No. of Terms Remaining ☐ Length of Each Term (month) ☐ Length of Each Term (year) ☒ None

Rationale/Reason: Piggyback Pinellas County Department of Administrative Services' *Auctioneer Services, Vehicles and Related Equipment (Co-Op)*, #190-0537-R(JJ), awarded to Atkinson Realty and Auction, Inc. Hernando County School District Bid #21-962-43 has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Public Purchase Website:	Bids Received:	No Bids:	Late Bids:	Rejected Bids:	N/A – Bids Not Required:

Submitted By: Joyce McIntyre
Director of Finance & Purchasing

School(s): District Wide

Requested By: Genele Firlik
Manager of Warehouse, Property Control, Printing & Records

Department(s): District Wide

Recommended award to Vendor: Atkinson Realty and Auction, Inc.

T/C CODE: 2143

BID #	DESCRIPTION	PROPERTY #	AQRD DATE	AQRD PRICE	LOCATION	COUNT	PRICE	PAYMENT
520	BUS #430	05313400	10/01/04	$ 70,269.85	9600	1		
521	THOMAS BUS # 476	05662800	05/30/07	$ 74,041.85	9600	1		
522	BUS # 418	05312200	03/10/05	$ 80,538.85	9600	1		
523	BUS # 389	05014700	09/25/03	$ 62,994.85	9600	1		
524	BUS # 378	04853800	04/03/03	$ 59,200.85	9600	1		
526	BUS # 370	04853600	04/03/03	$ 59,200.85	9600	1		
527	BUS # 366	04853500	04/03/03	$ 59,200.85	9600	1		
528	BUS # 390	05014800	09/25/03	$ 62,994.85	9600	1		
525	BUS # 379	04852900	04/03/03	$ 59,200.85	9600	1		
529	BUS # 377	04854300	04/03/03	$ 59,200.85	9600	1		
530	BUS # 368	04854400	04/03/03	$ 59,200.85	9600	1		
531	BUS # 381	04853300	04/03/03	$ 59,200.85	9600	1		
532	BLUBIRD BUS # 440	05547400	08/03/06	$ 76,784.85	9600	1		
533	BUS # 406	05085300	02/12/04	$ 79,246.85	9600	1		
534	BUS # 405	05085200	02/12/04	$ 79,246.85	9600	1		
535	BLUBIRD BUS # 438	05547200	08/03/06	$ 76,784.85	9600	1		
536	BUS # 375	04854100	04/03/03	$ 59,200.85	9600	1		
537	BUS # 437	05314100	03/10/05	$ 76,480.05	9600	1		
538	BUS # 410	05311400	03/10/05	$ 80,538.85	9600	1		
539	BUS # 392	05015000	09/25/03	$ 62,994.85	9600	1		
540	BUS # 420	05312400	03/10/05	$ 80,538.85	9600	1		
541	BUS # 380	04852700	04/03/03	$ 59,200.85	9600	1		
542	BUS # 412	05311600	03/10/05	$ 80,538.85	9600	1		
543	BUS # 376	04853700	04/03/03	$ 59,200.85	9600	1		
544	THOMAS BUS # 478	05662200	05/30/07	$ 74,041.85	9600	1		
545	THOMAS BUS # 305	02954000	05/30/07	$ 74,041.85	9600	1		
546	BUS # 372	04852800	04/03/03	$ 59,200.85	9600	1		
547	BUS # 357	04678500	01/10/02	$ 56,464.85	9600	1		
548	BUS # 371	04853000	04/03/03	$ 59,200.85	9600	1		
552	BUS # 409	05085600	02/12/04	$ 79,246.85	9600	1		
553	BUS # 511	06130000	04/15/10	$ 99,457.10	9600	1		
555	BUS # 447	05548900	07/27/06	$ 74,021.85	9600	1		
556	BUS # 411	05311500	03/10/05	$ 80,538.85	9600	1		

557	BUS # 403	05085000	02/12/04	$ 79,246.85	9600	1		
558	BUS # 407	05085400	02/12/04	$ 79,246.85	9600	1		
549	BUS # 397	05084400	02/12/04	$ 79,246.85	9600	1		
550	BUS # 445	05548700	07/27/06	$ 74,021.85	9600	1		
560	BUS # CES-01	PS294005				1		
561	BUS # FS-29	05014400	09/25/03	$ 62,994.85	9600	1		
551	BUS # ??	PS294006				1		
559	(TR-26) 1998 DODGE CARAVAN	04363500	06/23/99	$ 18,773.28	9600	1		
560	(TR-31) 1998 PLYMOUTH GRAND VOYAGER	04363400	06/23/99	$ 18,628.03	9600	1		

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source GENERAL FUND

Account Name SALE OF SURPLUS PROPERTY (REVENUE)

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100	3493	0000	9006	00000	

Amount $ _____

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ⊗

Prior Year Approved Budget: $ 0

Prior Year Actual Spent: $ 0

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Agenda Item # 28. 23-0808 7/26/2022

Title and Board Action Requested

Approve the Renewal of the Piggyback of the School Board of Volusia County, Florida RFP IS-800KM, Online Digital Educational Curriculum Provider, awarded to Imagine Learning, LLC (FKA Edgenuity, Inc.) and Issuance of a Purchase Order in an Estimated Annual Amount of $107,630.45

Executive Summary

The Director of Secondary Programs, on behalf of the Superintendent of Schools, hereby requests the Board to approve the renewal of the piggyback of the School Board of Volusia County, Florida RFP IS-800KM, Online Digital Educational Curriculum Provider, awarded to Edgenuity, Inc. The Florida Statute 1011.61 authorizes the District to provide credit recovery courses to a student who failed to successfully complete a traditional or virtual education course during the regular school year and who must retake the course in order to meet promotion or graduation requirements. Hernando County School District Bid No. 19-968-28 PB RN has been assigned for internal tracking purposes.

School Year 2022-23	$107,630.45
School Year 2023-24	$107,630.46
Total	$215,260.91

Effective January 1, 2022, Edgenuity Inc. and Imagine Learning Inc. merged into Weld North Education LLC, which changed its name to Imagine Learning LLC. Imagine Learning LLC is a sole source provider.

My Contact

John Morris
Director of Secondary Programs
352-797-7000 ext. 443
morris_j@hcsb.k12.fl.us

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

The cost for this agenda item is $107,630.45, see attached budget sheet. The cost for the previous fiscal year was $0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: July 26, 2022

Bid No. 19-968-28 PB RN

Bid Title: Online Digital Educational Curriculum Provider

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s) ☐Request for Proposal(s) ☐Low Bid(s) Meeting Specification ☐Rejection/Cancellation
☐Revised Award ☒Renewal of Contract ☐Sole Source ☐Re-Award (Partial/Whole)
☐Bid Termination ☐Revisions/Amendments to Bid ☐Bid Extension ☐Emergency
☒Piggyback Cooperative

Bid Contract Period: 06/12/2022 through 06/11/2023 ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount ☒ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☐ Firm, Fixed Hourly Rates, Fees and/or Percentages

Renewal Options: No. of Terms Remaining ☐ Length of Each Term (month) ☐ Length of Each Term (year) ☒ None

Rationale/Reason: Final Renewal of the Piggyback of the School Board of Volusia County, Florida RFP IS-800KM, *Online Digital Educational Curriculum Provider*, awarded to Edgenuity, Inc. Bid #19-968-28 PB RN has been assigned for internal tracking purposes.

Bidders Electronically Downloaded From Public Purchase Website: n/a	**Bids Received:**	**No Bids:**	**Late Bids:**	**Rejected Bids:**	**N/A – Bids Not Required:** Piggyback

Submitted By: Joyce McIntyre
Director of Finance & Purchasing

School(s): District Wide

Requested By: John Morris
Supervisor of Secondary Programs

Department(s): Academic Services

Recommended award to vendor: Edgenuity, Inc. (V48809)

T/C CODE: 1928

imagine learning

Price Quote

8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257

Date	7/01/2022
Quote No.	235301
Acct. No.	03:he:FL:12217207
Total	$215,260.91
Pricing Expires	6/30/2024

Hernando County School District
919 N Broad St
Brooksville FL 34601

2-year contract $107,630.45 to be paid for SY22-23, $107,630.46 to be paid for SY23-24

Payment Schedule	Contract Start	Contract End
net 30	7/01/2022	6/30/2024

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. Central High School						
2. F W Springstead High School						
3. Hernando High School						
4. Weeki Wachee High School						
	Digital Libraries 9-12 Core Site License (HS content for math, ELA, science, social studies; excludes all other course offerings including eDynamic Learning and Purpose Prep)		06/30/2024	$22,430.10	4	$89,720.40

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. Nature Coast Technical High School		The difference in course availability and cost ensures that the Hernando Adult and Co-Enrolled Program has access, as needed, for initial credit and GED courses.				

Imagine Learning will audit enr re found to be in use than purchased, Imagine Learning will invoice the customer for the

Vendor's proposed Purchase Order terms rejected to the extent inconsistent with School Board's purchasing instructions. Purchase subject to terms of School Board Standard Addendum. http://www.hernandoschools.org/departments/purchasing/vendor-information

This quote is subject to Imagine L nditions"). These Terms and Conditions are available at https://www.imaginelearning.com/standard rporated by this reference. By signing this quote or by submitting a purchase order or form purchasi onditions resulting in a legally binding agreement. To the fullest extent permitted under applicable tial, and may not be shared with third parties without Imagine Learning's written consent.

