#### Florida Department of Education **Project Award Notification**

	3			
1	PROJECT RECIPIENT	2	PROJECT NUMBER	
	Brevard County School District		050-1241B-1CR01	
3	PROJECT/PROGRAM TITLE	4	AUTHORITY	
	CRRSA ESSER II - Non-Enrollment Assistance		84.425D CARES ACT	
			USDE or Appropriate Agency	
	TAPS 22A171			
			<b>FAIN#</b> : \$425D210052	
5	AMENDMENT INFORMATION	6	PROJECT PERIODS	
	Amendment Number:			
	Type of Amendment:		Budget Period: 07/01/2021 - 09/30/2023	
	Effective Date:		Program Period:07/01/2021 - 09/30/2023	
7	AUTHORIZED FUNDING	8	REIMBURSEMENT OPTION	
	Current Approved Budget: \$2,567,868.00		Federal Cash Advance	
	Amendment Amount:			
	Estimated Roll Forward:			
	Certified Roll Amount:			
	Total Project Amount: \$2,567,868.00			
9	TIMELINES			

Last date for incurring expenditures and issuing purchase orders:

09/30/2023

Date that all obligations are to be liquidated and final disbursement reports submitted;

11/20/2023

Last date for receipt of proposed budget and program amendments:

08/30/2023

Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:

Date(s) for program reports:

Federal Award Date:

01/05/2021

10 DOE CONTACTS **Comptroller Office** Duns#: 364622886 Program: Mari Presley Phone: (850) 245-0401 FEIN#: F596000522003 Phone: (850) 248-9426

Mari.Presley@fldoe.org Email:

Grants Management: Unit A (850) 245-0496

#### 11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.

Other:

12 APPROVED:

Authorized Official on behalf of Richard Corcoran

Commissioner of Education

Date of Signing



## INSTRUCTIONS PROJECT AWARD NOTIFICATION

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants Public Law or authority and CFDA number. State Grants Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:

Federal Cash Advance -On-Line Reporting required monthly to record expenditures.

Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.

Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.

Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.

- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

DOE-200 Revised 07/15

# FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

The second second					
Please return to:	A) Program Name:	DOE USE ONLY			
Florida Department of Education Office of Grants Management Room 332 Turlington Building	ESSER II Non-Enrollment Assistance	Date Received			
325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	TAPS NUMBER: 22A171	08/11/2021			
B) Name :	and Address of Eligible Applicant:				
Brevard County School District	Viona El 22040	Project Number (DOE Assigned)			
2700 Judge Fran Jamieson Way,	Viera, FL 32940	050-1241B-1CR01			
C) Total Funds Requested:	D) Applicant Contact &	D) Applicant Contact & Business Information			
\$2,567,868.00	Control Name Production	Telephone Numbers:			
	Contact Name: Frank Stockman Fiscal Contact Name: Rachelle Parker	(321) 633-1000 Ext. 11348 (321) 633-1000 Ext. 11678			
DOE USE ONLY	Mailing Address:	E-mail Addresses:			
Total Approved Project:	2700 Judge Fran Jamieson Way	Anderson.stephanief@brevardschools.org			
\$ 2,567,868.00	Viera, FL 32940	Parker.rachelle@brevardschools.org			
	Physical/Facility Address: 2700 Judge Fran Jamieson Way	DUNS number: 364622886			
	Viera, FL 32940	FEIN number: F596000522003			
	CERTIFICATION				
I, Mark W. Mullins. (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.  Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.					
submission of this application.					
E) Signature of Agency Head	Mullus Superintendent Title				



Project Number (DOE Use Only)

