

DRAFT 2/8/2018

Revisions/clarification based on Jan 23, 2018 SB Work Session.
Shows all Strike-outs/underlined & new proposed changes highlighted

CHAPTER 3.00 – SCHOOL ADMINISTRATION

CHARTER SCHOOLS

3.90

All charter schools in Florida are public schools and are part of the state’s program of public education. Charter schools are one of the school choice options available to parents. The School Board, pursuant to Florida Statutes, shall ~~sponsor charter schools~~ authorize charter schools through a rigorous standards-based approval process and, for approved charters, shall monitor the charter school in its progress towards its established student performance goals, monitor adherence to the charter and statutory requirements, and maintain accountability for allocated resources. The district will collaborate with and offer guidance to charter schools to support their efforts to provide students with access to a quality education in a safe learning environment. ~~The Superintendent shall review and present to the School Board all charter/conversion applications for the School Board’s consideration. If a charter is approved, the Superintendent shall work with the applicant to develop a charter, shall monitor charter implementation, and make further presentations and recommendations to the School Board regarding charter schools as necessary.~~

I. Eligibility to Apply for a Charter School

A. A proposal for a new ~~C~~harter/~~C~~onversion ~~S~~school may be made by an individual, teachers, parents, group of individuals, a municipality, or any legal entity organized under the laws of the ~~S~~state of Florida. ~~The~~ school shall organize as a nonprofit organization prior to receiving ~~School Board~~ approval as a of their charter school with the School Board application.

~~B. The principal, teachers, parents and/or the school advisory council at an existing public that has been in operation for at least two (2) years school may submit a proposal for converting the school to a C~~harter ~~S~~school, provided that they demonstrate the support of at least fifty percent (50%) of the teachers then currently employed at the school and fifty percent (50%) of the parents voting whose children are then currently enrolled in the

Commented [RN1]: Clarified that the public charter school itself must be organized as a non-profit entity. The school may contract with a for-profit Management co. or service. Re: collegiate charters - Florida College System institutions are by definition public and therefore are non-profit institutions. No further changes proposed.

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31 school. A majority of the parents eligible to vote must participate in the
32 ballot process. The ballot process must be conducted in accordance with
33 State Board of Education rule.
34

35 B. Applications may be submitted for a charter school including a collegiate
36 charter school, a conversion charter school, a school-within-a-school
37 charter, a virtual charter, a replication charter or a high-performing
38 replication charter school, pursuant to s.1002.33 and following the state and
39 district procedural requirements for submitting the application.
40

41 C. Private schools, parochial schools and home education schools are not
42 eligible for ~~C~~harter status. A ~~C~~harter ~~S~~chool may not be affiliated with a
43 nonpublic sectarian school or religious institution and shall be nonsectarian
44 in programs, admission policies, employment practices and operations.
45

46 II. Timelines for the Application and Approval Process ~~Approving Charter Schools~~

47
48 A. The School Board shall annually accept charter school applications on or
49 before ~~August~~ February 1 of each school year for proposals to open a charter
50 school 18 months later, at the beginning of the school district's school year,
51 or to be opened at a time agreed to by the applicant and the sponsor.
52

53 ~~A.B.~~ Applications shall be approved or denied by majority vote of the School
54 Board no later than ~~sixty (60)~~ ninety (90) calendar days after the application
55 has been received.
56

57 C. The School District and the applicant may mutually agree in writing to
58 postpone the vote to a specific date beyond the ~~sixty (60)~~ ninety (90)
59 calendar days.
60

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61 ~~B. The School Board may extend the application deadline at the request of the~~
62 ~~applicant by a majority vote of the Board; however, in no case shall applications~~
63 ~~be accepted after November 1 of any given year.~~

64 D. Within sixty (60) ~~thirty (30)~~ days of approving a charter school application,
65 the District shall provide an initial proposed charter contract to the charter
66 school. The applicant and the District shall have ~~seventy five (75) forty (40)~~
67 days ~~thereafter~~ to negotiate the charter and provide notice for final approval
68 of the charter contract, ~~unless both parties agree to an extension.~~

69
70 E. The charter ~~contract~~ shall be approved by majority vote of the School Board
71 and the charter ~~school's governing~~ board. Should the two boards be unable
72 to reach agreement on the charter, the parties shall adhere to the provisions
73 of F.S. 1002.33 related to mediation and/or dispute resolution through the
74 Division of Administrative Hearings.

75
76 ~~C.F.~~ If an application is denied, the School Board shall notify the applicant within
77 ten (10) calendar days after such denial and specify in writing the reasons
78 for the denial of the application and shall provide the letter of denial and
79 supporting documentation to the applicant and to the Department of
80 Education.

81
82 ~~D.G.~~ Pursuant to the timelines and procedures in F.S. 1002.33(6)(c) the applicant
83 may appeal a School Board denial of their application ~~to the State Board of~~
84 Education no later than 30 calendar days after the receipt of the District 's
85 notification of denial. The applicant shall notify the District of its appeal.

86
87 III. Application Requirements and District Review Process and Approval

88
89 A. Charter school applications are subject to the follow requirements:

Commented [RN2]: Added language from s. 1002.33(6)(a), F.S. pertaining to charter application requirements.

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- 91 1. A person or entity seeking to open a charter school shall prepare
92 and submit an application on the standard application form
93 prepared by the Department of Education which:
- 94 a. Demonstrates how the school will use the guiding principles
95 and meet the statutorily defined purpose of a charter school.
- 96 b. Provides a detailed curriculum plan that illustrates how
97 students will be provided services to attain the Sunshine
98 State Standards.
- 99 c. Contains goals and objectives for improving student learning
100 and measuring that improvement. These goals and
101 objectives must indicate how much academic improvement
102 students are expected to show each year, how success will
103 be evaluated, and the specific results to be attained through
104 instruction.
- 105 d. Describes the reading curriculum and differentiated
106 strategies that will be used for students reading at grade
107 level or higher and a separate curriculum and strategies for
108 students who are reading below grade level. The District
109 shall deny an application if the school does not propose a
110 reading curriculum that is consistent with effective teaching
111 strategies that are grounded in scientifically based reading
112 research.
- 113 e. Contains an annual financial plan for each year requested by
114 the charter for operation of the school for up to 5 years. This
115 plan must contain anticipated fund balances based on
116 revenue projections, a spending plan based on projected

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117 revenues and expenses, and a description of controls that
118 will safeguard finances and projected enrollment trends.