HERNANDO COUNTY SCHOOL DISTRICT

Print Name:

Title:

Date:

Imagine Learning Representative

Nancy Smith | Account Executive, FL
nancy.smith@imaginelearning.com | 407.579.7030 | Imagine Learning/Edgenuity®
http://www.imaginethefutureoflearning.com

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.

imagine learning

Price Quote

8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257

Date	7/01/2022
Quote No.	235301
Acct. No.	03:he:FL:12217207
Total	$215,260.91
Pricing Expires	6/30/2024

Site	Description	Comment	End Date	Per Unit	Qty	Amount
	Digital Libraries 9-12 Comprehensive Site License (HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)		06/30/2024	$31,430.10	1	$31,430.10

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. Dolores S Parrott Middle School		Courses per concurrent user license limited to all core subject areas and Virtual Tutor courses for all EOC and FSA.				
2. Explorer K-8 School		Courses per concurrent user license limited to all core subject areas and Virtual Tutor courses for all EOC and FSA.				
3. Fox Chapel Middle School		Courses per concurrent user license limited to all core subject areas and Virtual Tutor courses for all EOC and FSA.				
4. Powell Middle School		Courses per concurrent user license limited to all core subject areas and Virtual Tutor courses for all EOC and FSA.				
5. West Hernando Middle School		Courses per concurrent user license limited to all core subject areas and Virtual Tutor courses for all EOC and FSA.				
6. Winding Waters K-8 School		Courses per concurrent user license limited to all core subject areas and Virtual Tutor courses for all EOC and FSA.				
	Digital Libraries 6-8 Comprehensive Concurrent User (all MS math, ELA, science, social studies, MS electives, and MS World Languages; excludes eDynamic Learning and Purpose Prep)		06/30/2024	$620.00	120	$74,400.00

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. Challenger K-8 Sch - Science-Mathematics		Courses per concurrent user license limited to all core subject areas and Virtual Tutor courses for all EOC and FSA.				
	Digital Libraries 6-8 Comprehensive Concurrent User (all MS math, ELA, science, social studies, MS electives, and MS World Languages; excludes eDynamic Learning and Purpose Prep)		06/30/2024	$1,240.00	20	$24,800.00

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. Endeavor and Discovery Academies						
	Digital Libraries 6-12 Comprehensive All Site License (MS and HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes eDynamic Learning and Purpose Prep)		06/30/2024	$16,000.00	1	$16,000.00
	Odysseyware K-8 Single User (K-8 Spark, 3-8 Math, ELA, Science, Social Studies, General Electives; excludes eDynamic Learning and Purpose Prep)		06/30/2024	$400.00	32	$12,800.00

Site	Description	Comment	End Date	Per Unit	Qty	Amount
1. Hernando County School District						
	Professional Development Onsite Day		06/30/2024	$3,400.00	3	$10,200.00

imagine learning

8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257

Price Quote

Date	7/01/2022
Quote No.	235301
Acct. No.	03:he:FL:12217207
Total	$215,260.91
Pricing Expires	6/30/2024

Subtotal	$259,350.50
Discount	($44,089.59)
Total	$215,260.91

DocuSign Envelope ID: 54218E6B-A650-4BEC-B030-CDC49EC1633B

February 2022

Dear Educator:

Thank you for your interest in our comprehensive digital education solutions. Imagine Learning LLC is a Delaware limited liability company with principal offices in Scottsdale, Arizona ("Imagine Learning"). The company's Federal Tax ID is 45-1565841, and the Dun & Bradstreet identification number is 1184-12994.

Imagine Learning is the single source vendor and exclusive distributor in the United States for the following products and services. Because of their unique nature, Imagine Learning products are not available from other vendors.

> Imagine Math PreK-2 & 3+, Imagine Reading, Imagine Math Facts, Imagine Español, Imagine Lectura, Imagine Language & Literacy, Galileo Birth-PreK Assessment, Edgenuity Virtual Curriculum Solutions, Edgenuity Instructional Services, Edgenuity MyPath®, Edgenuity Pathblazer®, Edgenuity Hybridge®, SecureNet®, Edgenuity Odysseyware™ and Ignitia™ courseware and manager, ClassPace™, LearnZillion EL Education, LearnZillion Illustrative Mathematics Curriculum, LearnZillion Guidebooks curriculum, LearnZillion platform, CompassLearning curriculum, assessment and manager, Purpose Prep™, Secure Deployment, the Web Administrator, Student Portal, Edgenuity Instructional Services and related offerings to include Edgenuity K-5 curriculum licensed from Accelerate Education. The instance of the Edgenuity K-5 curriculum, as modified by Edgenuity, is only available through Edgenuity. Additional sole service offerings include Edgenuity's professional development products and programs (KnowlEdge Academy, QuickBites, Concept Coaching, recorded and live training), technical and customer support, and other related services.

Effective January 1, 2022, Edgenuity Inc. and Imagine Learning Inc. merged into Weld North Education LLC, which simultaneously changed its name to Imagine Learning LLC. Imagine Learning LLC is the surviving entity in the merger and is the owner of all the products, software and services listed above. The products, software and related services offered by Imagine Learning LLC are owned, developed, and published as a package exclusively by the company. Imagine Learning LLC owns all intellectual property rights, title and interest pertaining to its respective products (including but not limited to copyright, trademark, and trade secret rights). Additionally, Imagine Learning LLC may offer the works of third parties under licenses allowing for the integration of such materials into the company's products, as applicable.

For more information, please contact Imagine Learning at (877) 725-4257 or visit our website at www.imaginelearning.com.

Sincerely,

DocuSigned by:
David Alderslade
6D02207302DE49E...

David Alderslade
Executive Vice President, Chief Financial Officer & Treasurer

DocuSign Envelope ID: B7603FD1-182A-43C3-9F0F-A88A5492F405

STANDARD ADDENDUM TO AGREEMENTS WITH THE HERNANDO COUNTY SCHOOL BOARD

WHEREAS, the undersigned has entered into an Agreement or Contract (hereinafter Agreement) with the Hernando County School Board; and,

WHEREAS, the Agreement sets forth the general terms and conditions of the relationship between the parties; and,

WHEREAS, the undersigned acknowledges that the School Board is the contracting authority for the Hernando County School Board and there are certain standard contract terms expected to be in every agreement by the School Board; and,

WHEREAS, the undersigned hereby agrees that these standard terms are part of the Agreement with the School Board.

1. The Contractor hereby agrees to indemnify, defend and hold the School Board harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent, reckless or intentional acts of the Indemnifying Party.

2. To the extent that the agreement requires the School Board to indemnify Contractor, it shall only be to the extent of the limits set forth in §768.28(5), Fla. Stat. and then only for the negligent or wrongful act or omission of any officer or employee of the School Board acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by §768.28(9), Fla. Stat. Notwithstanding the foregoing, the School Board intends to avail itself of the benefits of §768.28 and of other statutes and common law governing sovereign immunity to the fullest extent possible. However, in no event will the School Board's liability under this provision exceed the sum of the lesser of the following: (a) the amount paid by the School Board to Contractor or (b) the amounts identified as statutory limits pursuant to §768.28, Fla. Stat. if applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

3. The parties agree to each pay their own attorneys' fees and costs relating to the negotiation of the Agreement and this Addendum and in relation to any action to enforce the terms of either document.

4. As may be applicable, all persons providing goods or services to the School Board pursuant the Agreement shall undergo the necessary background screening described in section 1012.465, Florida Statutes at their own cost before coming onto School Board property.

DocuSign Envelope ID: B7603FD1-182A-43C3-9F0F-A88A5492F405

5. Any conflict between the terms of this Addendum and the parties original Agreement or subsequent modifications thereof are to be resolved in favor of this Addendum.

6. The Agreement and this Addendum are to be construed in accordance with the laws of the State of Florida, and the parties hereby agree that performance of the terms and provisions of the Agreement are to be performed solely within the State of Florida. The Parties agree that the Circuit Court for the Fifth Judicial Circuit, Hernando County, Florida (hereinafter "Court"), shall have sole and exclusive jurisdiction to enforce the terms of this Agreement, notwithstanding any provisions in the Agreement to the contrary, and the Parties further agree that they will present any disputes under this Agreement, including, without limitation, any claims for breach or enforcement of this Agreement, exclusively to the Court.

7. The payment obligation of the School Board created by the Agreement is conditioned upon the availability of funds that are appropriated or allocated for the payment of services or products. If such funds are not allocated and available, the Agreement may be terminated by the School Board at the end of the period for which funds are available. The School Board shall notify the Contractor at the earliest possible time before such termination. No penalty shall accrue to the School Board in the event this provision is exercised, and the School Board shall not be obligated or liable for any future payments due or for any damages as a result of such termination.

8. If, and to the extent the agreement provides for the payment of any applicable sales taxes, the Parties acknowledge that the School Board is an entity which is exempt from the same as provided by 212.08(6), Fla. Stat.

9. The Parties agree that in the event Contractor files for bankruptcy, insolvency or receivership during the term of this agreement, the School Board may, at its option, terminate and cancel said contract, in which event all rights hereunder shall immediately cease and terminate.

10. Neither party shall be liable to the other, nor deemed in default under this Agreement to the extent that such party's performance under this Agreement is rendered impossible, impractical, or prevented by reason of force majeure. For purposes of this Agreement, the term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the term of the Agreement.

11. Notwithstanding any provision to the contrary in the agreement, all payments due from the School Board for non-construction services hereunder shall be governed by the provisions

of Chapter 218, Florida Statutes.

12. If, and to the extent that the agreement provides for reimbursement of travel and related expenses, the Parties agree that such reimbursements shall be subject to the reimbursement schedules contained in Section 112.061, Florida Statutes.

13. Contractor confirms that neither it nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency. This certification is a material representation of fact upon which reliance will be placed when the School Board executes this agreement. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to the other remedies available to School Board, School Board may terminate the Agreement for default by Contractor.

14. E-Verify. Pursuant to Fla. Stat. § 448.095, Contractor shall use the U.S. Department of Homeland Security's E-Verify system https://e-verify.uscis.gov/emp, to verify the employment eligibility of all employees hired during the term of this Agreement. If Contractor enters into a contract with a subcontractor, the subcontractor must provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement. Failure to comply with this provision is a material breach of the Agreement and the School Board may choose to terminate the Agreement at its sole discretion and seek damages pursuant to Florida Statute. By signing below, Contractor affirms that it is registered with and uses the E-Verify system, is otherwise in compliance with §448.095, Fla. Stat., and acknowledges that it is required to maintain such compliance throughout the term of any Contract entered between the parties.

15. Public records compliance provisions. Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. The parties recognize that the School Board is a governmental entity, subject to Florida law regarding public access to records under Florida Statute, Chapter 119. As such, the Parties agree that only such information as is exempt and confidential under the provisions of law shall be considered confidential under the Term of this agreement and Any confidentiality provisions in the Agreement shall be read in harmony with Florida's Public Records Act, Chapter 119, Florida Statutes. No provisions in the Agreement can be exercised to frustrate the requirements of the law for the release of records. To the extent Contractor provides School Board any information which it believes is confidential or exempt, Contractor shall notify School Board of the specific information that it believes is confidential, as well as the basis for the exemption. Additionally, to the extent that the Contractor has any obligation to act in agency for the School Board, it shall maintain its records subject to section 119.0701, Fla. Stat. If and to the extent that contractor has access to any other confidential information regarding the School Board (such as security information as contemplated by section 119.071(c), Fla. Stat.), the Contractor agrees to use reasonable measures to maintain the confidentiality of such information.

