



Book	Policy Manual
Section	NEW Policy 9271
Title	New Policy - Special Update - Sept 2024 - PERSONALIZED EDUCATION PROGRAMS (PEP) STUDENTS
Code	po9271 NEW POLICY fsj 1/23/25 dw 7/30/2025
Status	

New Policy - Special Update

9271 - PERSONALIZED EDUCATION PROGRAM (PEP) STUDENTS

This policy identifies the opportunities available in the District for students enrolled in a Personalized Education Program (PEP).

Definitions

Personalized Education Program or **PEP**, as more fully defined in F.S. 1002.01, is a sequentially progressive instruction of a student directed by his/her parent to satisfy the attendance requirements of Florida law while registered with an eligible nonprofit scholarship-funding organization pursuant to F.S. 1002.395.

PEP Student Participation in Certain District Activities

In accordance with Florida law, PEP students may participate in certain activities associated with the District. These activities include, but are not necessarily limited to, the following:

- A. interscholastic extra-curricular student activities;
- B. dual enrollment programs;
- C. District virtual instruction programs;
- D. career and technical courses and programs when the student enrolls in a public school solely for career and technical courses and programs; and
- E. industry certifications, national assessments, and Statewide, standardized assessments offered by the District.

In compliance with Florida law, if a course is required for participation in an extra-curricular activity, students (including PEP students) must be allowed to enroll in the class, regardless of their full-time or part-time enrollment status.

As outlined in F.S. 1002.395, PEP students are responsible for procuring educational services. When a PEP student uses a scholarship for such services, the District is not obligated to provide a Free Appropriate Public Education (FAPE) under the Individuals with Disabilities Education Act (IDEA).

Exceptional Student Education (ESE)

Parents of a student not enrolled in the District who suspect that their child may have a disability or may be gifted should (1) contact the District's ESE office and request that their child be tested and evaluated; or (2) contact the Florida Department of Education's (FLDOE's) Diagnostic and Resources System (FDLRS) and request that their child be

evaluated in accordance with State law. If requested to do so by a parent of a student suspected of having a disability or of being gifted, the District shall perform testing and evaluation services for the student.

If it is determined that a student meets eligibility requirements for ESE, his/her parent(s) may (1) enroll the child in the District so that the child may receive appropriate instruction and services as an ESE student, (2) choose to educate the child in a home education program, or (3) choose to access other educational options provided by Florida law. The District is not obligated to provide ESE instruction and services to PEP students.

If the parent of a child with a disability who is currently enrolled in a PEP chooses to enroll the child full time in the District, the District shall provide FAPE in accordance with the terms of Policy 2460 - *Exceptional Student Education*, the IDEA, Section 504 of the Rehabilitation Act of 1973, and any other applicable Florida and Federal laws.

X] Contracting for Course Participation

The District offers various opportunities for PEP students to pay to enroll in courses provided by the District for students in grades ~~6~~ through 12. Such students are not considered enrolled for Full-Time Equivalent (FTE) purposes and must arrange for payment of course fees via ~~their Education Savings Account (ESA) or~~ personal funds. Courses are offered on a space-available basis. PEP students who enroll in any District course shall be subject to the rules and expectations that apply to all other enrolled students. Failure to adhere to the School Board's rules and expectations may result in removal from a course(s) or discontinuation of services. Parents of students ~~and eligible students and eligible students~~ desiring to participate in a course(s) offered by the Board must enter into a written contract with the Board.