TAPS Number 22A171

# FLORIDA DEPARTMENT OF EDUCATION BUDGET NARRATIVE FORM

(1) Function	(2) Object	(3) Account Title & Narrative	(4) FTE Position	(5) Amount
6110	131	Salaries: Hourly rate for Social Worker Personnel Hourly rate per 8 FT FTE	8	\$ 412,809.06
6110	210	Retirement: Social Worker		\$ 44,665.83
6110	220	FICA: Social Worker		\$ 31,579.81
6110	231	Life Insurance: Social Worker		\$ 342.63
6110	232	Health Insurance: Social Worker		\$ 68,299.20
6110	241	Workers compensation: Social Worker		\$ 2,303.47
6110	312	Training materials/Printing for Social Workers		\$ 500.00
6110	330	Travel for Social Workers		\$ 12,000.00
6110	511	Supplies for Social Workers		\$ 1,600.00
6110	640	Technology Equipment for Social Workers		\$ 8,000.00
6130	130	Contracted Hourly rate for Nurse Liaisons Personnel Hourly rate per 2 FT FTE	2	\$ 86,957.74
6130	210	Retirement: Hourly rate for Nurse Liaisons		\$ 9,402.58
6130	220	FICA: Hourly rate for Nurse Liaisons		\$ 6,647.85
6130	231	Life Insurance: Hourly rate for Nurse Liaisons		\$ 72.13
6130	232	Health Insurance		\$ 17,074.80
6130	241	Workers compensation: Hourly rate for Nurse Liaisons		\$ 484.90
6150	131	Salaries: Hourly rate for Parent Liaisons Personnel Hourly rate per 32 FT FTE	32	\$ 880,197.73
6150	210	Retirement: Hourly rate for Parent Liaisons		\$ 95,232.23
6150	220	FICA: Hourly rate for Parent Liaisons		\$ 67,331.48
6150	231	Life Insurance: Hourly rate for Parent Liaisons		\$ 730.52
6150	232	Health Insurance : Parent Liaisons Personnel		\$ 273,196.80
6150	241	Workers compensation: Hourly rate for Parent Liaisons		\$ 4,911.24
6150	511	Training materials/Printing for Parent Liaisons		\$ 1,000.00
6150	330	Travel for Parent Liaisons		\$ 48,000.00
6150	511	Supplies for Parent Liaisons		\$ 6,400.00
6150	640	Technology Equipment for Parent Liaisons		\$ 59,390.48
7200	792	Non Enrollment Assistance fund Indirect Cost		\$ 128,393.40
7300	161	Salaries: Hourly rate for Clerical Support	1	\$ 24,318.63
7300	210	Retirement: Hourly rate for Clerical Liaisons	=	\$ 2,629.26

			C) TOTAL	\$ 2	2,567,868.00
6110	394	Non Enrollment Assistance fund distribution to charters		\$	261,644.12
7300	640	Technology Equipment for Clerical Support		\$	1,000.00
7300	511	Supplies for Clerical Support		\$	200.00
7300	241	Workers compensation: Hourly rate for Clerical Support		\$	135.59
7300	232	Health Insurance: Clerical Support		\$	8,537.40
7300	231	Life Insurance: Hourly rate for Clerical Support		\$	20.17
7300	220	FICA: Hourly rate for Clerical Support		\$	1,858.95

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# Instructions Budget Narrative Form

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

- A. Enter Name of Eligible Recipient
- B. (DOE Use Only)

#### Column 1 (Function) School Districts Only:

Use the four digit function codes as required in the <u>Financial and Program Cost Accounting and Reporting for Florida</u> Schools Manual.

#### Column 2 (Object) School Districts:

Use the three digit object codes as required in the <u>Financial and Program Cost Accounting and Reporting for Florida Schools Manual</u>.

#### **Community Colleges:**

Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

#### **Universities & State Agencies:**

Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

#### Other Agencies:

Use the object codes as required in the agency's expenditure chart of accounts.

#### Column 3 All Applicants:

#### Account Title:

Use the account title that applies to the object code listed in accordance with the agency's accounting system.

Narrative: Provide a detailed narrative for each object code listed. For example:

- · Salaries describe the type(s) of positions requested. Use a separate line to describe each type of position listed.
- Other Personal Services describe the type(s) of services and an estimated number of hours for each type of position. OPS is
  defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary
  services to the program.
- Professional/Technical Services describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
  - Contractual Services and/or Inter-Agency Agreements provide the agency name and description of the service(s) to be rendered.
- Travel provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of
  district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform
  necessary activities.

- Capital Outlay provide the type(s) of items/equipment to be purchased with project funds.
- Indirect Cost provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

#### Column 4 (FTE) Must be completed for all Salaries and Other Personal Services:

Indicate the Full Time Equivalent (FTE based on the standard workweek for the type of position) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

Column 5 (Amount) Provide the budget amount requested for each object code.