DocuSign Envelope ID: B7603FD1-182A-43C3-9F0F-A88A5492F405

16. To the extent Contractor maintains information that is subject to a public record request, it shall provide the public access to such records in accordance with, and subject to the applicable statutory terms and fees. Failure to do so will be considered a material breach of the original Agreement resulting in immediate termination with no penalty to School Board, and Contractor will indemnify and hold the School Board harmless for any and all damages and expenses suffered as a result of the material breach and contract termination. Contractor must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

a. Keep and maintain public records required by the School Board in order to perform the service under this agreement; and

b. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or as otherwise provided by law; and

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the School Board; and

d. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the contractor or keep and maintain public records required by the School Board to perform the service. If the contractor transfers all public records to the School Board upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the School Board, upon request from the School Board's custodian of public records, in a format that is compatible with the information technology systems of the School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 919 N. BROAD STREET, BROOKSVILLE, FL 34601, Jordan_k@hcsb.k12.fl.us or (352) 797-7009.

Notwithstanding any other provisions of law or statutory interpretation, failure of the Contractor to abide by the terms of these public records provisions shall be deemed a material breach of this agreement and the School Board may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all reasonable attorney's fees and costs associated with that proceeding. This

provision shall survive any termination or expiration of the contract.

17. If the Contractor receives any student information / records as a result of this agreement, it will maintain any such information / records as confidential and will not release same to any third parties without the express written approval of the School Board, except third parties who are essential to Contractor's delivery of its services to the School Board and who are bound to maintain the confidentiality of student information/records, and prohibited from unauthorized redisclosure of such information. Furthermore, Contractor agrees to maintain and utilize all such student information/records in accordance with the FERPA regulations and only as provided for in the Agreement and this Addendum. If student information/records are requested by way of subpoena or court order, Contractor shall notify the School Board of such request in writing including a copy of the subpoena or order and shall otherwise comply with the FERPA regulations.

18. Contractor acknowledges that it will comply with all applicable Florida and Federal laws, ordinances, rules and regulations.

Signed and dated by authorized representatives as provided below:

Contractor:

DocuSigned by:
Kelly Staniec
F7118BCDADDC54FB...

Printed Name: Kelly Staniec
Title: Vice President, Controller
Date: 7/13/2022

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

DocuSign Envelope ID: DD53B194-573D-45A1-8675-9091105A25D5

HERNANDO SCHOOL DISTRICT
Learn it. Love it. Live it.

Federal Terms & Conditions

Provisions for Non-Federal Entity Contracts Under Federal Awards (Appendix II to 2 CFR Part 200)

All purchases made by a non-Federal entity under a Federal award must contain provisions covering the following, as applicable. These provisions are required and apply under certain conditions when federal funds are expended to make purchases by the Hernando County School District.

1. **EQUAL EMPLOYMENT OPPORTUNITY:**
Except as otherwise provided under 41 CFR, Part 60, this section applies to federally assisted construction contracts. If applicable, the Contractor agrees to comply with the provisions of 41 CFR, Part 60-1.4(b) during the performance of this contract. The provisions may be found in Attachment A to these Federal Terms and Conditions.

2. **DAVIS-BACON ACT:**
(34 CFR 80.36(i)(5)): All vendors, contractors and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a–7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of $2,000 awarded by grantees and subgrantees when required by Federal grant program legislation). (Applies to construction contracts in excess of $2,000 awarded by the district and subgrantees when required by Federal grant program legislation).

3. **COPELAND "ANTI-KICKBACK" ACT:**
(34 CFR 80.36(i)(4)): All vendors, contractors and subcontractors must comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (Applies to all contracts and subgrants for construction or repair).

4. **CONTRACT WORK HOURS & SAFETY STANDARDS ACT:**
(34 CFR 80.36(i)(6)): All vendors, contractors and subcontractors must comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR part 5). (Applies to all construction contracts awarded by the district and subgrantees in excess of $2000, and in excess of $2500 for other contracts, which involve the employment of mechanics or laborers).

5. **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT:**
If the Federal award meets the definition of "funding agreement", the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401 "Right to Inventions Made by Nonprofit Organization and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements", and any implementing regulations issued by awarding agency.

6. **CLEAN AIR ACT**
(34 CFR 80.36(i)(12)): All vendors, contractors and subcontractors must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 7401-7671q.), section 508 of the Clean Water Act (33 U.S.C. 1251-1387), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).(Applies to contracts, subcontracts, and subgrants of amounts in excess of $100,000).

7. **BYRD ANTI-LOBBYING AMENDMENT:**
Contractors that apply or solicitation for an award of $100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

HERNANDO SCHOOL DISTRICT
Learn it. Love it. Live it.

8. **RECOVERED MATERIALS:**
Section 6002 (EPA) 40 CFR Part 247: For contracts using Federal funding, Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR, Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to procure items containing the highest percentage of recovered materials as designated by the Environmental Protection Agency (EPA) under 40 CFR, Part 247 whenever the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000.

9. **FEDERAL DEBARMENT CERTIFICATION:**
Certification regarding debarment, suspension, ineligibility and voluntary exclusion, as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, 85, defined at 34 CFR Part 85, Section 85.105 and 85.110-(ED80-0013).

A. *The prospective lower tier ($25,000) participant certifies, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.*

B. *Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall provide an explanation.*

10. **ADMINISTRATIVE, CONTRACTURAL OR LEGAL REMEDES:**
If the vendor/contractor fails to perform to the district's satisfaction any material requirement of the contract or is in violation of a material provision of the contract, the district shall provide written notice to the contractor requesting that the breach or noncompliance be remedied within a set time frame outlined. Nonperformance by a vendor /contractor is any failure to follow the terms, conditions, and/or specifications as outlined in the contract.

11. **HATCH ACT:**
(5U.S.C. 1501-1508 AND 7324-7328: The vendor/contractor will comply with the provisions of the Hatch Act, which limits the political activities of employees whose principle employment activities are funded in whole or in part with federal funds.

12. **CONTRACT TERMINATION FOR CONVENIENCE:**
The Superintendent (or designee) reserves the right to terminate a vendor's contract in whole or in part when it is determined in its sole discretion that it is in the district's best interest to do so. The Superintendent (or designee) will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of the termination, and the contract will officially terminate at the end of the (30) day grace period. The vendor shall not be entitled to recover any cancellation charges or lost profits.

13. **CONTRACT TERMINATION FOR CAUSE:**
The Superintendent (or designee) reserves the right to terminate a vendor's contract for just cause, without penalty. The Superintendent (or designee) will notify the vendor of the intent to terminate, in writing, at least (30) days prior to the effective date of the termination, and the contract will officially terminate at the end of the (30) day grace period. The vendor may request reconsideration of this decision in writing at any time during the 30 day grace period. The request must be addressed to the Director of Finance & Purchasing who will initiate an internal review of the matter. If the vendor's input is required as part of the reconsideration process, the vendor will be notified when and where to appear. Requests for reconsideration received after the (30) day grace period will be denied. Upon termination of a contract, the Board reserves the right to rescind and re-award a contract to the next low bidder, if determined to be in the best interest of the district to do so.

DocuSign Envelope ID: DD53B194-573D-45A1-8675-9091105A25D5

HERNANDO SCHOOL DISTRICT
Learn it. Love it. Live it.

Provisions for Non-Federal Entity Contracts Under Federal Awards
(Federal Program Requirements - USDA)

In addition to the contract provisions required under Appendix II to 2 CFR, Part 200, these provisions are required by the United States Department of Agriculture ("USDA"), as applicable, when federal funds are expended to make purchases by the Hernando County School District.

14. **RECORDS RETENTION:**
(34 CFR 80.36(i)(11)): All vendors, contractors and subcontractors must retain all records pertaining to this contract for three years after the District makes final payments and all other pending matters are closed.

15. **CIVIL RIGHTS:**
The Vendor shall comply with Title VI of the Civil Rights Act of 1964, as amended; USDA regulations implementing Title IX of the Education Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; 7 C.F.R. Parts 15, 15a, and 15b; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement—Nutrition Programs and Activities, and any additions or amendments.

16. **BUY AMERICAN:**
(7 CFR PART 210.21 (D)) - Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), the District is required to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. "Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards the District must comply with when purchasing commercial food products served in the school meals programs.

17. **ENERGY POLICY AND CONSERVATION ACT:**
Contractor and Subcontractor agree to comply with mandatory standards and policies relating to energy efficiency as contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

18. **DISCOUNTS, REBATES, AND CREDITS:**
The vendor shall disclose all discounts, rebates, allowances, and incentives received by the company from its suppliers. All goods, services, or monies received as the result of any equipment or USDA Food rebates shall be credited to the District's nonprofit food service account.

HERNANDO SCHOOL DISTRICT
Learn it. Love it. Live it.

Provisions for Non-Federal Entity Contracts Under Federal Awards
(Federal Program Requirements - FEMA)

In addition to the contract provisions required under Appendix II to 2 CFR, Part 200, these provisions are required by the Federal Emergency Management Agency ("FEMA"), as applicable, when federal funds are expended to make purchases by the Hernando County School District.

19. ACCESS TO RECORDS:
The following access to records requirements apply to this contract:

a. The Contractor agrees to provide the District, the State of Florida, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

20. DHS SEAL, LOGO, AND FLAGS:
The Contractor shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA preapproval.

21. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS:
This is an acknowledgment that FEMA financial assistance will be used to fund the contract only. The Contractor will comply with all applicable federal laws, regulations, executive orders, FEMA policies, procedures, and directives.

22. NO OBLIGATION BY FEDERAL GOVERNMENT:
The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

23. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS:
The Contractor acknowledges the 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

By signing of this document, the vendor/contractor understands and certifies that they are in compliance with and/or will comply with, all the terms and conditions as specifically stated, where applicable. The vendor/contractor understands that Federal Funding Provisions apply to all contracts where Federal funds are used as a source for the purchase of goods and services. The contract/vendor awarded must not take exception to any part of these regulations.