119 f. Discloses the name of each applicant, governing board
120 member, and all proposed education services providers; the
121 name and sponsor of any charter school operated by each
122 applicant, each governing board member, and each
123 proposed education services provider that has closed and
124 the reasons for the closure; and the academic and financial
125 history of such charter schools, which the District shall
126 consider in deciding whether to approve or deny the
127 application.

128 g. Provides all of the information and relevant documents
129 required for completion of the state-required application.

130 h. Contains additional information the District may require,
131 which shall be attached as an addendum to the charter
132 school application described above.

133
134 A. ~~Applications for charter schools shall be submitted on the application form~~
135 ~~prepared by the Department of Education. The application form shall~~
136 ~~include the elements required for School Board approval of a charter as~~
137 ~~defined in F.S. 1002.33. The application does not constitute the charter,~~
138 ~~which will be considered the legal contract between the School Board and~~
139 ~~the charter's organizational body.~~

Commented [RN3]: Deleted because redundant with new section III. A.1. above

141 B. All timely submitted applications accepted by the sponsor during its
142 application window will be reviewed and evaluated and recommended to
143 the School Board for approval or denial based on the elements defined in
144 III.A. compliance with F.S. 1002.33, and the degree to which the

Commented [RN4]: Re-wording, reference to section above, non-substantive change

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145 application meets the standards and criteria delineated in the Florida
146 Charter School Application Evaluation Instrument. ~~The District shall~~
147 ~~consider, but not be limited to, the following criteria for evaluating the~~
148 ~~application.~~

149 Academic Design

- 150
- 151
- 152 a. ~~Mission~~ describing the core philosophy or underlying
153 ~~purpose of the school and the target student population~~
154 ~~including how the school will use the guiding principles and~~
155 ~~meet the statutorily defined purpose of a charter school~~
156 ~~pursuant to F.S. 1002.33.~~
- 157 b. ~~Program~~ providing a detailed curriculum that illustrates how
158 ~~students will be provided services to attain the Sunshine State~~
159 ~~Standards. This plan must contain goals and objectives for~~
160 ~~improving student learning and measuring their improvement.~~
161 ~~These goals and objectives must indicate how much~~
162 ~~academic improvement students are expected to show each~~
163 ~~year, how success will be evaluated, and the specific results~~
164 ~~to be attained through instruction. The curriculum plan must~~
165 ~~also describe the reading curriculum and differentiated~~
166 ~~strategies that will be used for students reading at grade level~~
167 ~~or higher and a separate curriculum for students reading~~
168 ~~below grade level. The School District shall deny a charter if~~
169 ~~the school does not propose a reading curriculum that is~~
170 ~~consistent with effective teaching strategies that are grounded~~
171 ~~in scientifically based reading research. The curriculum must~~
172 ~~also describe plans to meet the needs of ESE, LEP, Section~~
173 ~~504 and other special populations.~~

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174 e. ~~Student Assessment~~ describing all student assessment
175 ~~methods, including establishment of baseline data, outcomes~~
176 ~~to be achieved, and methods of measurement to be used;~~
177 ~~defining the process for determining students' strengths and~~
178 ~~weaknesses; outlining how students' rates of progress will be~~
179 ~~evaluated and compared with similar populations; describing~~
180 ~~participation in statewide assessments; and, for secondary~~
181 ~~students, outlining the method for determining that a student~~
182 ~~has satisfied the requirements for graduation pursuant to~~
183 ~~Florida Statutes.~~

184 2. ~~Governance and Management~~

185 a. ~~Profile of the Application Group and Management Team~~
186 ~~providing each person's name, contact details, background,~~
187 ~~and relevant experience; detailing similar information on all~~
188 ~~consultants; identifying areas of expertise that may be lacking~~
189 ~~and how that expertise will be acquired; and providing details~~
190 ~~on partnerships or contracts with existing schools,~~
191 ~~businesses, or nonprofit organizations.~~

192 b. ~~School Governance~~ describing the legal entity that will
193 ~~operate the school; outlining the governance structure~~
194 ~~including initial selection and future rotation of members;~~
195 ~~describing various roles and responsibilities; describing~~
196 ~~methods of resolving disputes both internally and with the~~
197 ~~sponsor; describing the manner in which the school will~~
198 ~~respond to areas of concern raised by School Board staff;~~
199 ~~detailing parent involvement; and outlining compliance with~~
200 ~~Florida Statutes relative to public records and public~~
201 ~~meetings.~~
202
203

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- e. ~~Length of Charter and Timetable~~ stating the requested charter term and providing justification for requests in excess of five (5) years; and providing a time line for the school's start-up.
- d. ~~Recruiting and Marketing Plan~~ outlining the process of publicizing the school to attract a sufficient number of applicants; and detailing steps to be taken to ensure that applications are received from students from all racial and socioeconomic groups.

3. ~~Finance, Facilities, and Risk Management~~

- a. ~~Facilities~~ describing the site or potential sites and their suitability relative to the school's mission, academic design, and student body; detailing the extent to which the facility meets all applicable building code requirements, and a time line for renovations necessary to meet any code shortcomings; describing any partnerships regarding site acquisition; and outlining the financing or leasing plans.
- b. ~~Finance~~ providing an annual financial plan for each year requested by the charter application for operation of the schools for up to five years. This plan must contain anticipated fund balances based on revenue projections, a spending plan based on projected revenues, and expenses and a description of controls that will safeguard financial and projected enrollment trends. This financial plan shall also describe financial management and internal accounting / control procedures; detail the manner in which financial reports will be maintained and shared; outline the projected enrollment for the first three years of operation and the

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234 resulting budget revealing all sources of revenues, including
235 sufficient start-up funds or line of credit equivalent to three
236 months operating costs; describe the process for obtaining
237 the yearly financial audit from an independent certified public
238 accounting firm; describe how student and financial records
239 will be stored safely; and describe the format and frequency
240 of financial reporting to the sponsor.

241 c. ~~Risk Management~~ describing the procedures that identify
242 various risks and provide a comprehensive approach to
243 reduce the impact of losses; outlining plans to ensure safety
244 and security of students, staff, parents, and visitors;
245 describing the school's entire insurance coverage plans; and
246 describing the school's plans to prepare for emergencies such
247 as fires, hurricanes, tornadoes, and child safety.