C. Total - Provide the total for Column (5) on the last page. Amount must be the same as requested on the DOE 100A- or B.

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Page 2 of 2 Richard Corcoran, Commissioner



# Elementary and Secondary School Emergency Relief (ESSER II) Fund under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act

### PROGRAMMATIC, FISCAL, AND REPORTING ASSURANCES

The [Local Educational Agency Chief Executive Officer, or his/her authorized representative] assures the following:

- 1. The LEA will use ESSER II funds for activities allowable under section 313(d) of the CRRSA Act, as follows:
  - (d) USES OF FUNDS.—A local educational agency that receives funds under this section may use the funds for any of the following:
  - (1) Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) ("IDEA"), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) ("the Perkins 25 Act"), or subtitle B of title VII of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).
  - (2) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
  - (3) Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.
  - (4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.
  - (5) Developing and implementing procedures and systems to improve the preparedness and re sponse efforts of local educational agencies.
  - (6) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
  - (7) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
  - (8) Planning for, coordinating, and implementing activities during long-term closures,

including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the IDEA and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.

- (9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.
- (10) Providing mental health services and supports.
- (11) Planning and implementing activities related to summer learning and supplemental after school programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, children with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
- (12) Addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, of the local educational agency, including by
- (A) Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction.
- (B) Implementing evidence-based activities to meet the comprehensive needs of students.
- (C) Providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment.
- (D) Tracking student attendance and improving student engagement in distance education.
- (13) School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.
- (14) Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.
- (15) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.
- 2. The LEA acknowledges that the U.S. Department of Education generally does not consider the following to be an allowable use of ESSER II funds: 1) subsidizing or offsetting executive

salaries and benefits of individuals who are not employees of the SEA or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.

- 3. The LEA and any other entity that receives ESSER funds through the subgrant awarded hereunder will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 315 of the CRRSA Act. In addition, the LEA will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. ESSER II funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
- 4. The LEA will comply with all reporting requirements, and submit required reports to the Florida Department of Education at such time and in such manner and containing such information as the department may subsequently require. The LEA shall be prepared to provide detailed accounting of the use of funds provided hereunder, including how the LEA is using funds to measure and address learning loss among students disproportionately affected by coronavirus and school closures, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care.
- 5. The LEA will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the Florida Department of Education, the Florida Auditor General; (ii) the Department and/or its Inspector General; or (iii) any other federal or state agency, commission, or department in the lawful exercise of its jurisdiction and authority.

Local Educational Agency Chief Executive Officer or Authorized Representative (Printed Name):

Signature: Walt N. Mullins	Date: 7/21/2021	
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#### **Brevard Public Schools**

### ESSER II: Non-Enrollment Assistance Program Application

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#### **Non-Enrollment Assistance**

As Brevard Public Schools started the 2020 -2021 school year, we were well aware that one of the continuing challenges from the Novel Coronavirus Disease 2019 (COVID-19) on our elementary and secondary schools would be ensuring we could account for each of our students with the variety of different educational options they have available to them.

Our schools took on that challenge throughout the first part of the school year by reaching out to all available numbers via phone and text, mailing and e-mailing all known addresses, and completing home visits in order to ensure as many of our students who could be reached were accounted for and participating in an educational option. Schools coded students accordingly with the appropriate withdraw codes as information was gathered. State withdraw code W22, or "Whereabouts Unknown", became the focus of our District attendance resource personnel. By February, in collaboration with our schools, all but 113 out of approximately 64,000 students had been located. By late March, 45 students remained coded as W22. In partnership with our local Department of Health and Sheriff's office, our team had at least a lead or next step on locating 18 of those students, which we continue to work on to date.

With the newly written Non-Enrollment Assistance definitions our target group increased to include the following withdraw codes across both definitions.

Withdraw	Explanation	Number of Students
Code		
DNE	Did Not Enroll	11
W01	Transform within the same school	1
W02	Transfer within the District	62
W05	Over Compulsory Age	311
W15	Non-Attendance	20
W21	Expelled	20
W22	Whereabouts Unknown	63
W23	Other Reasons	18

W25	Under Compulsory Attendance Age	1
W26	Transfer to Adult Ed	1
W2A	Change of Placement in lieu of Expulsion	6
WPO	Last withdraw after W07, W08, W09, W27	21

Unless directed by the state to focus narrowly on specific withdraw codes, the students identified by the above definitions in the RFA are represented in the table below.