Company Name (Print): Imagine Learning LLC Date: 7/12/2022

Authorized Signature: DocuSigned by: David Alderslade

Printed Name: David Alderslade

Title: Executive Vice President, CFO

Approved as to Form

Nancy McClain Alfonso

General Counsel, HCSB

Student Achievement

District: **HERNANDO**

SCHOOL NAME / SUBJECT / GRADE LEVEL	# UNIQUE STUDENTS	# COURSE ENROLLMENTS	AVG ACTIVE TIME	AVG OVERALL GRADE	# COMPLETIONS	COMPLETION %
CENTRAL HIGH SCHOOL	288	877	10h 12m	80	558	64%
CHALLENGER K-8 SCHOOL OF SCIENCE & MATH	15	23	10h 7m	79	14	61%
ENDEAVOR ACADEMY	193	2,368	20h 17m	73	1,829	77%
EXPLORER K-8	6	11	10h 32m	77	3	27%
FOX CHAPEL MIDDLE SCHOOL	33	64	5h 22m	84	45	70%
HERNANDO ADULT EDUCATION GED	45	137	10h 14m	87	103	75%
HERNANDO HIGH SCHOOL	208	533	9h 0m	76	335	63%
NATURE COAST TECHNICAL HIGH	150	477	9h 28m	81	288	60%
PACE	38	70	4h 10m	72	3	4%
PARROTT MIDDLE SCHOOL	169	413	11h 55m	77	274	66%
POWELL MIDDLE SCHOOL	67	89	14h 45m	80	60	67%
SPRINGSTEAD HIGH SCHOOL	197	915	6h 15m	86	642	70%
WEEKI WACHEE HIGH SCHOOL	273	1,084	8h 19m	82	674	62%
WEST HERNANDO MIDDLE SCHOOL	129	480	11h 27m	79	322	67%
WINDING WATERS K-8	25	50	14h 35m	68	28	56%
GRAND TOTAL:	1,759	7,591	12h 38m	78	5,178	68%

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: ESSER III Basic Ed Technology Rentals ARP ESSER III Learning Loss

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project
	4450E	5100	3690	9410	99920	

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$ 618,700.00		$ 0		$ 0		$ 618,700.00		$ 107,630.46		$ 511,069.54

Account Name:

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source:

Account Name:

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

Funding Source:

Account Name:

Account Number	Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ⊘

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 29. 23-0810 7/26/2022

Title and Board Action Requested

Approve the Sub recipient agreement and authorize the agreement for the CRRSA GEER II-Workforce Education Initiatives - Registered Apprenticeships and Preapprenticeship Grant from the Florida Department of Education bearing TAPS number 22B108 for $1,173,900.00.

Executive Summary

The Director of Adult and Postsecondary Education, on behalf of the Superintendent of Schools, hereby requests the Board approve the sub recipient agreement for the CRRSA GEER II-Workforce Education Initiatives - Registered Apprenticeships and Preapprenticeship Grant.

My Contact

Sophia Watson
352-797-7018

2018-23 Strategic Focus Area

Pillar 1: Student Achievement

Financial Impact

The cost for this agenda item is $ 1,173,900, see attached budget sheet. The cost for the previous fiscal year was $ 0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

SEMINOLE STATE COLLEGE OF FLORIDA
SUBRECIPIENT AGREEMENT

This Subrecipient Agreement ("Agreement") is entered into as of the _____ day of May, 2022 between the **District Board of Trustees of Seminole State College of Florida** (hereinafter "College"), a political subdivision of the State of Florida and member of the Florida College System located at 100 Weldon Boulevard, Sanford, FL 32773, and the Hernando County School District (hereinafter "Subrecipient"), a political subdivision of the State of Florida, located at 919 N. Broad St., Brooksville, FL, 34601, who shall be collectively referred to as the "Parties".

Recitals

WHEREAS, the College is the recipient of the CRRSA GEER II-Workforce Education Initiatives – Registered Apprenticeships and Preapprenticeship Grant from the Florida Department of Education bearing TAPS number 22B108 ("Grant") and desires to have a subrecipient perform a portion or all of the scope of work for the Grant; and

WHEREAS, Subrecipient has represented that it has the ability to perform such work and has agreed to abide by the applicable terms and conditions of the Grant as contained in the Grant proposal/application, agreement, contact and/or award notice, all of which are incorporated herein by reference (collectively, the "Grant Documents"); and

WHEREAS, Subrecipient has reviewed the Grant Documents, their requirements and such additional materials as it deems reasonably necessary and has assured the College that it would be a qualified subrecipient for a subaward under the Grant.

NOW THEREFORE, in consideration of the mutual covenants set forth herein below, and for other good and valuable consideration, the receipt of which is hereby acknowledged, College and Subrecipient hereby agree as follows:

I. Grant Information

Federal Award Identification:	Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, Pub. L. No. 116-260 – Governor's Emergency Education Relief Fund (GEER)
Subrecipient corporate name:	Hernando County School District
Subrecipient's DUNS/UEI number	YCUWLQKQLHK7
Does the Subrecipient's name match the registered name in DUNS/UEI?	__X__Yes ____No
Name of Prime awarding agency and contact information for awarding official ("Grantor"):	Florida Department of Education Charles Feehrer (805)245-0915 Charles.Feehrer@fldoe.org
Federal Award Identification Number (FAIN):	S425C210052
Federal Award Date:	1/8/21
Subaward Period of Performance Start and End Date:	May 1, 2022 through September 30, 2023

Amount of Federal Funds Obligated by this action:	$1,173,900
Amount of non-Federal Funds and Source:	0
Total Amount of Federal Funds Obligated to the Subrecipient:	$1,173,900
Total Amount of the Federal Grant Award:	$12,000,000
Federal award program or project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA):	U.S. Department of Education - CARES Act: Governor's Emergency Education Relief Fund (GEER)
Subaward Number	
CFDA Number and Name:	84.425C
Is the Grant Award R&D?:	No
Administrative cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs):	Limited to 5% of the Subrecipient's total award
The approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between the College and the Subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in 2 CFR §200.414 Indirect (F&A) costs, paragraph (b). (Attach rate agreement)	
Maximum Amount of Funds that may be allocated to Subrecipient ("Maximum Subrecipient Allocation")	$1,173,900
Payment Cycle:	Monthly
Reporting Cycle:	Quarterly

II. General Requirements and Provisions

1. **Exhibits:** The following exhibits are attached to this Agreement and are incorporated by reference and made a part of this Agreement:

Exhibit	Title
A	Notification of Award to Seminole State College of Florida
B	Statement of Work
C	Budget
D	College and Subrecipient Contact Information (D1 and D2)
E	Additional Conditions and Requirements
F	Reporting Requirements and Financial Consequences
G	Certifications

2. **Payment Cycle:**

A. Cost Reimbursement

- Subrecipient must submit requests for payment to Seminole State College for allowable costs incurred by the 5th of each month with proper documentations such

as General Ledger print out, invoices, and copies of cleared/paid checks and credit card statement and/or other proof of payment acceptable to the College. Reimbursements are subject to legality of the expenditures, availability of funds, and appropriate budget authority as specified in the grant.

- As required by 2 C.F.R. §200.415(a), any request for payment under this Agreement must include a certification, signed by an official who is authorized to legally bind the Sub-Recipient , which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

B. Advance Payment

- Subrecipient must submit requests for payment of anticipated expenditures by the 5th of each month, including justification to support when goods or services will be received and paid (Anticipated Expenditure Request).
- Anticipated Expenditure Request is defined as;
    - Allowable expenditures that must be disbursed within 72-hours (3 days) of receipt in the Subrecepient's account *and*
    - be recorded on the General Ledger as disbursed within the 72-hour (3 day) time limit.
- Fiscal Validation Report:
    - Within 10 days of receipt of Anticipated Expenditures payment, Subrecipient must submit to Seminole State College expenditure validation documents, including General Ledger print out showing disbursement of funds, invoices, and copies of checks within 72-hour (3 day) window.
    - As required by 2 C.F.R. §200.415(a), any request for payment under this Agreement must include a certification, signed by an official who is authorized to legally bind the Sub-Recipient , which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."
    - Funds received for Anticipated Expenditures must be returned to the College if not disbursed within the 72-hour (3-day) window.
- Until otherwise informed, all Anticipated Expenditure Requests and Fiscal Validation Reports must be emailed to Jeri Beel at beelj@seminolestate.edu.

3. **Statement of Work:** Sub-recipient shall supply all personnel, equipment, and materials necessary to accomplish the tasks set forth in the Statement of Work.

Subrecipient agrees to all of the requirements imposed on the College contained in the Grant Documents, so that the Grant Award is used in accordance with applicable federal and state statutes, rules, regulations and the terms and conditions of the Grant Award. Subrecipient shall provide College with progress reports in such form and quantity and at such times as may be required by the College and/or the Grantor.

4. **Compensation and Purchases:** The funds allocated to Subrecipient in connection with the Grant and this agreement shall not exceed the amount indicated in Section I entitled "Grant Information". The funds for this Agreement are provided pursuant to the Grant and shall be expended in accordance with the budget ("Budget") attached as Exhibit C. The Budget reflects the only manner that the Subrecipient is authorized to expend the funding pursuant to this Agreement. The College is not liable for any cost in excess of the Maximum Subrecipient Allocation indicated above.

All purchases shall be in accordance with the provisions of the Grant documents and applicable federal and state regulations. If grant funds are used to purchase equipment items, Subrecipient shall comply with all applicable Grant, federal and state requirements regarding equipment, including, but not limited to, actions related to acquisition, usage, management, inventory, and disposition as referenced in grant compliance documents described in Exhibit A. At a minimum, Subrecipient's property management standards for grant-funded equipment shall include all of the following

a. a description of the equipment;
b. manufacturer's serial number, model number, or other identification number;
c. source of the equipment, including the award number;
d. information regarding whether title vests in the Subrecipient or the federal government;
e. acquisition date and cost;
f. information from which one can calculate the percentage of Federal participation in the cost of the equipment (if applicable);
g. location and condition of the equipment and the date the information was reported;
h. unit acquisition cost; and
i. ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the Federal awarding agency for its share.

5. **Invoicing and Payment:** The College shall provide advance payment to the Subrecipient for anticipated allowable costs chargeable to the College in accordance with the Budget, upon receipt of an Anticipated Expenditure Request submitted by Subrecipient, approved by the Project Manager and the College's Office of Business Affairs, and contingent upon receipt of funds from the Grantor. The College shall advance payment to the Subrecipient not more often than the

Payment Cycle indicated in Section I. The Subrecipient shall submit purchase orders (or other appropriate documentation supporting the requested anticipated expenditures) that are complete, signed and provide all required and sufficient backup documentation for all anticipated costs indicated in such request. All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit or other type of finding against Subrecipient or the identification of any practice that, in the College's sole discretion, will lead to such a finding.