248 4. ~~Operations~~

249
250
251 a. ~~Admissions and Registration~~ describing procedures for
252 initial admission, articulation, and withdrawal; describing the
253 initial year's and subsequent years' time lines for application
254 and selection, including provisions for a lottery when
255 applications exceed demands; detailing the manner in which
256 the school will meet a racial/ethnic balance reflective of its
257 community; describing the enrollment impacts on surrounding
258 public schools; and, in the case of a conversion charter,
259 describing alternative arrangements for prior students who do
260 not wish to attend the charter school.

261 b. ~~Student Code of Conduct, Discipline, and Dismissal~~
262 ~~Procedures~~ describing the school's *Code of Student*
263 *Conduct* and, if it differs from the sponsor's code, why it differs

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264 and how the school will coordinate actions involving major
265 discipline violations which may require expulsion; describing
266 discipline and dismissal procedures including articulation
267 back to a District school if requested by the parent; and
268 detailing plans to ensure the safety of all on the campus from
269 violent or disruptive student behavior.

270 e. ~~Human Resources~~ describing strategies to recruit, hire,
271 train, and retain certified, or otherwise qualified, teachers and
272 other staff; outlining the processes for screening/ training
273 volunteers and for determining the limits of a volunteer's
274 contacts with students; describing the plan for determining
275 salaries, contracts, hiring/dismissal, and benefits, including
276 participation, if any, in the Florida Retirement System;
277 detailing how staff qualifications will be shared with parents;
278 and describing the anticipated staffing patterns.

279 d. ~~Transportation~~ describing plans for transporting students to
280 and from school, including details for contracts with the
281 sponsor, public/private providers, and parents; describing the
282 process for determining the school's "reasonable distance;"
283 and outlining how the school will ensure that transportation is
284 not a barrier to equal access to all students.

285
286 ~~B.C. The applicants, members of the governing body, and all proposed service~~
287 ~~providers shall disclose the name and sponsor of any charter school~~
288 ~~operated by an applicant, governing board member, or service provider~~
289 ~~that has closed, the reason for the closure, and the academic and financial~~
290 ~~history of those charter schools.~~

291
292 ~~C.D. All charter school applications and proposal materials submitted to the~~
293 ~~District become public records pursuant to Chapter 119, Florida Statutes.~~

Commented [RN5]: Proposed deletion because verbiage is redundant with new III. A.1.f

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294
295 D.E. The Superintendent may establish a District Charter Review Committee
296 (CRC) to process, review and evaluate applications and present
297 evaluation findings.
298

299 1. The District CRC committee membership is determined annually by
300 the Superintendent or designee. The District CRC membership
301 includes district and school-based staff with expertise in the areas
302 addressed in the application. The District CRC may also include
303 parents or community representatives.
304

305 2. The District CRC shall use the Florida Charter School Application
306 Evaluation Instrument to identify strengths and deficiencies in the
307 written application, appendices, historical performance, and/or
308 other areas that require clarification to fully evaluate the quality of
309 the application or the capacity of the applicant to properly
310 implement the proposed plan.
311

312 4.3. Before final approval or denial of an application, the District shall
313 notify the applicant in writing if minor technical or non-substantive
314 corrections need to be made or signatures need to be added if the
315 errors may cause denial of the application. Upon written
316 notification, the applicant will be allowed at least seven (7) calendar
317 days to make and submit the corrections. This process may not be
318 used by the applicant to make substantive changes or submit new
319 information or make any revisions that would constitute a
320 substantial or material amendment to the original submitted
321 application.
322

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323 2.4. The District CRC may conduct a capacity interview with the
324 applicant and the proposed school's founding/governing board
325 members (or Board of Directors) in order to corroborate information
326 provided in the written application and to assess the capacity of the
327 school's board members to operate a successful charter school.

- 328
- 329 a. There is no statutory requirement for the applicant to
330 participate in the capacity interview session.
- 331 b. Any information or evidence from the capacity interview that
332 is used by the District CRC to support the evaluation of the
333 application must be properly documented by means of a
334 recording or transcript.
- 335 c. The District CRC may, at its sole discretion, evaluate the
336 application without any additional input from the applicant if
337 the majority of the founding governing board members of the
338 prospective charter school are not present or do not
339 participate in the interview.

340 5. The District CRC shall submit a final charter school application
341 evaluation report to the Superintendent. The Superintendent shall
342 present the report to the School Board for action to approve or deny
343 the application.

344

345 IV. ~~Elements of the Charter~~ Contract

- 346
- 347 A. The terms and conditions for the operation of a charter school shall be set
348 forth by the School Board and the charter school's governing board in a
349 written contractual agreement, called a charter.

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351 B. [The charter application and any addenda related to the application approval](#)
352 [process are part of the charter.](#)

353
354 C. The following elements shall be ~~required to be~~ included in the school's
355 charter [contract](#) with the School Board consistent with F.S. 1002.33(7)(a)1-
356 48.

357
358 1. The school's mission and vision.

359
360 2. Focus of the curriculum [with emphasis on reading](#), ~~including~~
361 ~~instructional methods, any distinctive instructional techniques,~~
362 ~~technology resources, and ensuring that reading is the primary focus~~
363 ~~of the curriculum with specialized, researched-based instruction~~
364 ~~provided to all students including students reading below grade level.~~

365
366 3. Students to be served (ages, grades, ~~current school zone,~~ projected
367 [FEFPESE](#) categories, and, as appropriate, special populations as
368 provided in law).

369
370 4. Baseline standards of student achievement, [outcomes to be](#)
371 [achieved and method\(s\) of measurement.](#) ~~including:~~

372
373 ~~a. How baseline student achievement levels will be established;~~

374 ~~b. How baseline rates will be compared to achievement rates of~~
375 ~~students while attending the charter school;~~

376 ~~c. How achievement rates will be compared with the~~
377 ~~achievement rates of comparable student populations.~~

378

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379 5. Methods used to identify the educational strengths and needs of
380 students and how well educational goals and performance standards
381 are met. ~~These methods must include a means to analyze student~~
382 ~~performance data to evaluate the effectiveness of the charter~~
383 ~~school's educational program.~~

384
385 ~~5.6.~~ All charter school students shall participate in the statewide student
386 assessment under F.S. 1008.43.