Last Grade	Number of
Enrolled	Students
Prior to Withdraw	
PreK	4
K	6
1	10
2	7
3	8
4	10
5	11
6	10
7	23
8	35
9	85
10	95
11	52
12	180

Our plan to recover and retain our students hinges around the work of social workers leading teams of parent liaisons to reach parents to educate, support, and re-engage our students in our schools.

Our first level of work will be to retain clerical support to review our withdraw codes, clean up incorrect data, pull school documentation detailing why certain codes were used, and maintain the work of recovering and retaining the identified students. Included in this work will be locating our students whose last known enrollment under the two scholarship programs – Family Empowerment and McKay Scholarship (83)

The highest number in any single location represented in the data above (94) are students whose last known enrollment was our juvenile detention center or home education. Our plan is to hire a social worker to engage with our local DCF and juvenile detention center to locate the identified students with the ultimate goal to determine, if they are of compulsory age, that they are registered and continuing their education as appropriate. If students are over compulsory age, our intent is to attempt to re-engage them in our school system.

We grouped our schools into feeder patterns and reviewed two data points – the first was the number of students meeting either of the two definitions in the RFA and the second being the percentage of chronic absenteeism in the schools. Our intent was to not only recover our nonenrolled students but to retain the students in danger of withdrawing to no educational option due to absenteeism. We identified six (6) feeder patterns which represents 185 of the identified students. Each of these feeder patterns will receive at least one (1) social worker, with one (1) feeder pattern getting two (2) based upon number of schools in pattern. Each school within the pattern will get a parent liaison. The ideal candidate for this position will be someone who will represent the community and the parents within that community. This team will use multiple means of locating students including using multi-agency databases, included law enforcement, Department of Health, and The Department of Children and Families to attempt to locate phone numbers or addresses, or to cross check known family members. As students are located, our team will update our data, complete home visits, and determine the needs of the family to support them as they re-engage with our schools. As the year progresses, this team will track attendance and follow up on any withdraws to ensure continuity of education to ensure we retain the students we recover. Students will be reviewed by an individual problem-solving team, as part of MTSS, regularly to ensure support services are in place as needed.

Also identified are five (5) individual schools representing 100 of the identified students. Each of these schools will get a parent liaison to complete the same duties as listed above.

Finally, in support of our efforts to recovery and retain our students we will hire two (2) nurse liaisons to work with families with medical concerns or in need of medical support.

#### **Chater Schools**

Brevard County Charter Schools vary widely in their needs with unaccounted student populations. Most schools do not have a population of students that are unaccounted for. The schools that need support with their unaccounted students will be hiring staff to identify, locate, and communicate with these families as well as purchasing supplies to send communications to these families. These positions include a guidance counselor and an attendance clerk. Other schools will be contracting a social worker to locate and support unaccounted students.

#### **General Education Provisions Act (GEPA)**

Brevard Public Schools' participation in all programs under the Elementary and Secondary School Emergency Relief (ESSER II) Fund under the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act, will not impede equitable access or participation by gender, race, national origin, color, or disability. Rather, the program designs encourage equity through a distinct focus on supporting all students. The School Board of Brevard County, Florida does not discriminate on the basis of race, religion, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship, and is prohibited. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment. A student or employee having a grievance concerning discrimination may contact Mark W. Mullins, Ed.D., Superintendent of Brevard Public Schools.

Brevard Public Schools provides routine assistance to students and families with language and/or literacy barriers by providing translated materials, interpreters, and assistance with reading. Access and participation in federally assisted programs for students, teachers, and other program beneficiaries with special needs are ensured by sharing the related Brevard Public Schools policies and procedures, using accessible facilities and transportation services, signing

and adhering to program assurances, and collaborating with the Student Services department to meet the needs of all students.

Brevard Public Schools has the following plans, policies, and procedures to assure equitable access and participation in its programs and activities: The Brevard County Public Schools' Policy #2260 Nondiscrimination and Access to Equal Educational Opportunity (last revised on July 22, 2014), Exceptional Student Education policy #2460, the English for Speakers of Other Languages 2020-2021 Procedural Manual, and Brevard Public Schools LGBTQ+ Guidelines.