College reserves the right to reject an Anticipated Expenditure Request upon reasonable grounds. All requests shall be submitted using Subrecipient's standard invoice, but at a minimum, the request shall include the Grant identification information (Name of Grant, FAIN, current and cumulative costs (including cost sharing), subaward number, and certification as to truth and accuracy of invoice). Invoices that do not reference the subaward number shall be returned to Subrecipient. Requests and questions concerning Anticipated Expenditure Requests receipt or payments should be directed to the Project Representative or designee for review prior to forwarding to the College's Director, Finance and Accounting Services.

College shall not be responsible for reimbursement of any expenses that cannot be documented as having been purchased, delivered, and used in support of the approved grant activities prior to the last day of the approved Subaward Period of Performance.

6. **Reporting:** The Subrecipient shall submit the reports regarding the Grant funded program or project to the College in accordance with the reporting cycle outlined in Section I and the exhibits attached hereto. As outlined in Exhibit F, the College will review these reports and use them to monitor progress of the deliverables outlined in the Scope of Work. Time is of the essence for submission of the reports to the College so that the College may have an opportunity to review the documentation, require additional information if necessary, and timely submit reports to the Grantor. Failure to adhere to this provision may result in termination of this Agreement.

The Subrecipient shall submit the final disbursement report by October 10, 2023, (10 days after the grant period ends September 30, 2023).

7. **Contract Representatives:** The Parties have designated the persons indicated in Section I (Exhibit D) to be the contract representatives. The Subrecipient's Authorized Organizational Representative, Administrative Contact, and Project Director shall be responsible for the performance of the Scope of Work. Changes in the Project Director, reduction of Project Director's effort by more than 25% or the absence of Project Director for more than three (3) months shall require prior written approval from the College's Project Manager.

8. **Changes or Modifications of the Scope of Work or Budget:** Changes or modifications to the Scope of Work or Budget are subject to the approval of the College and should be submitted to the College's Administrative Contact listed in Exhibit D1 following guidance in the Project Application and Amendment Procedures for Federal and State Programs (Green Book). Certain modifications may require additional approval by the Grantor.

Subrecipient agrees to accept changes to the Subaward that either: (i) are within the scope of the Scope of Work and are made by the Grantor to the Award as a matter of right pursuant to the terms of the Grant; (ii) consist of an extension of the Grant term at substantially equivalent levels of Subrecipient compensation; or (iii) consist of adjustments to deliverables under the Grant Award requiring substantially equivalent effort and expense from Subrecipient at substantially equivalent levels of Subrecipient compensation.

9. **Conditions of Acceptance:** Subrecipient agrees to abide by all of the additional requirements that the College imposes on the Subrecipient in Exhibits E and F in order for the College to meet its own responsibility to the Grantor, including identification of any required financial and performance reports. Subrecipient agrees to be bound and abide by all applicable regulations contained within the Grant Documents.

10. **Audits and Inspections:** The Subrecipient agrees to permit the College and its designees to have access to the Subrecipient's records and financial statements as necessary for the College to meet the requirements of 2 CFR Sections 200.300 - 200.309, 2 CFR Subpart F – Audit Requirements and perform audits in accordance with all other applicable federal, State of Florida or College laws, rules, regulations, policies and procedures.

Subrecipient's facilities (or any such part thereof that may be engaged in the performance of this Agreement) and records shall be subject at all reasonable times to inspection and audit by the College or its designee. Site visits for monitoring purposes may also include observing Grant activities and interviewing employees and participants.

With a minimum of thirty (30) day's prior notice, Subrecipient shall provide notice to the College's Contract Representative that it is anticipated that the total amount of its federal award(s) for a respective fiscal year equals or will exceed the threshold set forth in 2 CFR Section 200.501 Audit requirements. In accordance with Subpart F – Audit Requirements, once Subrecipient reaches that threshold, Subrecipient agrees to have such an audit conducted, in accordance with Subpart F or other applicable audit regulations, at its own expense. Within thirty (30) days of completion of the audit, Subrecipient agrees to provide the College with notice of completion of the audit and shall provide the College with a copy of the audit upon its request. Such notice shall include whether or not there were adverse findings which impact the Grant or Grant activities, whether there were material discrepancies or errors in reporting.

The Subrecipient agrees to make the necessary programmatic and financial adjustments, as determined by the College or the Grantor, in their sole discretion, if it is determined that the results of the Subrecipient's audits, on-site reviews, or other monitoring indicate conditions related to Grant or Grant activities that necessitate adjustments. The College may take enforcement action against the Subrecipient, if it is noncompliant, as described in 2 CFR Section 200.338.

On an annual basis, the Subrecipient shall provide a copy of any grant related audits, and the management letter related thereto, to the College for review. Subrecipient will be responsible for any audit disallowances associated with the tasks identified in this Agreement.

11. **Failure to comply with the General or Specific Conditions of the Grant Award:** In the event that the College determines that the Subrecipient has failed to meet the expected performance

goal of the Agreement or the Grant Award, then the College may impose additional conditions for the Subrecipient's performance in accordance with 2 CFR Section 200.207, may take other enforcement actions as described in applicable law, terminate the Agreement or take other measures in accordance with this Agreement and all applicable law.

Additional Provisions

12. **Conflict of Interest Policy:** Subrecipient and its employees and agents shall abide the applicable federal, state and College's statutes, laws, rules, regulations, codes, policies and procedures related to the Grant, including annual compliance recertifications.

13. **Term and Termination:** This Agreement shall commence and end in accordance with the Subaward Period of Performance Start and End Dates indicated in the Section I. The Agreement may be terminated before the End Date(s) if:

a. Notice is sent from the Grantor or its designee that funding is no longer available for the Grant, then the termination of this Agreement shall be effective on the date of the College's receipt of such notice from the Grantor or its designee or the date of termination of the Grantor, whichever is later.

b. This Agreement may be terminated by either party with sixty (60) days' prior written notice to the other party.

The Parties shall terminate provision of services in accordance with or upon receipt of such notice and shall provide all supporting documentation, as may be required following the termination of the Grant. Subrecipient shall furnish all necessary data and final reports as may be required for the Grant or the closeout of the Grant.

In the event of termination, Subrecipient shall be entitled to payment for acceptable and allowable work performed under this Agreement, and for all uncancellable obligations made in connection with such work, through the date of termination. Any prepaid but unearned funds shall be promptly repaid by Subrecipient to the College, and if Subrecipient is due a payment for services, a credit for the prepaid amount shall be taken by the College.

The Parties agree that in the event Subrecipient is in default upon any of its obligations hereunder at the time of termination, the College shall be entitled to pursue any rights or remedies which it may have against Subrecipient by reason of such default.

14. **Independent Contractors:** The Parties agree that this Agreement does not create an employment relationship, partnership, or joint venture between the College and Subrecipient, its employees and agents. Neither party nor its employees shall be deemed employees of the other for any purpose whatsoever, and neither shall be eligible to participate in any benefit program provided by the other.

Subrecipient is engaged as an independent contractor. Neither party has the authority to bind any other party in contract or to incur any debts or obligations on behalf of any other party, and no party (including any employee or other representative of a party with responsibility for program matters) shall take any action that attempts or purports to bind any other party in contract or to incur any debts or obligations on behalf of any other party, without the affected party's prior written approval.

15. **Financial Management Systems:** Subrecipient shall maintain acceptable financial management systems during the term of the Agreement. Such systems shall provide: i) accurate, current, and complete disclosure of the financial activity under this Agreement; ii) records that identify the source and application of Grant related funds; iii) effective control over and accountability for all funds, property, and other assets; iv) comparison of actual outlays with the Budget; and v) accounting records supported by source documentation. Failure to comply with the terms of this section may lead to termination of this Agreement.

16. **Public Records:** This Agreement is subject to Florida's public records laws and may be subject to the Freedom of Information Act (FOIA), as may be amended. The Parties understand the broad nature of these laws and agree to comply with Florida's public records laws and all other applicable laws relating to access and retention of records.

17. **Records Retention:** The Parties shall maintain records related to the Grant and this Agreement in accordance with all applicable laws. Subrecipient shall maintain all books, records, documents and other evidence, accounting procedures and practices sufficient to reflect properly all direct and indirect costs incurred by Subrecipient during the term of the Agreement for five (5) years from the termination of the Agreement. In addition, at any time during the performance period, the College shall have the right to require Subrecipient to furnish within four (4) business days of receipt of written notice, documents, notes and files collected or prepared by Subrecipient in connection with the Grant.

18. **Indemnification:** Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its trustees, officers, directors, employees, or agents to the extent allowed by law. The Parties agrees to indemnify and hold harmless the other party, its trustees, officers, directors, employees and agents from any and all costs, claims, suits, judgments, liabilities, losses, damages or expenses, caused in any way by the indemnifying party arising out of this Agreement.

The College's agreement to indemnify and hold harmless is limits, limitations and provisions of Section 768.28, Florida Statutes, as may be amended. In the event that the Subrecipient is the State of Florida, or any political subdivision thereof, then its agreement to indemnify and hold harmless is subject to the provisions, limits and limitations of Section 768.28, Florida Statutes, as may be amended.

19. **Insurance:** The Subrecipient shall, at its own expense, procure and maintain the following insurance throughout the term of this Agreement:

a. Workers' Compensation Insurance, as required by Florida Statute 440.

b. Commercial General Liability Insurance, including contractual liability coverage, with minimum limits of liability of $1,000,000 per occurrence and $2,000,000 in the aggregate.

c. Auto Liability Insurance, covering all owned, hired or non-owned vehicles used in the performance of this Agreement.

All policies shall be written with companies rated no less than A as to management and Class VII as to financial strength by AM Best and shall be endorsed to provide a minimum 30-day written notice of cancellation to the College. The Subrecipient shall provide the College's Office of Risk Management with an original Certificate of Insurance and policy cancellation endorsements, as evidence of the insurance required herein. Subrecipients that are governmental entities shall, in lieu of the requirements above, provide a Certificate of Insurance to the College as evidence of the coverage afforded them under applicable state statutes.

In the event that the Subrecipient is the State of Florida or a political subdivision thereof, a Certificate of Insurance as evidence of general liability and auto liability insurance shall be provided as evidence of coverage subject to the provisions of Section 768.28, Florida Statutes, as may be amended, and Workers' Compensation, as required by FS 440.

20. **Notices:** All notices, requests and demands to be made or given to the Parties hereto shall be in writing and shall be delivered by hand or sent by courier or sent by registered or certified mail, postage prepaid, return receipt requested, through the United States Postal Service, to the persons identified in Exhibit D as each party's Authorized Organizational Representative (AOR) with a copy to each party's Administrative Contact and Project Director/Manager. Such notices, requests and demands, if sent by mail, shall be deemed given three (3) days after deposit in the United States mail, and if delivered by hand or courier, shall be deemed given when delivered or refusal to accept delivery.