387
388 ~~6.7.~~ Method of determining that a student has met graduation or
389 promotion requirements ~~For secondary schools a method of~~
390 ~~determining that a student has satisfied the requirements for~~
391 ~~graduation specified in F.S. 1003.43.~~

392
393 ~~7.8.~~ Criteria for student admission and enrollment ensuring equal access
394 for all eligible students including procedures for achieving racial and
395 ethnic balance reflective of the community being served by the
396 charter school. ~~Student eligibility and admissions requirements shall~~
397 ~~be consistent with F.S. 1002.33 (10) (a-h).~~

398
399 ~~8.9.~~ Procedures for FTE enrollment and verification.

400
401 ~~9.10.~~ Instructional methods to be used, including service to ESE, 504, and
402 ESOL students.

403
404 ~~10.11.~~ A Code of Student Conduct consistent with district policies and
405 discipline code.

406
407 ~~11.12.~~ Dismissal procedures incorporating progressive discipline strategies
408 to support and assist students prior to recommendation for formal

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409 dismissal. Dismissal procedures must also assure appropriate due
410 process provisions for students and families consistent with the
411 District *Code of Student Conduct*.

412
413 ~~42.13.~~ Provision for parent involvement including methods for resolving
414 conflicts for students, parents and staff.

415
416 ~~43.14.~~ A method for resolving conflicts between the governing body of
417 the charter school and the School Board sponsor including how the
418 charter school shall respond to concerns or issues raised by the
419 sponsor.

420
421 ~~44.15.~~ Procedures for accurate and timely submission of all reports and
422 other information required by the sponsor and/or the Florida
423 Department of Education including:

- 424
425 1. ~~— The charter school's annual report;~~
426 2. ~~— The charter school's annual audited financial report;~~
427 3. ~~— Monthly financial reports to the sponsor;~~
428 4. ~~— The charter school's annual school improvement plan;~~
429 5. ~~— Other reports or information required by the sponsor,~~
430 ~~the Florida Department of Education, or other~~
431 ~~governmental entities as appropriate.~~

432
433 ~~45.16.~~ Financial and administrative management of school. Description of
434 the financial and administrative management of the school, including
435 a reasonable demonstration of the professional experience or
436 competence of those individuals or organizations applying to operate
437 the charter school or those hired to perform such professional
438 services. This description must clearly delineate responsibilities and

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439 the policies and practices needed to effectively manage the school
440 and must specify internal audit procedures and controls to ensure
441 that the financial resources of the school are properly managed.

442
443 16.17. Internal financial controls and audit process.

444
445 17.18. Articles of Incorporation and governance structure, including names,
446 addresses, financial disclosure to include the same requirements as
447 in Florida Statutes.

448
449 18.19. Procedure for notification by auditor if school is in a state of financial
450 emergency or deficit financial position. Description of the how the
451 asset and liability projections of the charter school shall be
452 incorporated into the annual report including assurances that, if the
453 annual audited financial report reveals a deficit financial position, the
454 auditors are required to notify the charter school governing board,
455 the sponsor, and the Department of Education in a manner
456 consistent with F.S. 1002.33 (7)(a)10.

457
458 19.20. Description of procedures to identify various risks and provide for a
459 comprehensive approach to reduce the impact of losses including
460 plans to ensure the safety and security of students and staff.

461
462 20.21. Description of required insurance coverage at specified limits no less
463 than \$1,000,000 per occurrence and \$2,000,000 aggregate for errors
464 and omissions and general liability coverage to include but not limited
465 to prior acts, sexual harassment, civil rights and employment
466 discrimination, breach of contract, insured consultants and
467 independent contractors. Additionally, coverages for property and
468 causality equal to replacement costs for school structures and

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469 contents, automobile and worker’s compensation shall also be
470 provided.

471
472 ~~21-22.~~ 22-22. Specification of the term of the Charter consistent with F.S. 1002.33
473 ~~(7)(a)12.~~

474
475 ~~22-23.~~ 22-23. Description of the facilities to be used and evidence of all codes
476 having been met ~~their location including the necessity for all~~
477 ~~applicable building code and certificate of occupancy requirements~~
478 ~~to be met prior to the opening of school.~~

479
480 ~~23-24.~~ 23-24. An indemnification or hold-harmless agreement releasing the School
481 Board of all liability for actions by the charter school governing body
482 or its employees.

483
484 ~~24-25.~~ 24-25. Provision for cancellation of the agreement for insufficient progress
485 on student achievement objectives or other good cause pursuant to
486 F.S. 1002.33.

487
488 ~~25-26.~~ 25-26. ~~Description of the q~~Qualifications of teachers including the
489 procedures for disclosure of the qualifications of teachers and other
490 staff of the charter school to parents and the sponsor.

491
492 ~~26-27.~~ 26-27. Professional development plan.

493
494 ~~27-28.~~ 27-28. Description of the staff selection process, including strategies for
495 recruiting, hiring, training and qualified staff. ~~The S~~Staff selection
496 process shall include ~~ing retraining requirements for fingerprinting~~
497 ~~and criminal background checks on all staff of the charter school,~~
498 ~~including governing board members.~~

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499
500 ~~28.~~29. Statement of the status of employees of the charter school as private
501 or public employees.

502
503 ~~29.~~30. Provision of an Implementation timetable addressing the elements of
504 the charter and the dates for their completion.

505
506 ~~30.~~31. If applicable, alternative arrangements for students and teachers at
507 a conversion public school who choose not to participate in the
508 conversion charter;.

509
510 ~~31.~~32. A proposed budget including salary and benefits of staff, and
511 documentation of a line of credit in an amount specified by the
512 sponsor, which shall be no less than three months of operating
513 expenses;.

514
515 ~~32.~~33. Procedures for renewal or modification of the agreement consistent
516 with F.S. 1002.33(7)(b-c);.

517
518 ~~33.~~34. Description of how transportation, food service or other needed
519 services shall be provided to students of the charter school including
520 contracts and agreements with the District or other contractors;.

521
522 35. Method of identification and acquisition of appropriate technologies
523 needed to improve educational and administrative performance,
524 including

525
526 ~~34.~~36. Means for promoting safe, ethical, and appropriate uses of
527 technology that comply with legal and professional standards.

528

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529 ~~35-37.~~ Other information as required by statute or specified in the charter
530 [contract agreement](#).