The following identifies the Board's policies related to fees for participation in courses offered by the Board:

A. Fee Structure

1. Determination of Fees: The fee for each course will be based on the cost for FTE student participation. This includes, but is not limited to, the cost of instructional materials, special resources, or technology required for the course. For students in PEP or Family Empowerment Scholarship for Unique Abilities (FES-UA) programs, course fees may not be reimbursed by the state; these costs must be covered by the parents ~~or eligible student through an ESA or eligible student through an ESA~~. Any additional fees, such as specific course materials or supplies, shall also be paid by the parents ~~or eligible student~~ prior to a student's enrollment and participation in the course.
2. PEP and FES-UA: Students enrolled in PEP programs may not generate FTE for State funding purposes as specified under F.S. 1002.395. Therefore, the District will bill parents ~~directly for course fees or eligible student directly for course fees, or, alternatively, work with Step Up for Students or other nonprofit scholarship funding organizations to ensure payment is made via the student's ESA.~~

B. Payment Requirements

1. Advance Payment: Parents ~~or eligible students or eligible students~~ are required to pay all applicable fees prior to the student's enrollment in any course for which fees are charged, ~~unless the student's enrollment is facilitated through Step Up for Students or other eligible nonprofit scholarship funding organization pursuant to F.S. 1002.395.~~
2. Fee Payment Options:
 - a. **In-Person Payments: Payments can be made in person at the school's administrative office through the following payment methods: (X) credit card, or (X) debit card, cash or (X) check.**
 - b. **Payment Plans**: Parents or eligible students may request a payment plan, which must be arranged prior to the student's enrollment. Payment plans will ensure full payment of fees before the course's mid-point.
 - c. **() Fee Waivers**: Parents or eligible students experiencing financial hardship may apply for fee waivers or reductions based on eligibility for free or reduced-price lunch programs or other financial need criteria. However, waivers may not apply to students enrolled under PEP or FES-UA programs, where State or District funding is not applicable.
ESAs: PEP and FES-UA students can use their ESAs to cover course costs, and the District may bill directly or via scholarship organizations (i.e., Step Up for Students).
 - d. **ESAs**: PEP and FES-UA students can use their ESAs to cover course costs, and the District may bill directly or via scholarship organizations (i.e., Step Up for Students).

- e. **Online Payment Portal:** Online Payment Portal: Parents may use the school's secure online payment system to make course fee payments.: ~~Online Payment Portal: Parents~~ **Parents must may use the school's RevTrak secure online payment system to make course fee payments.**

C. Communication of Fees

1. Course fees will be communicated to parents **or eligible students** ~~or eligible students~~ at the time of registration. The information will be transparent and easily accessible through the school's website, registration materials, and direct communications.
2. Parents **and eligible students** ~~and eligible students~~ will receive an itemized receipt upon payment of fees, ~~and the process for payment via ESA or other scholarship accounts will be clearly communicated for PEP and FES- UA students.~~
3. The Board shall annually establish the per course fee for high-school and middle-school classes based on the cost that would be associated with a FTE student's participation in each course, in compliance with Florida law. ~~For participation in the elementary school program, the rate associated with participation will be () based on an hourly rate for inclusion in the school day ()~~

D. Non-Payment Consequences

1. Students, including those in PEP or part-time enrollment, may not be fully enrolled in any course requiring a fee until payment has been made. ~~or a payment plan or waiver has been approved.~~
2. If payment is not received by the designated deadline, the student's registration for the course may be canceled. ~~However, students enrolled in courses required for participation in extra-curricular activities cannot be denied enrollment based on inability to pay in accordance with Florida law.~~

E. Refunds

Any refund will be processed in accordance with the applicable contract for course enrollment. ~~Refunds will not be granted if students fail to attend a course within the first 5 days of the start of the course.~~ **Refunds may only be granted within the first five (5) days of the start of the course.**

Compliance with Florida Law

This policy is designed to comply with relevant Florida statutes, including F.S. 1002.20 (rights and responsibilities), F.S. 1006.28 (adequate instructional materials), F.S. 1002.395 (PEP guidelines), and F.S. 1002.44 (part-time enrollment). The District is committed to providing each student the opportunity to enroll in any course due to financial hardship, especially when the course is required for participation in extra-curricular activities or academic programs, as per Florida law and guidance from the FLDOE.

© Neola 2024

Legal

[F.S. 1002.01](#)

[F.S. 1002.20](#)

[F.S. 1002.395](#)

[F.S. 1002.41](#)

[F.S. 1002.44](#)

[F.S. 1006.28](#)

Last Modified by Dawn Williams on July 30, 2025