A duly authorized representative of each party may change the persons designated above to receive notices or serve as the contract liaison by sending written notice thereof to the other party, without written amendment to the Agreement.

21. **Nonliability:** Neither the College nor the Subrecipient assume liability for any third party claims for damages arising out of this Agreement.

22. **Publicity:** It is agreed by each party that no publicity materials having or containing any reference to the other party regarding this Agreement shall be made use of without prior written approval of the other party. Neither party shall use the name of the other party, or the name of any faculty member, employee, or student of the other party, in connection with the Agreement in any product, service, promotion, news release, or other publicity without the prior written permission of the other party and, if an individual's name be concerned, of that individual.

Notwithstanding the foregoing, if a party receives an inquiry from the media regarding the Grant or this Agreement, the party shall notify the other party prior to making such statement.

23. **Publications:** Researchers engaged in this Grant activity shall be permitted to present the methods and results of the Grant activities at symposia, national, or regional professional meetings, and to publish in journals, theses or dissertations, or otherwise of their own choosing provided, in the case of presentations, the Subrecipient shall provide the College with a summary of any presentation material a minimum of ten (10) days prior to such presentation date. In the case of publications, the Subrecipient shall provide to the College copies of any proposed publication a minimum of thirty (30) days in advance of the submission of such proposed publication to a meeting, journal, editor, or other third party.

In order that information concerning scientific, software or technical developments conceived or first actually reduced to practice in the performance of the Grant activity is not prematurely published so as to adversely affect the patent, copyright or proprietary interests of the College in any information it has conveyed to Subrecipient, after receipt of the copies set forth above, the College shall have thirty (30) days to object in writing to such proposed presentation or proposed publication. In the event that the College makes such objection, said Researcher(s) shall refrain from making such publication or presentation for a maximum of six (6) months from date of receipt of such objection in order for the College to take appropriate action. Such delay shall not, however, be imposed on the filing of any student thesis or dissertation.

All reports and papers of research and other activities conducted under this Agreement shall comply with the directive included in the grant notification by acknowledging the following:

Each party shall have the right to publish and disseminate information derived from the performance of work under this Agreement. Qualification for authorship shall be in keeping with generally accepted criteria. Subrecipient shall provide College with a copy of any proposed publication for review thirty (30) days prior to submission. The College shall provide comments to the Subrecipient within fifteen (15) days of receipt.

24. **Nondiscrimination:** Subrecipient, in compliance with applicable federal and state laws, shall be committed to the policy that all persons shall have equal access to programs and employment without regard to, and the Subrecipient shall not discriminate on the basis of, race, color, sex, religion, ancestry, national origin, age, disabilities, veteran status, or sexual orientation.

25. **Certification:** Subrecipient certifies that the certifications attached in Exhibit G are true and correct and that it is not currently under suspension or debarment by the State of Florida, the federal government or any other state or local government. Subrecipient agrees that in the event that it becomes under suspension or debarment by these governmental agencies that it shall notify the College within one (1) business day of receipt of such notice and that the College shall have the option to terminate this Agreement.

26. **Ownership of Intellectual Property:** The Grant documents shall determine the rights in ownership and disposition of copyrights, patents, trademarks and trade secrets ("Works") created as a result from the performance of the Grant requirements. In the event that the Grant documents are silent on the issue of the disposition of Works, then the parties agree that any and all Works created by the Subrecipient in the performance of this Agreement are on behalf of the State of Florida and shall be considered "Work Made for Hire," as that term is defined in the Copyright Act, 17 U.S.C. Section 101 et seq. To the extent that the Works are determined by a court of

competent jurisdiction or the Register of Copyrights not to be made a "Work Made for Hire", Subrecipient hereby irrevocably assigns all rights, title and interest in the Works created as a result of the performance of this Agreement and owned by the Subrecipient to the State of Florida. Subrecipient also agrees to execute any and all documents necessary or deemed appropriate to effectuate a complete transfer of ownership of all rights to the Works, throughout the world to the State of Florida.

27. **Force Majeure:** Neither party is responsible to the other for nonperformance or delay in performance of the terms and conditions herein due to a force majeure, including, but not limited to the acts of government, fire, flood, war, riots, acts of God and other causes beyond the control of the performing party. In the event that a party's nonperformance is as a result of a force majeure, that party shall send notice thereof and its performance shall be extended for the period that the force majeure is in effect; except that any such force majeure event shall not extend the End Date(s) of this Agreement.

28. **Assignment and Subcontracting:** Subrecipient shall not assign, transfer, or subcontract any of its interests or obligations hereunder without the prior written consent of the College, which may be given or withheld in College's sole discretion.

29. **Taxes, Licenses and Fees:** Subrecipient will be responsible for the payment of all taxes, excises, fees, payroll deductions, employee benefits, fines, penalties or other payments, if any, required by federal, state, or local law or regulation in connection with Subrecipient's performance of this Agreement.

30. **Severability:** If any provision of this Agreement is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and, provided that the fundamental terms and conditions of this Agreement remain legal and enforceable, the remainder of this Agreement shall remain operative and binding on the Parties.

31. **Governing Law and Venue:** This Agreement shall be governed by the laws of the State of Florida, without regard to conflict of laws issues. Any legal proceedings regarding this Agreement shall be held in the applicable federal or state court having jurisdiction over Seminole County, Florida.

32. **Drafters:** Preparation of this Agreement has been a joint effort of the College and the Subrecipient and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than any other.

33. **Entire Agreement:** This is the entire agreement between the Parties. The terms herein supersede any prior agreement between Parties regarding the Grant. No stipulation, agreement or understanding shall be valid or enforceable unless contained in this Agreement, which is intended to be binding upon the Parties. Any amendment to terms and conditions of this Agreement shall be in writing and signed by each party's authorized representative.

34. **Order of Precedence:** In the event of any inconsistency between the Grant Documents, this Agreement and the exhibits, the inconsistency should be resolved by giving precedence to the

documents in the following order: the Grant Documents, this Agreement, and the exhibits.

35. This Agreement is subject to the terms and conditions of the Grant and its appropriate laws and regulations. By signing below Subrecipient accepts terms and conditions of the Grant and makes the certifications and assurances shown in Exhibit G.

[INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the Parties hereto have caused this Subrecipient Agreement to be executed by their duly authorized officials who have signed below.

Hernando County School District	District Board of Trustees of Seminole State College of Florida
By: _____ Print Name: Print Title:	By: _____ Name: Georgia L. Lorenz, Ph.D. Title: President
Attest:	Attest:
By: _____ Print Name: Print Title:	By: _____ Print Name: Print Title:

APPROVED
By Nancy Alfonso at 10:40 am, Jul 14, 2022

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source CRRSA GEER II - Workforce Education Initiatives - Registered Apprenticeships and Preapprenticeship Grant

Account Name TBD

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ 1,173,900

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ⊗

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Agenda Item # 30. 23-0811 7/26/2022

Title and Board Action Requested

Approve the renewal of Bid No. 21-060/929-11 Buses, District Wide Vehicles and Equipment: Specialized Repairs, Parts and Accessories to Multiple Vendors and Authorize the Purchase of Goods And/Or Services for an Estimated Annual Amount of $939,000.

Executive Summary

The Director of Transportation on behalf of the Superintendent of Schools hereby requests the Board approve the renewal of Bid No. 21-060/929-11 Buses, District Wide Vehicles and Equipment: Specialized Repairs, Parts and Accessories to multiple vendors and authorize purchases and/or goods on an as needed bases for an estimated annual amount of $939,000.

My Contact

Ralph Leath
Director of Transportation
352/797-7003

2018-23 Strategic Focus Area

Pillar 5: Fiscal Responsibility & Organizational Effectiveness

Financial Impact

The cost for this agenda item is $ 939,000, see attached budget sheet. The cost for the previous fiscal year was $ 869,331.03

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: July 26, 2022

Bid No. 21-060/929-11 RN

Bid Title: Buses, District Wide Vehicle and Equipment: Specialized Repairs, Parts & Accessories

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s) ☐Request for Proposal(s) ☐Low Bid(s) Meeting Specification ☐Rejection/Cancellation
☐Revised Award ☒Renewal of Contract ☐Sole Source ☐Re-Award (Partial/Whole)
☐Bid Termination ☐Revisions/Amendments to Bid ☐Bid Extension ☐Emergency
☐Piggyback Cooperative

Bid Contract Period: 08/13/2022 through 08/12/2023 ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☒ Firm, Fixed Unit Prices, Hourly Rates, Fees and/or Percentages

Renewal Options:	No. of Terms Remaining	☐ Length of Each Term (month)	☒ Length of Each Term (year)	☐ None
	1		1	

Rationale/Reason:

Bidders Electronically Downloaded From Public Purchase Website: 44	**Bids Received:** - 0 - - 0 -	**No Bids:** - 0 -	**Late Bids:** - 0 -	**Rejected Bids:**	**N/A – Bids Not Required:** Renewal

Submitted By: Joyce McIntyre
Director of Finance & Purchasing

School(s): District Wide

Requested By: Ralph Leath
Director of Transportation

Department(s): Transportation

Recommended award, description of items and prices: (See attached)

T/C CODE: 2111

The purpose and intent of this contract is to select suppliers to provide, deliver either on-site/pick-up/drop off all district own school buses, white fleet (i.e. automobile, school bus, trucks, box trucks, pickups, cargo vans, mini vans) and fork lifts, equipment, parts and materials, or repair services that cannot be handled in-house by district personnel. This contract establishes fixed hourly labor rates; a firm, fixed percentage (%) discount off published catalogs/manufacturers' published price; OR a firm, mark-up percentage (%) for the awarded vendors' cost for the parts or materials - the contract period as specified herein.

Vendors were awarded the following line items based on their submitted bid documents.

Advance Stores Company Inc. dba Advanced Auto Parts (V-43643 or V47203)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	0-65%

Big Brother, LLC (V-50794)

3.	Labor Rate – School Bus Repairs	$100.00/Hour

Additional Information: $225.00 for 1 camera system with one (1) camera, $25.00 each additional camera (interior) $50 (exterior).