531 V. Additional Charter Provisions

532 The charter will also contain the following provisions, including a time line for the
533 school's submission of proof of its accomplishment:
534

535 A. No later than thirty (30) days prior to school opening proof of insurance
536 consistent with the terms of the charter.
537

538 B. Thirty (30) days prior to school opening a complete set of fingerprints, taken
539 by an employee of the School District who is trained to take fingerprints, of
540 all governing board and staff members. No staff member may be on campus
541 with students until their fingerprints are taken. These fingerprints shall be
542 submitted to the appropriate state and/or federal law enforcement agencies
543 for a criminal background check with the cost borne by the staff members
544 or the charter school.
545

546 C. Prior to approval of the charter by the School Board, articles of incorporation
547 as a nonprofit organization.
548

549 D. Prior to approval of the charter by the School Board, governance structure,
550 including names, addresses, of the governing board members.
551

552 E. No later than thirty (30) days prior to the opening of school, proof of
553 availability of facilities to adequately house the charter school including
554 documentation that all applicable building codes have been met and that a
555 certificate of occupancy has been obtained.
556
557

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558 F. ~~By July 1, a list of all registered students, their addresses, and their most~~
559 ~~recent schools, plus a reassignment form signed by the parent. Additional~~
560 ~~students may be added to the list if the enrollment period is extended by~~
561 ~~mutual agreement of the charter school and the sponsor.~~

562
563 G. ~~Other information as required by statute or specified in the charter~~
564 ~~agreement.~~

565 566 I. ~~Opening of the Charter School~~

567
568 A. ~~The charter school shall open on the sponsor's first day of school for~~
569 ~~students after the school year in which the charter was approved. To seek~~
570 ~~an opening later than the first day, the school must submit a written request~~
571 ~~including the reason for the delay and a contingency plan detailing how the~~
572 ~~school will still comply with the 180-day school year requirement. The~~
573 ~~request must be received in time for consideration by the School Board at~~
574 ~~least two (2) weeks prior to the first day.~~

575
576 B. ~~The applicant may request, and the School Board may approve by majority~~
577 ~~vote, that the opening of the charter be delayed one (1) school year.~~

578
579 C. ~~An applicant that has been given an extension under paragraph VI.B shall~~
580 ~~meet the requirements by June 30 after the one-year extension or will have~~
581 ~~to reapply for a charter.~~

582 583 VI.V. Charter Renewals

584
585 A. Prior to renewal of a charter, the sponsor shall perform a program review to
586 evaluate determine the following:

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- 1. The level of success of the current academic program;
- 2. Achievement of the goals and objectives required by State accountability standards and successful accomplishment of the criteria under F.S. 1002.33(7)(a);
- 3. The viability of the organization;
- ~~4.~~ Compliance with terms of the charter; and
- ~~2.5.~~ That none of the statutory grounds for non-renewal exist.

B. Any charter school seeking renewal shall be required to complete a charter renewal application and undergo the Sponsor’s renewal process. The charter renewal application shall include supporting documentation for items 1-5 above.

C. Renewals shall be for a term of five (5) years unless a longer term is mutually agreed upon, required or allowed by law. Upon approval, the charter contract will be renewed following the charter negotiation process. Charter schools that are not granted a renewal may appeal by following the non-renewal appeal process.

~~VII.~~ VI. Causes for Nonrenewal or Termination of Charter

A. At the end of the term of a charter, the School Board may choose not to renew the charter for any of the following grounds:

- 1. Failure to participate in the state's accountability system ~~created by F.S. 1008.31~~ or failure to meet the requirements for student performance ~~as stated~~ in the charter;

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- 615 2. Failure to meet generally accepted standards of financial
616 management;
- 617 3. Violation of law; or
- 618 4. Other good cause shown.
- 619

620 B. During the term of a charter, the School Board may terminate the charter
621 for any of the grounds listed in paragraph VI.A. ~~or if the health, safety, or~~
622 ~~welfare of the student(s) is threatened.~~ A charter may be terminated
623 immediately if the sponsor ~~determines that good cause has been shown or~~
624 ~~if~~ sets forth in writing the particular facts and circumstances indicating that
625 an immediate and serious danger to the health, safety, or welfare of the
626 charter school's students exists ~~is threatened.~~

627

628 C. At least ninety (90) days prior to renewing, nonrenewing or terminating a
629 ~~C~~ charter, unless a state of emergency exists, the School Board shall notify
630 the governing body of the school of the proposed action in writing, detailing
631 the grounds for the action and stipulating that ~~the~~ a request for an informal
632 hearing may be requested within fourteen (14) days of receipt of the notice.

633

634 1. Within sixty (60) days after receipt of the request for a hearing, the
635 School Board may:

636 a. ~~The School Board shall C~~conduct an informal hearing to
637 decide upon nonrenewal or termination by a majority vote
638 or, within thirty (30) days after receiving a written request. The
639 ~~Charter School's governing board may, within thirty (30) days~~
640 ~~after receiving the School Board's decision to terminate or~~
641 ~~refuse to renew the charter, appeal the decision pursuant to~~
642 ~~the procedures established in F.S. 1002.33 (6) (e)~~

Commented [RN6]: Correction – added “nonrenewing” to align with F.S.

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672 shall not assume the debt from any contract for services made between the
673 governing body of the school and a third party, except for a debt that is
674 previously detailed and agreed upon in writing by both the governing board
675 of the school and the School Board and that may not reasonably be
676 assumed to have been satisfied by the District.

677
678 E.F. If a charter is not renewed or is terminated, any unencumbered capital
679 outlay funds provided pursuant to 1013.62, F.S., and federal charter school
680 program grant funds shall revert to the Department of Education for
681 redistribution among other eligible charter schools.

682 683 ~~VIII.~~ VII. Academic Accountability and Student Achievement

684
685 Academic achievement for all students shall be the most important factor when
686 considering to renew, non-renew or terminate a charter.

687
688 A. In the first year of operation the charter school shall be responsible for the
689 academic achievement and performance goals stated in the charter
690 application or, to a set of goals mutually agreed to and specified in the
691 charter.

692
693 B. In the second year of operation the charter school shall provide its proposed
694 four-year academic achievement goals for the remaining years of the
695 contract up to a maximum of four years and thereafter, resubmit
696 achievement goals every four years of the charter through the end of the
697 charter term.

698
699 C. The charter school may opt to submit its academic achievement goals in an
700 annual School Improvement Plan each year of the Contract in accordance

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701 with and as outlined in the District’s School Improvement Plan **guidelines**
702 for establishing goals and the time line for review and **approval**.

Commented [RN7]: clarification

703 **1.** The charter school may submit the School Improvement Plan in the
704 same format as used by other District schools or in a different format
705 mutually agreed to by the charter school and the District.