Brian Glenn Truck Repair, LLC (V-50795)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	30%
2.	Firm, Mark-Up Percentage (%)	40%
7.	Labor Rate – Diesel White Fleet	$120.00/Hour

Brooksville Transmission (V-32379)

Item		
1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	30%
2.	Firm, Mark-Up Percentage (%)	30%
6.	Labor Rate – Gasoline White Fleet	$97.50/Hour
7.	Labor Rate – Diesel White Fleet	$97.50/Hour

Additional Information: On major rebuilds – a 3-year/100,000 mile warranty is nationwide at any ATRA (Automotive Transmission Rebuilders Association) or Jasper approved facility.

Complete Automotive Care, Inc. (V-43444)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	1.5 %
2.	Firm, Mark-Up Percentage (%)	1.5 %
3.	Labor Rate – School Bus Repairs	$78.67/Hour
6.	Labor Rate – Gasoline White Fleet	$78.67/Hour
7.	Labor Rate – Diesel White Fleet	$78.67/Hour
10.	Labor Rate – Utility Trailer	$78.67/Hour

Dynamic Auto Body (V-48452)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	10 %
2.	Firm, Mark-Up Percentage (%)	10 %
3.	Labor Rate – School Bus Repairs	$40.00/Hour
4.	Labor Rate – Body Repairs on School Bus	$40.00/Hour
5.	Labor Prep, Pint, Blend and Finish for Accident Repairs- School Bus	$40.00/Hour
6.	Labor Rate – Gasoline White Fleet	$40.00/Hour
7.	Labor Rate – Diesel White Fleet	$40.00Hour
8.	Labor Rate – Body Repairs on White Fleet	$40.00/Hour
9.	Labor prep, Paint Blend and Finish for Accident Repairs – White Fleet	$40.00/Hour
10.	Labor Rate – Utility Trailer	$40.00/Hour
11.	Labor Rate – Fork Lifts	$40.00/Hour

Florida Detroit Diesel – Allison (V-07863)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	28 %
2.	Firm, Mark-Up Percentage (%)	28 %
3.	Labor Rate – School Bus Repairs	$149.00/Hour

Additional Information: All parts warrantied for 1 year/unlimited miles. All factory returns warranted for 2 years/unlimited miles.

Florida Transportation Systems, Inc. (V-46696)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	n/a
2.	Firm, Mark-Up Percentage (%) (other)	35%
3	Labor Rate – School Bus Repairs	$150.00/Hour
4.	Labor Rate – Body Repairs on School Bus	$150.00/Hour

Additional Information: The parts discount applies to Blue Bird OEM parts & accessories and it also applies to OEM and aftermarket parts for Thomas and International buses.

Knights Auto Body (07936)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	5%
3.	Labor Rate – School Bus Repairs	$30.00/Hour
4.	Labor Rate – Body Repairs on School Bus	$30.00/Hour
5.	Labor Prep, Paint, Blend and Finish for Accident Repairs – School Bus	$30.00/Hour
6.	Labor Rate – Gasoline White Fleet	$30.00/Hour
7.	Labor Rate – Diesel White Fleet	$30.00/Hour
8.	Labor Rate – Body Repairs on White Fleet	$30.00/Hour
9.	Labor Prep, Paint Blend and Finish for Accident Repairs – White Fleet	$30.00/Hour
10.	Labor Rate – Utility Trailer	$30.00/Hour

Matco Tools Corporation (V-50145)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	10-52%

Additional Information: Any tool or part branded with the Matco Tools name is warrantied against defects in materials and workmanship. Warranty is void if an unauthorized person has made any attempt to service or modify the tool prior to its return to Matco. Warranty is voided if tool is altered, damaged, misused, abused, badly worn, lost or improperly maintained. Each tool carries its own warranty code.

Matthews Bus Alliance, Inc. (V-49548)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	Fleet - 0% *(Electronic Price List Available)*
3.	Labor Rate – School Bus Repairs	$89.00/Hour

Additional Information: Daily delivery on parts order via Matthews Bus Alliance. Road Service Technicians (mobile).

Reginald Mark Oates, LLC dba SuperGlass (V-50797)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	47%
3.	Labor Rate – School Bus Repairs	$95.00 / Flat Rate
6.	Labor Rate – Gasoline White Fleet	$95.00/Flat Rate
7.	Labor Rate – Diesel White Fleet	$95.00/Flat Rate
11.	Labor Rate – Fork Lifts	$95.00/Flat Rate

Additional Information: Charge of $95.00 flat rate on windshield repairs, vendor bid is to offer a 47% discount on the flat rate. SuperGlass is a mobile service. SuperGlass guarantees 100% satisfaction or money back. Repairs look the best and will not break further or discolor for the life of the windshield.

Register Chevrolet (V-01141)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	10%
4.	Labor Rate – Body Repairs on School Bus	$90.00/Hour
5.	Labor prep, Paint, Blend and Finish for Accident Repairs – School Bus	$90.00/Hour
6.	Labor Rate – Gasoline White Fleet	$120.00/Hour
7.	Labor Rate – Diesel White Fleet	$120.00/Hour
8.	Labor Rate – Body Repairs on White Fleet	$44.00/Hour
9.	Labor Prep, Paint Blend and Finish for Accident Repairs – White Fleet	$44.00/Hour
10.	Labor Rate – Utility Trailer	$120.00/Hour

Reliable Transmission (V-39171)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	15%
3.	Labor Rate – School Bus Repairs	$130.00/Hour

Additional Information: Percentage discount is for Allison transmission parts price schedule. Labor rate is for both in-house and field service HCSB facility. Also offer field service/repairs/troubleshooting/R&R at HCSB location with appropriate shop space.

Ring Power Corporation

Item		
1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	5% off CAT List
2.	Firm, Mark-Up Percentage	25% non-CAT parts
3.	Labor Rate – School Bus Repairs	$160.00/Hour
6.	Labor Rate – Gasoline White Fleet	$160.00/Hour
7.	Labor Rate – Diesel White Fleet	$160.00/Hour
10.	Labor Rate – Utility Trailer	$160.00/Hour
11.	Labor Rate – Fork Lifts	$168.00/Hour

Sun State International, LLC (V-38513)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	National Fleet 3%
3.	Labor Rate – School Bus Repairs	$145.00/Hour $85.00/Hour (AC Repairs)
4.	Labor Rate – Body Repairs on School Bus	$145.00/Hour
7.	Labor Rate – Diesel White Fleet	$145.00/Hour
10.	Labor Rate – Utility Trailer	$75.00/Hour

Tampa Spring Company (V-03651)

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	30%
2.	Firm, Mark-Up Percentage (%)	28%
3.	Labor Rate – School Bus Repairs	$70.00/Hour
10.	Labor Rate – Utility Trailer	$70.00/Hour

Ultra-Look Corp.

1.	Firm, Fixed Percentage (%) Discount off a Published Catalogs(s)/Manufacturer's Published Price List for Equipment, Parts and Materials	0% *(refer to published catalog and price list for pricing information)*

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: 2022-2023 Maintenance Mechanics Outside Repairs General Fund Account

Account Name: 2022-2023 Maintenance Mechanics Outside Repairs General Fund Account

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100 E	8100	3500	9507	49500	

Amount $ 13,000.00

Funding Source: 2022-2023 Maintenance Mechanics Parts and Tires General Fund Account

Account Name: 2022-2023 Maintenance Mechanics Parts and Tires General Fund Account

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100 E	8100	5500 / 5600	9507	49500	

Amount $ 39,000.00

C. History

Check one:
Prior Year Budget: ☒
New for Current Year: ○

Prior Year Approved Budget: $37,453.98

Prior Year Actual Spent: $37,453.98

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source General Fund

Account Name Outside Repairs & Maintenance

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100	7800	3500	9602	40100	

Amount $ 250,000.00

Funding Source _____

Account Name _____

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $ _____

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

Prior Year Approved Budget: $ 150,000.00
Prior Year Actual Spent: $ 325,713.31

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: General Fund

Account Name: Supplies

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100	7800	5100	9602	40100	

Amount $ 57,000.00

Funding Source: General Fund

Account Name: Repair Parts

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
1100	7800	5500	9602	40100	

Amount $ 580,000.00

C. History

Check one:
Prior Year Budget: ⊗
New for Current Year: ○

	(5100)	(5500)
Prior Year Approved:	$ 52,000.00	$ 580,000.00
Budget: Prior Year Actual:	$ 24,148.88	$ 482,014.86

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 31. 23-0816 7/26/2022

Title and Board Action Requested

Approve renewing bid no. 19-968-32 RN, Excavating & Site Work, to M. Daniel Construction, Inc. and Stine Construction for excavating and site work services and authorize the purchase for estimated annual amount of $350,000.00.

Executive Summary

The Director of Maintenance, on behalf of the Superintendent of Schools, hereby requests the Board Approve renewing bid no. 19-968-32 RN, Excavating & Site Work, to M. Daniel Construction, Inc. and Stine Construction for excavating and site work services and authorize the purchase for estimated annual amount of $350,000.00.

My Contact

Brian Still, Director of Maintenance
Still_b@hcsb.k12.fl.us
(352) 797-7071

2018-23 Strategic Focus Area

Pillar 3: Facility Operations

Financial Impact

The cost for this agenda item is $350,000.00, see attached budget sheet. The cost for the previous fiscal year was $ 329,547.14.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting: July 26, 2022

Bid No. 19-968-32 RN

Bid Title: Excavating & Site Work Contractors

Recommend approval of this agenda item under the specific category below:

☐Lowest Bid(s)	☐Request for Proposal(s)	☐Low Bid(s) Meeting Specification	☐Rejection/Cancellation
☐Revised Award	☒Renewal of Contract	☐Sole Source	☐Re-Award (Partial/Whole)
☐Bid Termination	☐Revisions/Amendments to Bid	☐Bid Extension	☐Emergency
☐Piggyback Cooperative			

Bid Contract Period: 08/09/22 through 08/08/23 ☐ N/A – One Time Purchase

Contract Type: ☐ Estimated Dollar Amount ☐ Firm, Fixed Dollar Amount ☐ Firm, Fixed Unit Prices ☒ Firm, Fixed Hourly Rates, Fees and/or Percentages

Renewal Options: No. of Terms Remaining ☐ Length of Each Term (month) ☐ Length of Each Term (year) ☒ None

Rationale/Reason:

Bidders Electronically Downloaded From Public Purchase Website:	**Bids Received:**	**No Bids:**	**Late Bids:**	**Rejected Bids:**	☒ **N/A – Bids Not Required:** Renewal

Submitted By: TBD
Director of Purchasing & Warehouse

School(s): District Wide

Requested By: Brian Still
Director of Maintenance

Department(s): District Wide

Recommended award by vendor(s), description of item(s)/service(s) and prices: (See attached)

T/C CODE: 1932

Provide Excavating and Site Work (all labor, personnel, supervision, equipment, supplies, and materials, etc.), on designated projects/work tasks, which cannot be handled in-house. All work direction to be coordinated either thru the Maintenance or Facilities Departments on an as needed basis, county wide, for small, anticipated, future projects, at the below firm hourly labor rates and percentages.