Commented [RN8]: clarification

706
707
708 **2.** The charter school shall notify the District in writing by May 1st of
709 each year if the school elects not to implement a School
710 Improvement Plan.

711
712 **4.3.** Charter schools that have contracts in excess of **five-four** years and
713 choose not to develop and implement a School Improvement Plan,
714 unless required to do so pursuant to section 1002.33(9)(n), F.S.,
715 shall submit proposed academic achievement goals for five years
716 and resubmit every four years using the same parameters for
717 achievement goals set forth in the charter.

718
719 **C.D.** A charter school who receives a school grade of “C” shall appear before the
720 School Board to present the school’s plan for addressing the deficiencies in
721 student performance, the actions and strategies to improve student
722 achievement and, the specific achievement goals and performance
723 outcomes to be attained in the subsequent school year.

Commented [RN9]: Added: SB request to require “C” schools to present improvement plan

724
725 **E.** Pursuant to section 1002.33(9)(n), F.S, a charter school who receives a
726 school grade of “D” or “F” but is not subject to corrective action must develop
727 and submit a School Improvement Plan to the School Board for review and
728 approval. The plan must include:

Commented [RN10]: Added: F.S. requirements for D and F schools

729 **1.** An analysis of student performance and the identification of the
730 deficiencies in student performance

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731 2. Identification of barriers to student success with a plan of action to
732 address each barrier.

733 3. A detailed plan of the specific actions to be implemented to address
734 the barriers and to remedy the deficiencies in student achievement.

735 4.4. All other elements of the School Improvement Plan delineated in
736 6A-1.099827

737
738 D.F. The Superintendent or designee shall review the proposed academic
739 achievement goals within 30 days of receipt and shall either accept the
740 proposed goals as presented or provide a written explanation for the
741 District’s recommended revisions to the proposed goals. If the charter
742 school and the District cannot agree on the academic achievement goals
743 either party may request mediation pursuant to 1002.33, F.S.

744
745
746 IX.VIII. Other Charter School Requirements

747
748
749 A. A charter school shall be nonsectarian in its programs, admission policies,
750 employment practices, and operations.

751
752 B. A charter school shall maintain all financial records in a manner consistent
753 with F.S. 1002.33(9)(g).

754
755 C. Tuition Prohibition. A charter school shall not charge tuition or fees, except
756 those fees normally charged by other public schools. ~~The collection and~~
757 use of such funds shall be a part of the required annual financial audit of the
758 school.

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760 ~~C.D.~~ Length of School Year. Charter schools shall provide instruction for at least
761 ~~the number of days required by law for other public schools and shall follow~~
762 ~~the sponsor's school calendar unless otherwise specified by the charter~~
763 ~~contract.~~ A charter school shall provide instruction for at least one hundred
764 eighty (180) days and may provide instruction for additional days.
765 Reimbursement for additional days of instruction will be subject to the limits
766 of the Florida Education Finance Program, General Appropriations Act and
767 other rule or programs that restrict funding to the School District.

768
769 E. School Calendar. Upon approval of a charter application, the initial startup
770 must be consistent with the beginning of the school year calendar(s)
771 adopted by School Board. If the school will not follow the Sponsor's school
772 calendar, the school shall notify the Sponsor in writing by May 1st of each
773 year and provide the Sponsor with the school's calendar for the following
774 school year.

775
776 ~~D.F.~~ Each charter school shall maintain a website that enables the public to
777 obtain information regarding the school; the school's academic
778 performance; the names of the governing board members; the programs at
779 the school; any management companies, service providers, or education
780 management corporations associated with the school; the school's annual
781 budget and its annual independent fiscal audit; the school's grade pursuant
782 to s. 1008.34; and, on a quarterly basis, the minutes of governing board
783 meetings.

784
785 G. If an organization (management organization), including but not limited to:
786 1) a management company, 2) an educational service provider, or 3) a
787 parent organization, will be managing or providing significant services to the
788 school, the contract for services between the management organization and
789 the governing board shall be provided to the District and attached as an

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790 appendix to the charter contract. Any contract between the management
791 organization and the school must ensure that:

792
793 1. The contract will clearly define each party’s rights and responsibilities
794 including specific services provided by the management organization
795 and the fees for those services and specifies reasonable and feasible
796 terms under which either party may terminate the contract. The
797 contracts must provide that the management company/education
798 service provider must comply with the school’s charter contract with
799 the District. Additionally, all management company/education
800 service provider contracts with charter schools shall contain clearly
801 defined performance indicators for evaluating the management
802 company/education service provider, initial contract execution date.

803 2. All public funds paid to the school will be paid to, and controlled by,
804 the governing board, which in turn will pay the management
805 organization for successful provision of services.

806 3. Any default or breach of the terms of the contract by the management
807 company shall constitute a default or breach under the terms of the
808 contract between the school and District.

809
810 H. Education Program and Curriculum. Any material change to a charter
811 school’s current education program and/or curriculum and/or any material
812 change to what is described in the approved Application or Charter requires
813 Sponsor approval and shall be submitted to the Sponsor for consideration
814 by May 1st in any given year for the subsequent school year.

815
816 I. A charter school may give preference in admission to students or limit the
817 enrollment as provided for in section 1002.33(10), Florida Statutes, and as
818 specified in the Charter Application. Changes to the school’s criteria for

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819 admissions and/or eligibility for enrollment must be submitted to the
820 Sponsor for approval 60 days prior to the registration and enrollment period
821 for the subsequent school year.

822
823 J. A charter school will not conduct routine or random drug testing of students
824 for any purpose.

825
826 K. Professional Development and Leadership Development

827
828 1. A charter school is responsible for ensuring that all administrators,
829 student support personnel and all full-time instructional personnel
830 are trained ~~prior to the start of school~~ in the most relevant
831 components of the school's staff development plan, which must
832 address federal and state requirements, as applicable.

833 2. Professional development and training needs shall be based on
834 student achievement and other student outcome data as well as be
835 aligned to the needs of the individual employee based on the results
836 of the teacher/principal evaluation results.

837 3. Employees of a charter school may participate in professional
838 development activities offered by the District. Any costs associated
839 with professional development for which there is an additional fee,
840 and for which no federal funding has been provided for such
841 purposes to the Sponsor, will be the responsibility of the school or
842 individual school employee.

843
844 ~~X~~IX. Rule Exemptions
845

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846 A charter school shall be exempt from all School Board policies except those
847 ~~stated herein, those specified in F.S. 1002.33, those~~ pertaining to health, safety,
848 civil rights, financial records, accountability related to student enrollment reports,
849 financial audits, and collective bargaining agreements if the staff chooses to
850 remain part of the District bargaining unit(s).

851 852 X. Governance and Management

853
854 A. The governing board of the charter school shall annually adopt and maintain
855 an operating budget which shall be provided to the sponsor no later than
856 thirty (30) days prior to the opening of school each year.

857
858 B. The governing board of the charter school shall exercise continuing
859 oversight over charter school operation.

860
861 C. The governing body shall participate in governance training approved by
862 the Department of Education.

863
864 D. The governing board of the charter school shall report its progress annually
865 to the sponsor which shall forward the report to the Commissioner of
866 Education at the same time as other annual school accountability reports.
867 The annual report shall be submitted in a format provided by the
868 Department of Education consistent with F.S. 1002.33 ~~(9)(k)~~.

869 870 XI. Human Resources and Personnel Options

871
872 A. A charter school shall select its own employees. A charter school may
873 contract with its sponsor for the services of personnel employed by the
874 sponsor.

Commented [RN11]: Confirmed – stated as it appears in F.S.

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876 B. Charter school employees may bargain collectively as a separate unit or as
877 part of the existing applicable District collective bargaining unit(s).

878
879 C. If teachers at a charter school choose to be a part of a professional group
880 that subcontracts with the charter school to operate the instructional
881 program under the auspices of a partnership or cooperative that they
882 collectively own, they shall not be considered public employees.

883
884 D. Employees of the School District may take leave ~~for up to three years to~~
885 accept employment in a charter school upon the approval of the School
886 Board and ~~may~~ shall maintain seniority accrued in the School District. They
887 may continue to be covered by the benefit program of the School District
888 only if the charter school and the School Board agree to the arrangement
889 and its financing.

890
891 E. Teachers employed or under contract to a charter school shall be certified,
892 as required by ~~Florida Statutes, 1042,~~ or if not certified, contracted with
893 according to the provisions defined in Florida Statutes.

894
895 ~~E.F.~~ A charter school may not knowingly employ an individual to provide
896 instructional services if the individual's certification or licensure as an
897 educator is suspended or revoked in Florida or any other state. A charter
898 school may not knowingly employ an individual who has resigned from a
899 school district in lieu of disciplinary action or who has been dismissed for
900 just cause by any School District.

901
902 ~~F.G.~~ The charter school shall conduct screenings and employment history
903 checks, as required by law, on candidates for instructional and
904 administrative positions that require direct contact with students.

905

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906 H. All governing board members and employees of a charter school shall be
907 fingerprinted and shall undergo through a criminal background screening
908 ~~check~~ as provided for in Florida Statutes.

909
910 ~~G.~~ I. The ~~employees~~ governing body of a ~~Charter S~~ school may elect to
911 participate in the Florida Retirement System after proper application and
912 approval under Florida Statutes.

913
914 J. The charter school shall disclose to the School District the employees of the
915 charter school who are related to the owner, board of directors, president,
916 superintendent, school administrator or other person with decision making
917 authority at the charter school.

918
919 ~~H.~~ K. A charter school shall comply with the restriction on employment of relatives
920 provisions included in section 1002.33(24), Florida Statutes.

921
922 ~~I.~~ L. A charter school shall comply with section 1012.34, Florida Statutes, related
923 to performance evaluation requirements for charter school instructional
924 personnel and school administrators. A charter school shall notify the
925 District by May 1st of each school year as to the school's intent to follow the
926 District's Instructional Personnel and School Administrators Evaluation
927 System or if the school will adopt their own performance evaluation system
928 for implementation in the subsequent school year.

929
930 ~~XII.~~ Charter Schools in the Workplace or Charter Schools in a Municipality
931 Applications for charter schools in the workplace or charter schools in a
932 municipality shall be considered consistent with F.S. 1002.33 (15) (a-d).

933
934 ~~XIII.~~ XII. Exemptions from Statutes

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936 A. A charter school shall operate in accordance with its charter and shall be
937 exempt from all statutes in chapters 1000-1013 with the exception of:

- 938
- 939 1. Statutes specifically applying to charter schools;
 - 940 2. Statutes relating to the student assessment program and the school
941 grading system;
 - 942
 - 943 3. Statutes pertaining to provision of services to student with
944 disabilities;
 - 945 4. Statutes pertaining to civil rights, including F.S. 1000.05 relating to
946 discrimination
 - 947 5. Statutes relating to maximum class size;
 - 948 6. Statutes relating to student health, safety and welfare.

949

950 B. Charter schools will also be in compliance with the following statutes:

- 951
- 952 1. Section 286.011 relating to public meetings and records, public
953 inspection and criminal and civil penalties;
 - 954 2. Chapter 119 relating to public records;
 - 955 3. Section 1003.03, relating to the maximum class size, except that the
956 calculation for compliance pursuant to s. 1003.03 shall be the
957 average at the school level;
 - 958 4. Section 1012.22(1)(c), relating to compensation and salary
959 schedules;

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988 Finance Program by the state and adjust for the actual weighted-full time
989 equivalent and eligible students reported by the ~~charter school~~ and the
990 revised calculations under the Florida Education Finance Program,
991 following the October and February Full Time Equivalent (FTE)
992 counts during the full-time equivalent student survey periods designated by
993 the Commissioner of Education.

994
995 C. Any administrative fee charged by the School District to the charter school

996 ~~The District shall provide certain administrative and educational services to~~
997 ~~charter schools consistent with F.S. 1002.33. The total administrative fee~~
998 ~~for the provision of such services shall be no more than~~ five percent (5%)
999 of the available funds defined in XIII.B. The District may only withhold an
1000 administrative fee for enrollment ~~charter school funds~~ for up to and including
1001 two hundred fifty (250) students. The District may only withhold an
1002 administrative fee for enrollment up to and including five hundred (500)
1003 students within a system of charter schools that meets designated criteria.
1004 Administering the contract includes providing technical assistance,
1005 monitoring policy compliance and processing financial, student and other
1006 records or required reports. This does not include contract(s) for other
1007 specific services to staff or student participation in the benefit packages or
1008 other special programs. The fees for these services will be negotiated and
1009 will be determined on an actual cost basis.