M. Daniel Construction, Inc. (V-959)

Firm Hourly Labor Rates Straight Time Labor Rate During Regular Business Hours (7:00 AM – 4:00 PM) Foreman w/Truck Supervisor w/Truck Journeyman Helper	 $30.25 $32.50 $18.75 $15.50	
Schools Not In Session, Nights, Weekends & Holidays: Foreman w/Truck Supervisor w/Truck Journeyman Helper	 $45.25 $48.75 $28.00 $23.00	
Percentage Mark-Up On Subcontractors		12%
Percentage Mark-Up On Manufacturer's List Price (Repair/Replacement Parts, Supplies & Materials)		10%

M. Daniel Construction, Inc. (V-959) - CONTINUED

Equipment Listing Breakdown and Related Costs: Equipment (i.e. Excavator, Loaders, Dozier, Backhoe, Grader, Roller, Paving Machine, Dump Truck, etc.) and duration of use, by the contractor, at a designated district project site, to be billed and shown as a separate line item cost for invoicing purposes.

1.	322 Cat. Excavator	$1,100.00	$5,500.00	$22,000.00
2.	416 Cat. Backhoe	$750.00	$3,750.00	$15,000.00
3.	924 Cat. Loader	$840.00	$4,200.00	$16,800.00
4.	928 Cat. Loader	$840.00	$4,200.00	$16,800.00
5.	950 Cat. Loader	$880.00	$4,400.00	$17,600.00
6.	D-3 Dozer	$750.00	$3,750.00	$15,000.00
7.	D-5 Dozer	$840.00	$4,200.00	$16,800.00
8.	770 John Deere Grader	$1,012.00	$5,060.00	$20,240.00
9.	224 Cat. Roller	$616.00	$3,080.00	$12,320.00
10.	334 Cat. Roller	$616.00	$3,080.00	$12,320.00
11.	434 Cat. Roller	$616.00	$3,080.00	$12,320.00
12.	CS433E Roller	$660.00	$3,300.00	$13,200.00
13.	Pneumatic Roller	$616.00	$3,080.00	$12,320.00
14.	Paving Machine	$1,188.00	$5,940.00	$23,760.00
15.	287 Skidsteer	$616.00	$3,080.00	$12,320.00
16.	Boxblade Tractor	$616.00	$3,080.00	$12,320.00
17.	Transport	$1,188.00	$5,940.00	$23,760.00
18.	Dump Truck-Mack	$660.00	$3,300.00	$13,200.00
19.	Tack Truck	$1,012.00	$5,060.00	$20,240.00
20.	Water Truck	$616.00	$3,080.00	$12,320.00
21.	Chain Saw	$450.00	$2,250.00	$9,000.00
22.	Spreader Truck	$616.00	$3,080.00	$12,320.00
23.	Mini Excavator	$704.00	$3,520.00	$14,080.00

Stine Construction (V50412)

Firm Hourly Labor Rates Straight Time Labor Rate During Regular Business Hours (7:00 AM – 4:00 PM) Foreman w/Truck Supervisor w/Truck Journeyman Helper	 $75.00 $85.00 $35.00 $25.00	
Schools Not In Session, Nights, Weekends & Holidays: Foreman w/Truck Supervisor w/Truck Journeyman Helper	 $112.50 $127.50 $52.50 $37.50	
Percentage Mark-Up On Subcontractors		15%
Percentage Mark-Up On Manufacturer's List Price (Repair/Replacement Parts, Supplies & Materials)		10%

Equipment Listing Breakdown and Related Costs: Equipment (i.e. Excavator, Loaders, Dozier, Backhoe, Grader, Roller, Paving Machine, Dump Truck, etc.) and duration of use, by the contractor, at a designated district project site, to be billed and shown as a separate line item cost for invoicing purposes.

1.	Skid Steer	$600.00	$3,000.00	$4,500.00
2.	Mini Excavator	$650.00	$3,100.00	$4,800.00
3.	Dozier	$1,000.00	$3,500.00	$5,200.00
4.	Loader	$1,000.00	$3,500.00	$5,200.00
5.	Dump Truck	$500.00	$2,500.00	$4,000.00

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source: 2022-2023 Capital Accounts TBD

Account Name: 2022-2023 Capital Accounts TBD

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project
TBD	TBD	TBD	TBD	TBD	

Amount $ 350,000.00

Funding Source

Account Name

Account Number

Fund	Function	Object	Cost Center	Project	Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ☒
New for Current Year: ○

Prior Year Approved Budget: $ 329,547.14

Prior Year Actual Spent: $329,547.14

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 32. 23-0759 7/26/2022

Title and Board Action Requested
Designate a School Board Member as the Florida School Board Association (FSBA) Advocacy Committee Representative and an Alternate for the 2022-23 School Year.

Executive Summary
The Chair hereby requests the Board designate a school board member as the FSBA Advocacy Representative for the 2022-23 school year. An alternate will also need to designated.

The matter was discussed at the June 28, 2022 Informal Meeting and it was determined that Kay Hatch would continue as the FSBA Advocacy Committee Representative and Linda Prescott would continue as the alternate.

My Contact
Kelly A. Pogue
Secretary to the School Board and General Counsel
352-797-7253

2018-23 Strategic Focus Area
Other

Financial Impact
The cost for this agenda item is $ 0, see attached budget sheet. The cost for the previous fiscal year was $ 0.

If expenditure is not currently budgeted, this will serve as the budget amendment when Board approved. If the agenda item includes the purchase of goods or services, the funds requested are an anticipated amount and may fluctuate depending on such factors as current market conditions, product availability, additional funding sources, and the needs of the District. Should the actual cost exceed the anticipated amount, the Board approves the additional cost, after review by the superintendent, but not in excess of the funds available in the site's approved annual budget.

FSBA ANNOUNCEMENT

Reminder: School Boards need to select their Advocacy Representative and Alternate for the 2022-2023 year now. Be sure to add that to your board's agenda. Please use the link below to submit your representative. Access the Advocacy Committee sign-up form HERE.

Contact Carolyn Sanders with any questions: sanders@fsba.org

Complete Section A **or** B; **and** C

MUST BE COMPLETED IN FULL FOR PLACEMENT CONSIDERATION.
(For Donations, use Section B)

A. Item Currently Budgeted -

Account Name: No Financial Impact

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Original Approved Budget	+ -	Budget Amendments	-	Expenditures / Encumbrances To Date	=	Current Available Budget	-	Present Request	=	Remaining Balance Available
$		$		$		$		$		$

B. Item Currently Not Budgeted -**

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

Funding Source

Account Name

Account Number: Fund | Function | Object | Cost Center | Project | Sub Project

Amount $

C. History

Check one:
Prior Year Budget: ○
New for Current Year: ○

Prior Year Approved Budget: $_____

Prior Year Actual Spent: $_____

**** WHEN ITEM NOT CURRENTLY BUDGETED IS APPROVED BY THE SCHOOL BOARD, THIS WILL SERVE AS THE BUDGET AMENDMENT****

Hernando School District

School Board Regular Meeting

Agenda Item # 33. 23-0780 7/26/2022

Title and Board Action Requested
Citizen Input on Hernando County School issues on which the School Board customarily takes action (Pink Form - non-agenda items)

Executive Summary
Please see the attached form if you wish to make a presentation before the School Board for matters that pertain to other Hernando County School issues on which the School Board customarily takes actions.

My Contact
Kelly A. Pogue
Secretary to the School Board and General Counsel
(352) 797-7253

2018-23 Strategic Focus Area
Pillar 4: Communication & Community Engagement

Financial Impact
There is no financial impact.

Hernando County School Board
CITIZEN INPUT
PINK SPEAKER FORM

Part 1: The Process

- This is the opportunity for the public to address items on the Board's Agenda. Speakers who wish to address any matter of relevance to the operation of schools not included on the agenda, additional time will be reserved for Citizen Input at the end of the meeting's agenda.
- Each speaker will have three (3) minutes for each section of Citizen Input.
- Speakers must complete this *Citizen Input Speaker* form.
- Submit the completed form with any attachments you wish to share with the Board to the Board Secretary *prior* to speaking. The Board may not accept documents submitted while the speaker is providing input.
- The public is reminded that it may also address the Board with regard to items appearing on the agenda for public hearing at the time of the public hearing.

**Note: The Board typically does not respond to remarks or questions made during Citizen Input.*

- Inquiries or comments made during Citizen Input may be followed up with the citizen and reported back to the Board by the Superintendent or his/her staff as soon as possible.
- Although the Board encourages citizen participation, it must also be understood that no immediate action will be taken on items presented during the public comment portion of the meeting.
- If Board action is needed, the matter may be placed on the agenda of an upcoming meeting for further consideration.

Part II: Decorum

- Profanity is strictly prohibited.
- The negative use of any student's name, or references made to other students or families, is strictly discouraged.

PLEASE PRINT ALL INFORMATION BELOW:

Failure to complete this form or to sign below will prevent the Citizen Input form from being presented to the Board Chair.

LEGAL NAME: _____

LEGAL ADDRESS: _____

PHONE: (_____) _____

☑Please check if this matter pertains to other Hernando County School issues on which the School Board customarily takes action: *Citizen Input for topics not included on the agenda will be reserved for time at the end of the School Board meeting agenda.*

_____

_____

Reminders:

Limited agenda time and the need to conduct meetings in an orderly fashion require that you adhere to the following Citizen's Input guidelines:

- The speaker will adhere to a three (3) minute time limit per speaker.
- Time may not be yielded to other speakers.
- The Chairperson has the authority to limit discussion if the subject is outside of the authority of the School Board Members regarding an issue that is repetitive or is addressing a legally confidential issue.
- Materials or documents you wish to share with the School Board should be attached to this form.
- The Chairperson may deny all forms submitted after the close of the Citizen's Input section of the agenda.

My signature is confirmation that I have read, understand and agree to abide by the guidelines listed above:

Signature of speaker: _____

Chairperson's Approval of form: _____

Chairperson's Denial of form based on Guideline No. _____

FOR OFFICE USE ONLY:

Date Received: _____

Time Received: _____