1010
1011 ~~D. Charter school students shall be provided federal funding for the same level~~
1012 ~~of services provided to students in the schools operated by the district~~
1013 ~~school board consistent with 20 U.S.C. 8061.~~

1014
1015 ~~E.D.~~ The School District shall make every effort to ensure that charter schools
1016 receive timely and efficient reimbursement, including processing paperwork
1017 required to access special state and federal funding for which the charter

Commented [RN12]: Confirmed – FS uses same language

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1018 school may be eligible. The District may distribute funds to a charter school
1019 for up to three (3) months based on the charter school's projected
1020 enrollment. Thereafter, the results of full-time equivalent student
1021 membership surveys shall be used in adjusting the amount of funds
1022 distributed monthly to charter schools for the remainder of the school fiscal
1023 year. ~~with P~~ payment shall be issued no later than ten (10) working days
1024 after ~~the District receives a distribution of state or federal funds. If a~~
1025 ~~payment is not issued within ten (10) working days after receipt of funding,~~
1026 ~~or~~ the District shall pay a penalty of one percent (1%) interest per month.
1027 Under no circumstances will the School District advance funds before a
1028 charter ~~school is approved~~ open, but the School Board may approve a
1029 charter before the applicant has secured space, equipment, or personnel if
1030 the applicant indicates approval is necessary for it to raise working capital.

1031
1032 ~~F.E.~~ Millage Levy, if applicable. The District may, at its discretion, provide
1033 additional funding to a charter school.

Commented [RN13]: Agreed to leave language as proposed. School Board requested a separate policy re: charter schools application for referendum funds

1034
1035 ~~XV.~~ XIV. Facilities Requirements

1036
1037 ~~A~~ A charter schools shall utilize facilities which comply with the Florida
1038 Building Code, adopted pursuant to Florida Statutes, the Florida Fire
1039 Prevention Code pursuant to Florida Statutes and the comprehensive land
1040 use plan as adopted by the authority in who jurisdiction the facility is located.
1041 ~~Chapter 553, except for the State Requirements for Education Facilities.~~
1042 ~~Charter schools may, but are not required, to comply with the State~~
1043 ~~Requirements for Education Facilities pursuant to F.S. 1013.37. The~~
1044 ~~agency having jurisdiction for the inspection of a facility and issuance of a~~
1045 ~~certificate of occupancy may will be~~ required by the School District within
1046 fifteen (15) days of the opening of school ~~the municipality or county~~
1047 ~~governing authority.~~

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1048
1049 ~~A. A charter school will utilize facilities that comply with the Florida Fire~~
1050 ~~Prevention Code, pursuant to Chapter 633.025, as adopted by the authority~~
1051 ~~in whose jurisdiction the facility is located.~~

1052
1053 ~~B. Surplus property or equipment shall be made available for charter school~~
1054 ~~use on the same basis as it is made available for use by other public~~
1055 ~~schools in the District. A charter school receiving such property or~~
1056 ~~equipment from the School District may not sell or dispose of such~~
1057 ~~property without written permission by the School District.~~

1058 1059 XV. Services

1060
1061 ~~C.A.~~ Goods and services made available to charter schools through contract with
1062 the School District shall be provided at a rate no greater than the District's
1063 actual cost unless mutually agreed upon by the district and the charter
1064 school.

1065 1066 XVI. Monitoring and Review

1067
1068 A. The Superintendent, or designee, shall have ongoing responsibility for
1069 monitoring the health, safety and well-being of students and the fiscal
1070 responsibility of all approved charter schools. The Superintendent, the
1071 Superintendent's designee, other District personnel and all School Board
1072 members shall have free and open access to the charter school at all times.

1073
1074 B. The charter school shall submit a monthly financial report to the School
1075 District no later than the last day of the month following the month being
1076 reported. Financial reports for schools designated by the state as high-

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1077 performing charter schools shall be submitted quarterly as provided by
1078 Florida law.

1079
1080 C. Annually, as specified in the charter, on the date designated by the
1081 Department of Education, the governing body of the charter school shall
1082 submit the following for District review: ~~its annual report for School Board~~
1083 ~~review and forwarding to the Commissioner of Education pursuant to F.S.~~
1084 ~~1002.33 (9)(k)1-4.~~

1085
1086 1. The charter school's progress towards achieving the goals outlined
1087 in its charter;

1088 2. The charter school's annual report to parents pursuant to Florida
1089 Statutes;

1090 3. An annual financial audit report obtained by the school reflecting
1091 generally accepted financial accounting standards;

1092 4. Salary and benefit levels of school employees;

1093 5. Certification status of instructional personnel; and

1094 6. Any other documents specified in the charter or requested by the
1095 Superintendent.

1096
1097 D. Upon receipt of the required annual report, the School Board shall forward
1098 the report to the Commissioner of Education at the same time as other
1099 annual school accountability reports.

1100
1101 E. If a deteriorating financial condition is identified, the School District shall
1102 notify the governing board of the charter school and the Commissioner of
1103 Education within seven (7) business days. The governing board and District

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1104 shall develop a corrective action plan and submit the plan to the
1105 Commissioner of Education within thirty (30) business days after notifying
1106 the charter school.

1107
1108 ~~C.F.~~ If a certified public accountant or an auditor finds that a charter school is in
1109 a state of financial emergency, the charter school shall file a detailed
1110 financial recovery plan with the District and Commissioner of Education no
1111 later than thirty (30) days after receipt of the audit. The Superintendent or
1112 designee shall monitor implementation of the recovery plan.

1113
1114 ~~D.G.~~ Additionally the Superintendent or designee shall regularly monitor charter
1115 school compliance with charter requirements.

1116
1117 XVII. Immunity

1118
1119 For the purposes of tort liability, the governing body and employees of a charter
1120 school shall be governed by Florida Statutes. The School Board shall assume no
1121 liability for actions of the governing body of the charter schools or its employees.

1122
1123
1124
1125 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

1126
1127 **LAWS IMPLEMENTED:** 120.68, 1001.02, 1001.43, 1002.33, 1002.331,
1128 1002.345, 1002.45, 1002.455, 1013.62, F.S.

1129
1130 **STATE BOARD OF EDUCATION RULE:** 6A-6.0781, 6A-6.0785, 6A-6.0787

1131
1132 **HISTORY:** **ADOPTED: 12/07/04**

1133 **REVISION DATE(S): 12/07/04, 01/18/05, 10/17/06, 12/11/07, 09/01/09, 02/15/11**

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1134

FORMERLY: 8.601

1135

1136 **NOTES:**

Revised: