

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
November 14, 2023

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge.....Jerry Taylor, Chairman
- 9:02 a.m. Assistant Superintendent of Administration.....Malcolm Hines
Department Update
- Policies (pgs. 2-89)
- 10:00 a.m. Assistant Superintendent of Instruction.....Jennifer Barrs
Department Update
- 2024-2025 School Calendar (pgs. 90-95)
- 10:30 a.m. Curriculum and Instruction Department Update Tammy Boggus
- 2023-2024 Elementary Student Progression Plan
 - 2023-2024 Secondary Student Progression Plan
- 11:00 a.m. Facilities Department Update Ethan Butts
- Five Year Facilities Work Plan
- 12:00 p.m. Lunch
- 1:00 p.m. Risk Management Update.....Lorie Norris
- FSBIT
- 1:15 p.m. Employee Workplace Safety Program Update Lorie Norris
(pgs. 96-159)
- 1:30 p.m. Superintendent Update.....Ted Roush
- 2:00 p.m. Adjourn



Message

Wed, Oct 25, 2023 4:03 PM

From: Malcolm Hines
To: Robinette Odom

Subject: November Workshop Policy changes

Attachments: NEFEC Updates Chart Fall 2023.docx / Microsoft Word Document (21K)
 Policy 3.06 Safe and Secure Schools Revision.docx / Microsoft Word Document (65K)
 Policy 3.13 School Volunteers Revision.docx / Microsoft Word Document (29K)
 Policy 3.22 Internet Safety New.docx / Microsoft Word Document (33K)
 Policy 4.12 Instructional Materials Selection Revision.docx / Microsoft Word Document (47K)
 Policy 4.13 Educational Media Materials Selection Revision.docx / Microsoft Word Document (22K)
 Policy 4.26 AI Acceptable Use New.docx / Microsoft Word Document (22K)
 Policy 4.27 Operation of UAV Drones New.docx / Microsoft Word Document (23K)
 Policy 5.13 Zero Tolerance Revision.docx / Microsoft Word Document (29K)
 Policy 5.15 Administration of Medication Revision.docx / Microsoft Word Document (38K)
 Policy 5.19 Student Records Revision.docx / Microsoft Word Document (53K)
 Policy 5.40 Children of Military Families Revision.docx / Microsoft Word Document (20K)
 Policy 6.39 Report of Misconduct Revision.docx / Microsoft Word Document (35K)
 Policy 8.04 Emergency Drills Revision.docx / Microsoft Word Document (27K)

Robinette,

I will workshop the following policies:

1. Policy 3.06, Safe and Secure Schools (Revision).
2. Policy 3.13, School Volunteers (Revision).
3. Policy 3.22, Internet Safety (New).
4. Policy 4.12, Instructional Materials (Revision).
5. Policy 4.13, Educational Materials (Revision).
6. Policy 4.26, AI Acceptable Use (New).
7. Policy 4.27, Operation of UAV (Drones) (New).
8. Policy 5.13, Zero Tolerance (New)
9. Policy 5.15, Administration of Medication (Revision)
10. Policy 5.19, Student Records (Revision).
11. Policy 5.40, Children of Military Families (Revision).
12. Policy 6.39, Report of Misconduct (Revision).
13. Policy 8.04, Emergency Drills (Revision).

Malcolm L. Hines
Assistant Superintendent of Administration
malcolm.hines@suwannee.k12.fl.us

School Board Policies
Fall 2023
North East Florida Educational Consortium

Policy #	Req	Proc	Status	Option	Policy Title	Comments/Reason
3.06	X	X	Revision		Safe and Secure Schools	Threat Assessment to Threat Management, new model, and Drills; HB 543, 6A-1.0018, 6A-1.0019
3.22	X		New		Internet Safety	Legislative and Rule Changes; HB 379
4.12	X	X	Revision		Instructional Materials Selection	Legislative and Rule updates incorporated; HB 1069, Rule 6A-1.094126;
4.13	X	X	Revision		Educational Media Materials Selection	Legislative changes and Rule updates- HB 1069; Rule 6A-1.094126
4.26		X	New		AI Acceptable Use	Recommended based on emerging technologies – Proactive based on HB 379
4.27			New		Operation of Unmanned Aerial Vehicles (Drones)	Requested by several districts
5.13	X		Revision		Zero Tolerance	Legislative and rule updates; HB 1537
5.15 Option1	X	X	Revision	X	Administration of Medication	Pursuant to legislative changes; HB 1537
5.19	X	X	Revision		Student Records	Legislative changes; HB 1 – revising F.S. 1003.25 to transfer student records in 5 days instead of 3
5.40	X		Revision		Children of Military Families	Legislative Change; HB 633
6.39	X		Revision		Report of Misconduct	Legislative changes; F.S. 1012.797
8.04	X	X	Revision		Emergency Drills	Legislative and Rule Changes; HB 543; Rule 6A-1.0018;
8.32			Revision		Smoking and Tobacco Free Environment	Recommended by Tobacco Free Florida

Add: Policy 3.13 School Volunteers (Revision) Clarifying best practice for level 2 screening of volunteers; Legislative updates HB 1121 on volunteer retirees only required if Board is creating a post-employment volunteer program.

POLICY:**I. Introduction**

The Suwannee County School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons. Maintaining a safe environment is the responsibility for all personnel. All exterior and interior doors shall remain locked when students are present. Personnel discovered to have propped-open, defeated door locking mechanisms, unlocked door, or unsecure doors may receive adverse disciplinary action through progressive discipline to include and up to termination. Shop doors that are inside secured areas may be opened for air flow/ventilation when personnel are present and the doors are under direct observation.

II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).
- B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- C. Any person on a school campus or school grounds not in accordance

with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

- D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.
- E. No person except law enforcement, security officers, and other legally identified individuals may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events. However, District employees may possess a securely encased concealed firearm in their vehicle in accordance with F.S. 790.25 (5).

III. The following emergency response agency(ies) will notify the District in the event of an emergency:

Emergency Response Agency	Type of Emergency
Live Oak Police Department	All Emergencies
Suwannee County Sheriff's Department	All Emergencies

IV. Safety and Security – Emergency Plans

- A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Suwannee County Health Department. The District's Emergency Response Plan is a comprehensive guide that covers all aspects of school safety such as locked doors. The best practice for securing classroom doors is by keeping the door LOCKED at all times.
- B. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.
- C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of:
 - (a) reviewing the current School Safety and Security Plan and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.
- D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval of appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is,

however, confidential and is not subject to review or release as a public record. The Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.

- E. Emergency management and preparedness plans shall include notification procedures for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.
- F. Emergency management and preparedness procedures for active shooter situations shall engage the participation of the District's Director of School Safety, threat assessment team members, faculty, staff, and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.
 - 1. Accommodations for drills conducted at exceptional student education centers may be provided.
- G. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
- H. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

V. Threat Assessment Management

- A. The primary purpose of a threat assessment management is to identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals. is to minimize the

~~risk of targeted violence at school. The Board's threat assessment management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication, The Threat Assessment Management Model is designed to identify, assess, manage, and monitor threats to schools, school staff and students in Schools: a Guide to Managing Threatening Situations and to creating Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment management process is to prevent violence or harm to members of the school community, take appropriate preventative or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The threat assessment management process uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes, is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.~~

- B. The Board authorizes the Superintendent to designate a Threat Management Coordinator, a District Threat Management Team and school-based create building-level, trained threat assessment management teams. Each team shall be headed by the principal and shall include a person with expertise in counseling (school/psychological), instructional personnel, and law enforcement (school resource officer) and provide guidance to

students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self. All members of the threat assessment team must be involved in the threat assessment process and final decision making.

1. ~~The threat assessment team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.~~
1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public k-12 schools, including charter schools sponsored by the District. The DTMC must:
 - a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.
 - b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.
 - c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.
 - d. Assist School Based Threat Management Teams in the District.
2. ~~If a student with a disability is reported to have made a threat to harm others, and the student's intent is not clear, a referral will be made to the threat assessment team for evaluation.~~
2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their

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district. The DTMT must include the DTMC, persons from school district administration, and persons with expertise.

3. School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.

a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.

b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer).

c. If none of the SBTMT members are familiar with the student of concern, the SBTMT Chair will assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. Consulting personnel do not have to complete Florida Model training and may not participate in the decision-making process.

d. All members of the threat management team must be involved in the threat management process and final decision making.

e. Parental Notification

i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the

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Chair/designee must use reasonable efforts to notify the parent or guardian of the student concern.

- ii. If the Chair does not summarily close the case and refers the matter to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.
- iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. Stat. 1006.07 are met.
- iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan (SSMP).
- v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian upon the plan's finalization and anytime the SSMP is substantially revised.
- vi. The SBTMT Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school

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day that the report was received unless the
Chair has determined the concern is unfounded.

4. The threat ~~assessment~~ management team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.
5. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat ~~assessment~~ management team for evaluation.
6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat ~~assessment~~ management team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat ~~assessment~~ management. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.
7. The threat ~~assessment~~ management team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.
8. Upon the student's transfer to a different school, the threat ~~assessment~~ management team must verify that any intervention services provided to the student remain in

place until the threat-assessment management team of the receiving school independently determines the need for intervention services. Threat assessment management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.

9. Through the DTMC, the District must ensure that all threat management teams in the District report to the DOE office on the team's activities during the previous year. The District School Safety Specialist must ensure all schools in the District timely report all required information. The report will contain all data or information required by Florida law.

VI. Safety – Procedures

- A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established consistent with the provisions of Policy 8.01. The emergency preparedness procedures will identify the

individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.

C. Emergency evacuation drills (fire, hurricane, tornado, active assailant/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator, or transportation official is responsible for:

1. Developing and posting emergency evacuation routes and procedures;
2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;
3. Identifying and reporting hazardous areas requiring corrective measures; and
4. Preparing and submitting within fifteen (15) calendar days a written an after-action report of each emergency evacuation-drill and fire drill to the District-Office, school safety specialist for review.

D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

E. Parents, as defined by law, have a right to timely notification of threats,

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unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.

F. All exterior and interior doors shall remain locked when students are present. Shop doors may be opened for air flow/ventilation when personnel are present and the doors are under direct observation.

VII. Safety – Violence Prevention

- A. The Superintendent shall develop a violence prevention plan for use by each school.
- B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

VIII. Security

- A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).
- B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions.
- C. The Superintendent shall designate an administrator or law enforcement officer employed by the Suwannee County Sheriff's Office as the school safety specialist for the District. The School Safety Specialist is

responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:

1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.
2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.
3. No later than November 1, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.
4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.
5. The School Safety Specialist will develop a process related to safety used to identify and correct instances of noncompliance at the school.
 - a. Deficiencies relating to safe-school officer coverage must be resolved by the next school day.

- b. Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.
- 6. The School Safety Specialist shall notify the district's superintendent if there is a suspected deficiency of the district's and/or a school's noncompliance.
- D. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.
- E. Each school's emergency plan shall include security provisions including emergency lockdown procedures.
- F. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.
- G. Adhering to background screening procedures for all staff, volunteers and mentors.
- H. Security trailers may be located on school property.

IX. Mental Health

- A. The School Board shall identify a mental health coordinator for the

District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.

B. The mental health coordinator shall be responsible for:

1. working with the Office of Safe Schools;
2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;
3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals;
4. coordinating the staffing and training of threat assessment teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;
5. coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and
6. annually review of the district's policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the superintendent and the district school board.

STATUTORY AUTHORITY: 1001.41, 1001.42,
F.S.

LAW(S) IMPLEMENTED: 316.614, 790.115, 790.25, 1001.43, 1001.51,
1006.062, 1006.07, 1006.145, 1006.1493,
1006.21, 1013.13, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0403, 6A-3.0171,
6A-1.0018

History:

Adopted:

Revision Date(s): 12/17/02, 4/27/10, 5/22/2018, 9/25/2018,
11/19/2019, 12/15/2020, 4/27/2021, 10/26/2021, 1/25/2022,

Formerly: Campus Disorders and Trespassing 3.06

SCHOOL VOLUNTEERS

3.13

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POLICY:

A school volunteer is any non-paid individual who gives his / her time to a school or school staff member while performing assigned duties. Duties assigned to school volunteers shall be consistent with Florida Statutes and State Board of Education Rules.

- I. The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers which are consistent with Florida Statutes, State Board of Education Rules, and School Board Rules.
- II. The Superintendent shall issue directives concerning school volunteers as may be deemed necessary.

- III. School volunteers shall be subject to background checks based on the volunteer level.

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A. Level 1 Volunteers: Level 1 volunteers may be assigned to work with or help students in settings closely supervised by school personnel, such as classrooms, field trips, and school provided transportation. These volunteers apply annually and are screened using Level 2 screening standards found in Section 435.04 against questionnaires and criminal history databases approved by the superintendent.

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B. Level 2 Volunteers: Level 2 volunteers work under the supervision of the teacher/principal and may be assigned to work with students in settings that are out of direct sight or hearing of the supervisor. They may ride SCSB transportation, serve as mentors, overnight chaperones and other assignments as requested by the school. Level 2 School volunteers must pay the cost of fingerprinting and meet the Level 2 screening standards found in Section 435.04, Florida Statutes.

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- IV. A person who has been arrested for and is awaiting final disposition of, has found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or has been adjudicated delinquent and the record has not been sealed or expunged for, any offense listed in Section 435.04(2) or (3), Florida Statutes, shall not be eligible to be a school

volunteer.

- V A school volunteer shall be accorded the same protection of Florida Statutes as accorded to certificated instructional personnel provided the school volunteer has been duly approved by the school principal as a school volunteer and has officially recorded his / her attendance in the school where he / she is rendering services under an administrative or instructional staffmember.

VI. The District may establish a postemployment volunteer program allowing retirees to provide civic, charitable, and humanitarian services during their first 12 calendar months following retirement without causing the retiree to violate the requirement concerning termination of employment provided the program meets the following criteria:

- A. Before the date of retirement, the District and retiree do not enter an agreement or understanding that the retiree will provide any service(s) for the District.
- B. Neither the District nor a third party may provide any form of compensation, including cash equivalents, to the volunteer retiree for his/her volunteer service.
- C. The District may not provide the retiree volunteer any employee benefits, including health or life insurance benefits, except as otherwise provided in law.
- D. A volunteer may be provided equipment or a uniform if necessary to complete the task associated with the volunteer program.
- E. The volunteer is limited to providing no more than 20% of the number of hours the volunteer was expected to work per week before his/her date of retirement.
- F. There must be a clear distinction between the duties of a volunteer and the duties of an employee.
- G. The schedule of the volunteer, including the number of hours volunteered and type(s) of assignments agreed to by the volunteer, is

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controlled by the volunteer.

H. The District and the retiree are required to maintain adequate records to document compliance with the criteria of the program.

I. The records must be made available to the department or state board upon request.

D. All volunteers will be approved by the School Board.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 110.504(4), (5), 435.04, 440.02(15) (d) 6, 768.28,
943.04351, 1001.43, 012.01,

F.S. STATE BOARD OF EDUCATION RULE(S): 6A-1.070

History:	Adopted:
	Revision
	Date(s):
	Reviewed by SCSB:
	7/28/09 Formerly: ICC

Introduction

- I. It is the policy of Suwannee County School Board to:
 - A. prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
 - B. prevent unauthorized access and other unlawful online activity;
 - C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)];
 - D. Implement technology protection measures that will:
 1. filter or block access to material that is not appropriate for students based upon the subject matter and/or the age of the students served at each school;
 2. prevent hacking or unauthorized access by students to data or information that they should not have access to, or other unlawful online activities by students;
 3. prevent access to websites, web or mobile applications, or software that do not protect against the disclosure use or dissemination of students' personal information in accordance with Florida Administrative rules; and
 4. prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose
 - E. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications
- II. Access to Inappropriate Material

Through this policy, the Suwannee County School Board shall:

- A. Require the use of technology protection measures to filter or block access to material that is not appropriate for students, taking into consideration the subject matter and the age of the students served at each school;
- B. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;
- C. Require the use of technology protection measures to prevent hacking or unauthorized access by students to data or information that they should not have access to, and to prohibit other unlawful online activities by students;
- D. Prevent access to websites, web or mobile applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information in accordance with Rule 6A-1.0955, F.A.C.; and
- E. Prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose.
- F. TikTok.
 - 1. The use of TikTok, and any successor platforms, on all district or school-owned devices, or on any device (including privately owned devices) connected to district or school-provided internet is prohibited; and
 - 2. The use of TikTok, or any successor platforms, to communicate or promote the Suwannee County School District, any school within Suwannee County School District, any school-sponsored club, extracurricular organization, or athletic team in the Suwannee County School District is prohibited.
- G. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information on the Internet or other forms of electronic communications.

H. Specifically, as required by the Children's Internet Protection Act, blocking/filtering shall be applied to visual depictions of material deemed obscene or child pornography, and to any material not age appropriate.

I. Blocking/filtering of Internet content, including Social Media access, may be disabled-for staff and students, only for bona fide educational purposes may access be permitted. Any request for disabling blocking/filtering must be made in writing to the school principal and describe the specific content to be unblocked/unfiltered and the bona fide educational purpose for such access. Upon review, the school principal or his / her designee shall approve or deny the request.

III. Inappropriate Network Usage

A. To the extent practical, steps shall be taken to promote the safety and security of users of the Suwannee County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

B. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

1. unauthorized access, including so-called 'hacking,' and other unlawful activities; and
2. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

IV. Education, Supervision, and Monitoring

A. It shall be the responsibility of all members of the Suwannee County School District staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy.

B. Prior to requiring students to access online content, staff must confirm the content is not blocked by the student Internet filter.

- C. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of IT or designated representatives.
- D. Suwannee County School District will provide age-appropriate training for students who use the District's Internet facilities. The training provided will be designed to promote the District's commitment to:
 - 1. The standards and acceptable use of Internet services as set forth in the School District's Internet Safety Policy;
 - 2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
- E. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA"). Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the district's acceptable use policies.

V. Adoption

- A. Acceptable Use of the Digital Network of the Suwannee County School District The following are typical uses of the digital network:
 - 1. Students' use of the District's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with this policy and the Acceptable Use Policy ("AUP"). Electronic Resources Responsible Use Policy (ESRUP).
 - 2. The following general rules govern students' use of the District's digital network and technology resources:
 - a. The use must be in support with the District's educational goals and policies.

- b. The use must comply with this policy and the ~~Acceptable Use Policy ("AUP")~~Electronic Resources Responsible Use Policy (ESRUP).
 - c. The use must comply with the instructions of teachers and staff.
- 3. Require that students who access our network with district or personally owned electronic equipment ANNUALLY sign this the Electronic Resources Responsible Use Acceptable Use Agreement which is to be kept on file at each school or district department.
- 4. The use must comply with applicable laws and regulations, Including
 - a. bullying and harassment and
 - b. copyright laws.

VI. Prohibited Activities

- A. The following are prohibited:
 - 1. Use that violates the Code of Conduct.
 - 2. Use of another individual's account or providing individual account information to another person.
 - 3. Use of the network for financial gain or for political or commercial activity.
- B. Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.
- C. Attempting to access, modify, harm or destroy another user's data on the network.
- D. Harassing, insulting, ridiculing, attacking or defaming others via network communications.
- E. Attempting to subvert, defeat or disable installed web or network

access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources.

- F. Users of unauthorized methods of access to Suwannee County School District technology resources such as modems and virtual private networks (VPN's).
- G. Use of remote access software or services to access remote computer networks, workstations or servers from the district system.
- H. Attempting to transmit damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data.
- I. Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks.
- J. Usage invades the privacy of others.
- K. Use or experimentation with software or hardware without written approval from the CIO Director of, Information Technology. • Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.
- L. Changing, deleting or modifying Internet browser settings including hiding or deleting Internet history or records of Internet use.
- M. Use of the system for an unauthorized purpose.
- N. Broadcasting a WiFi signal or operating a personal Hotspots from personal devices.
- O. Students shall not perform any kind of maintenance, repair, configuration or installation services on District owned devices.

VII. Enforcement

Students who violate this Policy may be denied access to Suwannee County School District computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the Suwannee County School District disciplinary procedures.

VIII. No Expectation of Privacy

Users have no expectation of privacy in their use of the District system.

IX. AUP—Electronic Resources Responsible Use Agreement and Acknowledgement

As a condition of the privilege of using the District's system and technology resources, students/parents are required to annually acknowledge and agree to the District Electronic Resources Responsible Use Policy. AUP guidelines contained herein via the District's online Returning Student Verification form or the online New Student Enrollment form. AUP acknowledgement via the District's online forms (noted above) is the primary method recommended because that process also updates our student information system. The AUP form found in this document is included for illustration and can be used (if needed).

X. The Use and Operation of Personally Owned Technology Devices or Electronic Property Students and visitors who are authorized to use or operate personally owned devices must adhere to the following:

- A. District employees are not authorized to install software, perform any repair, configuration or maintenance on student-owned technology resources, that are brought to school property or present during school sponsored activities including both software and hardware resources.
- B. Students who are authorized to bring and/or use a personally owned technology devices are responsible for the safe keeping and proper use of their property. The District is in no way liable for any loss or damage for student-owned devices.

- C. Schools/Departments will not be responsible to hold or store student-owned devices.

XI. Additional Requirements

- A. Students or Visitors Requesting a Waiver for Personal Electronic Property or Bring Your Own Device (BYOD)

Students and visitors requesting to operate their personal computing device (notebook computer, touch tablet, etc.) within the district must obtain written approval and abide by the following additional requirements: Any computer that is connected to the District Digital Network via wired or wireless control must have functioning anti-virus software running with up-to-date virus definitions. A Waiver for Personal Electronic Property form must be signed (denoting approval) by the school or district department administrator prior to operating any personal electronic property in Suwannee County School District schools or offices. Any student or visitor that operates any personal electronic property must also sign and acknowledge this Electronic Resources Responsible Use AgreementAUP.

- B. Additional Guidelines for Students Student users must adhere to the following additional guidelines:

1. Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.
2. Students will comply with the Suwannee County Digital Citizenship Guidelines.

- C. Additional Rules Governing the Use of Video, Photo and/or Audio Recording Devices at School This section addresses the use of devices that can record audio, photo or video content in the school environment, particularly the classroom. Such recording devices include:

1. Smart Pen (i.e. Livescribe Echo),
2. Personal audio recorder,
3. Mobile/Smart Phone (i.e. iPhone),

4. Personal Media Player/MP3/MiniDisc Player (i.e. iPod),
5. Mobile Tablet or Slate Device (i.e. iPad, Nexus), eReader
(i.e. Nook, Kindle)
6. Mobile Computer System capable of recording video, photo,
audio (i.e. notebook, netbook)
7. Digital or film-based Camera or video recorder
8. Digital or film-based Audio Recorder (i.e. Cassette player)

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.02, 1003.02 F.S.
Rule 6A-1.0957, 6A-1.0955

HISTORY: ADOPTED:
REVISION DATE(S):

POLICY:

All classroom instructional materials, used in the Suwannee County Schools including State-adopted single source textbooks, instructional aids, and other supplementary materials, for the first time shall undergo an evaluation. This evaluation shall determine the suitability of the materials for information being taught in the classroom in relationship to State standards, curriculum frameworks, and district programs, as well as with state and district performance standards.

- I. Evaluation of Instructional Materials. The Superintendent shall establish a District Review Committee and develop procedures for the review and evaluation of instructional materials. The District Review Committee will include content area teachers, one or more parents of children at content grade level and district personnel. Meetings of the District review committee convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the School Board must be noticed and open to the public in accordance with s. 286.011 F.S. The staff involved in this process shall recommend to the Superintendent the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board Rule as well as the state and district performance standards for submission to the Board for adoption. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption.
- II. Adoption of Instructional Materials. The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature:

- A. Prior to final adoption, student editions of the recommended instructional materials will be made accessible for review online for at least twenty (20) calendar days before consideration by the School Board.
- B. Public notice of the materials being considered for adoption shall specifically list the materials and how they can be accessed.
- C. The School Board shall conduct an open noticed public hearing to receive comment on recommended materials prior to adoption.
- D. The School Board shall conduct an open, noticed public meeting to approve an annual instructional materials plan to identify any instructional materials that will be purchased. The public meeting will take place on a different date after the public hearing.
- E. The School Board shall receive comment at the public hearing and meeting as prescribed by policy.
- F. The School Board must select, approve, adopt, or purchase all materials as a separate line item on the action agenda.
- G. The following procedures shall apply to all objections to instructional materials adopted by the School Board.
 - 1. The parent or a resident of the County, as defined by Florida Statutes, may contest the district school board's adoption of a specific instructional material by filing a written objection using the form that is available in each school office, the Superintendent's office, or on the District website.
 - 2. The form must be signed by the parent or resident of the county, include the required contact information, and state the objection to the instructional material based on the criteria stated in Florida Statutes s. 1006.31(2) or 1006.40(3)(d).

3. The written objection must be filed within thirty (30) calendar days of the adoption of the material. A complainant who does not complete and return the form within the required time shall receive no consideration. The statement shall include the following information:
 - a. Author, compiler, or editor;
 - b. Publisher;
 - c. Title;
 - d. Reason for objection;
 - e. Page number of each item challenged; and
 - f. Signature, address and telephone number of person making the complaint.
 4. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing before an unbiased and qualified hearing officer on all petitions timely received during the thirty-day time period. The petitioner(s) shall be notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing. The hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer.
 5. The contested material shall be made available to the public online at least seven (7) days before the hearing.
 6. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.
- H. The Superintendent shall annually submit to the Commissioner of Education a report identifying each material the District received an objection to pursuant to s. 1006.40(3)(d) and the specific objections raised; the material that was removed or discontinued as a result of an objection; and the grade level and course for which the removed or discontinued material was used.

III. Evaluation and Adoption of Other Classroom Instructional Aids and Materials. The following procedures will be followed in the evaluation, selection, and use of additional instructional aids for classroom use that have not been adopted by the State Board of Education, and approved for use:

- A. When teachers, groups of teachers, or academic departments determine that the need exists for new or additional classroom instructional aids, they shall review available items and seek input and assistance, when appropriate, from parents, students, and other lay members of the community, and determine which instructional aid or aids best meet instructional needs.
- B. After making this determination, they shall prepare a written rationale for each instructional aid, which includes, but is not limited to, the following:
 - 1. The class(es) or age group(s) that the instructional aid is appropriate.
 - 2. How the use of the instructional aid will meet the curriculum objective(s).
 - 3. The way(s) in which the instructional aid will be used to meet the curriculum objective(s).
 - 4. Problems, if any, of style, tone, content or theme inherent in the instructional aid, and the way(s) in which these problems will be addressed during the instructional process.
 - 5. Other appropriate instructional aids available for individual students to use in place of the one selected.
 - 6. Where applicable, supporting professional materials which were used in selecting the instructional aid.

- C. The rationale shall be submitted to the principal. The principal shall review the rationale to determine whether it demonstrates that the instructional aid is consistent with the district goals and with the school and course objectives. Within ten (10) working days, the principal shall recommend, in writing, the approval or the rejection of the instructional aid, or shall return the rationale to the teacher for revision. If the instructional aid is recommended for rejection or returned for revision, the principal shall state the reasons in writing. Upon resubmission of a revised rationale by the teacher, the principal shall make a decision for recommendation or rejection within ten working days. The principal shall submit the recommendation to the Director of Curriculum and the Superintendent. If the instructional aid is rejected by the Director of Curriculum and the Superintendent, the teacher shall have ten (10) working days from the date of rejection to file a written request for review by the School Board.
- D. The Superintendent shall submit a written list of any instructional aids that have been submitted by teachers and rejected by a principal, the Director of Curriculum or by the Superintendent, and not appealed by the teacher. The list shall state the reasons for the rejection of each instructional aid.
- E. The rejection at any level, of the use of an instructional aid shall be for that academic year only. Any instructional aid previously rejected, at any level may be resubmitted in any subsequent year.
- F. Materials approved shall be deemed appropriate for use at the grade level requested and may be used at higher levels throughout the district providing that the curriculum sequence is maintained.
- G. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference

with the principal or principal's designee to discuss the use of the material.

- H. The complainant will be provided with the District's policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.
- I. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.
- J. Within ten (10) working days of such filing, parents of other students in the class(es) involved or potentially affected in that school shall be notified in writing by the principal that a challenge has been initiated.
- K. School-level Instructional Appeals Committee. The Appeals Committee shall consist of two teachers selected by the Superintendent from that particular school, two teachers selected by the principal from that particular school and three (3) parents of students at the school who will have access to such materials ~~citizens selected by the School Board who reside in the particular school zone~~ to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the instructional materials coordinator when a committee is convened. Meetings of the committees convened for the purpose of resolving an objection by a parent or resident, must be noticed and open to the public in accordance with s. 286.011.
- L. If the challenged material is for a course required by s. 1003.46, s. 1003.42(2) (o).g., s. 1003.42 (2) (o) 3(N1)1.g., s. 1003.42(2)(n)3), or is identified by State Board of Education rule the challenged material shall remain available for circulation during the reconsideration process. If the challenged material is subject to an objection on the basis of being prohibited under s.847.012 or if it

depicts or describes sexual conduct as defined in s. 847.001(19), must be removed within five (5) school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved.

L.M. Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined herein. The Committee shall have no authority to determine curriculum. Within ten (10) working days of receiving the recommendations of the Committee, the principal shall make a decision whether to retain the material or remove the material. The principal shall take into account the Committee's recommendations when making his/her decision.

N. The complainant shall be informed in writing concerning the principal's decision.

1. If the principal determines the challenged material be retained, the complainant shall be notified in writing within five (5) working days. The Complainant shall be given a copy of the decision of the Committee's decision and a copy of the procedures for filing an appeal.

2. If the principal determines that the challenged material be removed, then the complainant, the teacher(s), the students in the class, and the parents of the students in the class where the complaint was initiated, shall be notified in writing within five (5) working days of the decision at the same time the decision will be referred to the District's Instructional Material Review Committee.

O. District-Level Appeals. An appeal of a principal's determination to retain challenged materials must be filed with the principal within five (5) working days of notification of that determination and shall include a specific statement of the complainant's grounds for disagreement with

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the principal's determination. Copies of the appeal shall be furnished to the teacher(s) and the parents of the students in the class where the complaint was initiated within five working days of the filing of the appeal.

- P. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the Curriculum Director as being responsible for the organization of this review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated. The district level committee will include:

1. District Level Staff Member. One staff member from the level or special area where the material has been challenged.
2. Three Principals. One principal shall be appointed from each level (elementary, middle, and high school). However, only the principal from the same level as the school at which the challenge originates shall serve on the review panel for the particular material.
3. Grade Level Instructional Staff Member. One instructional staff member who is a department head, grade level chair or team leader from the same level (elementary, middle, or high school) at which the challenge originates.
4. Three Teachers. Three teachers from the same level at which the challenge originates shall be appointed by name.
5. Four Parents. One shall be a parent of an elementary school student, one shall be a parent of a middle school student and two shall be the parents of high school students.

- Q. The committee's review shall be treated objectively, unemotionally, and in a businesslike manner and shall be conducted in the best interest of the students, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections. Meetings of the committees convened for the purpose of resolving an

objection by a parent or resident, must be noticed and open to the public in accordance with s. 286.011.

- R. The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Superintendent.
- S. A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.
- T. The decision to remove challenged material from use shall, unless otherwise determined by the School Board, be effective at the grade level at which the material is in use and all lower grades.
- U. If a parent disagrees with the determination made by the school board, a parent may request the Commissioner of Education to appoint a special magistrate. The special magistrate shall determine facts relating to the school district's determination, consider information provided by the parent and the school district, and render a recommended decision for resolution to the State Board of Education within thirty (30) days after receipt of the request by the parent. The State Board of Education must approve or reject the recommended decision at its next regularly scheduled meeting that is more than seven (7) calendar days and no more than thirty (30) calendar days after the date the recommended decision is transmitted. The costs for the special magistrate shall be borne by the school district.
- V. Parents shall have the right to read passages at a Board Meeting from any material used for instructional purposes under 1006.28(2)(a)2 that is subject to an objection. If the school board denies a parent the right to read passages due to content that is prohibited under s. 847.012 or pornographic, the school district shall discontinue the use of the material.
- W. If the School Board finds any other material contains prohibited content depicting or describing sexual conduct as defined in s.

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847.001(19) (unless such material is for a course required by s. 1003.46, s. 1003.42(2)(o)1.g., or s. 1003.42 (2)(o) 3., (n)1.g., or s. 1003.42(2)(n)3., or identified by State Board of Education rule), that does not meet the students' needs and ability to comprehend the material presented or is inappropriate for the grade level and age group for which the material is used, the school district shall discontinue the use of the material for any grade level or age group where the use is inappropriate or unsuitable.

V.X. Classroom Libraries. Materials in this category presently in the classroom which have been approved for classroom use shall remain available for continuing use by students. Materials acquired to replace or duplicate books or other materials which have already been approved may be made available for student use without resubmission of their titles to the school's media center. When new materials are added to the classroom library, a list of said new materials shall be submitted to the school's media center. Teachers shall apply the selection criteria set forth in Policy 4.13 Education Media Materials Selection.

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STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.28, 1006.29(5); 1006.31, 1006.32, 1006.40 F.S.; 6A-1.094126 F.A.C.

History:

Adopted:

Revision Date(s): 4/27/10, 8/23/2022

Formerly: New

POLICY:

- I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:
 - A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students being served.
 - B. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
 - C. A background of information enabling students to make intelligent judgments in their daily life.
 - D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.
 - E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.
 - F. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

- II. Legal Responsibility for Selection. The School Board is legally responsible for all matters relating to the operation of the Suwannee County Schools. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. The School Board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library.
- III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the Student's library record that the student not be allowed to check out certain material.
- IV. Criteria for Selection of Media Materials
- A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.
 - B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection, (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.
 - C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.
 - D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:

2.1. Religion. Factual, unbiased material which represents all major religions

3.2. Ideologies. Factual information on any ideology or philosophy that exerts a strong force in society

4.3. Sex Education. Factual information, appropriate for the age group or related to the school curriculum

5.4. Sex. Pornographic, sensational, or titillating materials shall not be included

6.5. Profanity. The fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material

7.6. Science. Factual information about medical and scientific knowledge, without any biased selection of facts.

E. Gifts of media or money shall be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for acquisitions, according to the same selection criteria and procedures as purchased materials.

V. Procedures for Selection

A. In selecting materials made available to students through the district library media center, the school media specialist shall:

1. Consult with reputable, unbiased, professionally recognized reviewing periodicals and school community stakeholders (including, media staff, curriculum consultants, faculty, parents and community members).

2. Require that book selections meet the criteria set forth in s. 1006.40(3)(d). F.S.
 3. Library media center collections will:
 - a. be based on reader interest,
 - b. support state academic standards and aligned curriculum
 - c. support the academic needs of students and faculty
 4. When considering materials to be purchased, the media specialist shall follow these procedures:
 - a. Purchase materials which are outstanding and frequently used;
 - b. Periodically replace periodically worn or missing basic items;
 - c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph 2; and replaced by new and age appropriate materials,
 - d. Purchase materials in many types of format: digital, e-books, electronically, soft or hard bound.
 - e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.
- B. District elementary schools must publish on their school website, a list of all materials maintained in the school library media center or required as a part of a school or grade-level reading list.

- VI. Challenged Materials. Library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent, Suwannee County resident or employee of the district may request reconsideration of school library media; however, the challenged material shall not be removed from circulation during the reconsideration process. When a complaint is made, the following procedure shall be followed:
- A. The library media specialist shall discuss the matter informally with the complainant explaining the selection procedures for library media materials. If the complainant accepts the explanation given by the media specialist, the reconsideration process concludes.
 - B. If the explanation fails to resolve the objection, the principal will ask the complainant initiating the challenge to file, within two weeks, a formal written objection by completing a "Request for Reconsideration of Library Media" form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.
 - C. Upon receipt of the completed form "Request for Reconsideration of Library Media," the principal shall forward copies to the appropriate personnel on the School-level Review Committee (a committee of teachers, educational media specialists and parents of the school).
 - D. The challenged material shall remain available for circulation during the reconsideration process or the challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
 - E. The challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.

- F. The Complainant shall be informed in writing concerning the school-level committee's decision.
- G. District Review Committee. If the Complainant disagrees with the decision rendered by the school-level committee, an Appeal may be filed with the District.
- H. The Superintendent shall appoint a District Review Committee with the following composition:
 - 1. One representative of the Public Library Board;
 - 2. One representative of the general public at large; and
 - 3. One representative of a school parent organization.
 - 4. One principal from the level at which the complaint originated (K-5, 6-8, or 9-12).
 - 5. Three school-level instructional staff members including the following:
 - a. One media specialist from the level at which the complaint originated;
 - b. One media specialist from another level; and
 - c. One classroom teacher from the level at which the complaint originated.
 - 6. Two district-level instructional staff members including the following:
 - a. One district-level instructional staff member from the level where the material is in question; and

b. The Supervisor of Technology and Instructional Media Services.

I. The Review Committee, in carrying out its assigned function, shall:

1. Read, view or listen to the material in its entirety;
2. Check general acceptance of the material by reading reviews and consulting recommended lists;
3. Determine the extent to which the material supports the curriculum;
4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and
5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent.

J. The Superintendent's designee will inform the complainant and the school's media specialist of the committee's decision to retain or withdraw the challenged material as recommended by the District Review Committee.

K. If the complainant or the media specialist is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent. Failure of the complainant to file a written appeal within 30 days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.

L. The Superintendent shall, within 30 days of receipt of the appeal, send the complainant and the school media specialist a written decision. An

appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision.

- M. The School Board shall consider the decision of the District Review Committee and the Superintendent and any other appropriate documentation (i.e. meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular Library Media material item will be considered final.
- N. Library Media materials in question, can only be removed from circulation and/or used in the school district through the procedures of this policy.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21, 1001.43; 1006.28; 1006.34(2) (b); 1006.40 F.S.

History:

Adopted:

Revision Date(s): 4/27/10, 8/23/2022

Formerly: IIAC

I. Introduction

It is the policy of Suwannee County School District to:

- A. Support the use of technology to improve teaching and learning, and to support innovations throughout the educational system.
- B. With artificial intelligence (AI) technology shifting from providing access to instructional resources and capturing data to automating decisions about teaching and learning processes and detecting patterns in data it is necessary for there to be an increase in the level of responsibilities a person may delegate to a computer system.
- C. Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is developed for and used in education.
- D. This policy outlines the acceptable use of AI tools and applications within Suwannee County Schools to ensure their safe, ethical, and responsible use.
- E. It is the District's responsibility to educate and train students to utilize AI in an ethical and educational way. The District is not banning teacher or student use of AI, but each teacher and student needs to be aware of the limitations and guidelines of its usage.
 - 1. Teachers may allow the use of AI for curriculum purposes. For example, AI programs may assist students with providing clarifications of information or explanations of ideas and concepts. AI may also be helpful for students with generating ideas, topics and writing prompts.
- F. Teachers and staff need to be aware and understand:
 - 1. Generative AI is not a substitute for human creativity, judgement, and creation.

2. Supervisors must be notified when AI is being used to complete a task.
3. The use of AI may implicate Intellectual Property rights, Privacy rights, and other District policies.
4. Any work product prepared by AI should peer reviewed for accuracy, appropriateness, and bias (depending on the nature of the work).
5. They must not enter passwords, confidential, proprietary, or sensitive District data into AI.
6. They must not enter employee or student records, names, addresses, etc., into AI.
7. Do not integrate AI tools with District software.
8. Do not use AI for employment decisions about applicants or employees.
9. Do not use AI tools specifically prohibited by the District, the Florida Department of Education, the State of Florida, or the United States Department of Education.

G. Students Responsible Use –

1. When using AI students need to be aware that anything entered into AI may be retained or reused by the AI, without the ability of the student or the District to retract or further control such information. Students are prohibited from entering any District information and documents or personally identifiable information of students or District staff into AI on District-owned or operated computers, devices, software, and hardware, including through Internet-access provided by the District.
2. AI can have implicit bias, and even present incorrect information. Students should understand that AI is not always factually accurate, nor seen as a credible source. All users must also be aware of the potential for bias and discrimination in AI.
3. If a student is using AI, they need to think critically and be sure to fact-check using primary sources.
4. AP, IB and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.

5. The use of AI, including tools like ChatGPT, necessarily implicates academic integrity for essays or other papers submitted on behalf of the student. Should AI be used in any capacity, the student must indicate they used AI related to their school work and to what extent AI-generated information was prepared. The use of AI could be subject to the Academic Dishonesty Policy.
6. Students are not permitted to use AI to avoid doing their own work.
7. Students may not use AI when their teacher has expressly forbidden its use.
8. Student access to certain websites using AI may be granted. However, privacy guidelines and age restrictions must be considered prior to allowing the usage.

H. Any misuse of AI, such as hacking or altering data, on District-owned or operated computers, devices, software, and hardware, including District-provided Internet-access, is strictly prohibited.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.02, 1003.02, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0957, 6A-1.0955

History:

Adopted: _____
Revision Date(s): _____

OPERATION OF UNMANNED AERIAL VEHICLES (Drones)

4.27

- I. The School Board is committed to providing all students and staff with technology-based learning opportunities. Unmanned remotely controlled aerial systems ("drone(s)") have value in an instructional setting. Use of drones is a privilege which comes with responsibilities - to which students and staff must adhere.
- II. Drones - are defined as any powered, aerial vehicle that when operated outdoors is subject to Federal and/or State regulations.
- III. Staff and students shall only operate drones in accordance with this policy and applicable Federal guidelines. Any inappropriate use must be reported to the Superintendent or his/her designee.
- IV. A teacher wishing to use/demonstrate any drones in an instructional related setting must adhere to the guidelines of this policy and applicable Federal guidelines. A clear connection between drone technology and the approved course curriculum must exist.
- V. Drone Use Pre-Qualification Guidelines
 - A. Any staff member who requests to use drones in their curriculum program must provide educational objective supporting documentation and obtain permission from their administrator.
 - B. Any staff member who requests to use drones in an athletic program must meet the Florida High School Athletic Association (FHSAA) guidelines and seek permission from their administrator.
 - C. Any staff member who has been granted permission to use drones in their curriculum or athletic program must obtain remote operator certificate (FAA Part 107 Guidelines).
 - D. All drones owned and operated by the District are to be registered with the Federal Aviation Administration (FAA).
 - E. Only drones produced by approved drone manufacturers can be used for educational purposes and by the District for operations and maintenance of District property.
- VI. Operation Guidelines

- A. Staff and students shall not operate drones within five (5) miles of any airport without prior notification and acknowledgment from airport authorities. Written documentation for notification should be logged and kept on file by the notifying staff member.
- B. Students operating drones on school grounds must: be enrolled in a program that includes the use of drones in its curriculum and have been trained in the use of drones by the teacher.
- C. Students shall not operate drones without the direct supervision and presence of a teacher.
- D. All proper safety equipment must be used by any operator(s) and observer(s) to include eye and ear protection.
- E. The use of any drone on school grounds must be approved in advance by the principal or a district administrator.
- F. Drone operators (staff and students) must maintain safe control and line-of-sight at all times during operation and are prohibited from flying drones over playing fields, seating and spectator areas where and when people are present, as well as parking areas where and when people and/or vehicles are present. Broadcast from a remote location does not constitute line of sight.
- G. Staff and students shall not operate drones above an altitude of 400 feet above ground level or within 400 feet of a structure as outlined in FAA Part 107 guidelines.
- H. Any district or teacher provided drone operated on school grounds must be of relatively low power, be equipped with blade guards, weight less than 0.55 lbs., and not be subject to FAA registration requirements. Staff and students shall not operate a drone with a weight of more than 55 lbs.
- I. Staff and students shall not operate drones before sunrise or after sunset or in adverse weather conditions.

- J. Staff and students shall not operate drones within proximity to or above individuals, crowds, or vehicles, to include parking lots, bleachers, sporting events, school-based activities or functions.
- K. Students are not permitted to bring drones to school.
- L. If used outside, and if the drone were to be flown/blown onto a building roof, off-campus location, or another restricted area, the teacher/coach must report it immediately to school administration and appropriate support staff, i.e. custodial staff, or technical services if the drone is located on the roof. Students shall not be used to retrieve the drone under any such circumstances.
- M. Any variance from this policy requires the prior written authorization from both the Director of Safety and Security and the Supervisor of Risk Management.

VII. Inappropriate Use

- A. Staff and students shall not operate drones under circumstances where profit would be generated.
- B. Staff and students shall not operate drones broadcasting or recording images of people or property where the reasonable expectation of privacy exists or over areas that are normally deemed private by social norms, such as restrooms, locker rooms, or residential areas.
- C. Staff and students shall not operate drones indoors, i.e. no flying in classrooms.

VIII. Drone Injuries or Incidents

- A. Any injuries or property damage resulting from District drone use shall immediately be reported to the operator's direct supervisor and to the Risk Management Department. Further use of the drone in question will be suspended until an investigation of the events takes place and clearance for use is provided.

- B. Any scenarios not addressed within this policy shall be governed by the appropriate Federal Aviation Administration regulations.
- C. Violations of this policy may result in disciplinary action for staff and/or students and/or revocation of drone use privileges.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 330.41, 934.50 F.S.

Title 49 U.S.C §§40101, 40102 and 40103 14 C.F.R § 1.1

Federal Aviation Administration Advisory Circular AC 91-57A

Public Law 112-95 Code of Federal Regulation Part 107 – Small Unmanned Aircraft Systems

Florida High School Athletic Association Guideline Handbook

HISTORY: ADOPTED: _____ REVISION DATE(S): _____ FORMERLY:

ZERO TOLERANCE FOR SCHOOL-RELATED CRIMES

5.13*

POLICY:

- I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened for the defense of others or in the student's own self-defense, was using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer that was necessary to restore or maintain the safety of others. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the State Board of Education's zero tolerance policy as outlined in Florida Statutes.
- II. Acts that pose a ~~serious~~ threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Students found to have committed the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall be brought before the Board for expulsion or expelled from their regular school, unless the superintendent requests in writing that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school, in accordance with Article X:
 - A. Such acts include but are not limited to:
 1. homicide (murder, manslaughter);
 2. sexual battery;
 3. armed robbery;
 4. aggravated battery;
 5. battery or aggravated battery on a teacher or other school personnel
 - 5-6. assault or aggravated assault on a teacher or other school personnel

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6. _____

7. kidnapping or abduction;

8. arson;

8-9. possession, use or sale of any firearm or weapon;

9-10. possession, use or sale of a controlled substance;

10-11. possession, use or sale of any explosive device;

11-12. threat or false report to do harm related to bombs or weapons, or

12-13. victimization of students.

The expulsion limit is mandatory for a minimum of one (1) full year from the student's regular school.

- B. Prior to taking such action against any student, the School Board shall ensure that appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (1) of this rule is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in State Board of Education Rule 6A-6.0331. This provision shall not be construed to remove a School Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.
- C. The School Board may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.
- D. Local law enforcement authorities shall be notified immediately when one of the offenses listed above is committed on school property, on school-sponsored transportation, or during a school-sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parents or legal guardian if the victim is a minor, of the offense and of the victim's rights to press charges

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against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

- E. The school principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. Annually, the principal shall review school discipline data with the school advisory council in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.

- III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to:

- A. Cellular telephone violation;
- B. Defiance of authority;
- C. Disruption, minor;
- D. Dress code violation;
- E. Eating or drinking on the bus;
- F. Forgery;
- G. Horseplay;
- H. Leaving campus without permission;
- I. Lying or misrepresentation;
- J. Profanity;
- K. Vehicle parking violation.

- IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety.

V. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:

- A. Alcohol violation;
- B. Alcohol, sale or distribution;
- C. Arson;
- D. Battery;
- E. Bomb or biochemical threat;
- F. Breaking and entering or burglary;
- G. Disruption of school, major;
- H. Drug use, sale or distribution;
- I. Explosives, possession or use;
- J. Extortion;
- K. False alarm;
- L. Firearms violation;
- M. Gang-related activity;
- N. Hate crime;
- O. Illegal organization, membership;
- P. Robbery;
- Q. Sexual battery;
- R. Sexual harassment;
- S. Sexual misconduct;
- T. Sexual offense;
- U. Stalking;

V. Trespassing;

W. Weapons violation;

X. Any felony as defined by Florida Statutes.

- VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported.
- VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.
- VIII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system, unless the superintendent requests that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school, in accordance with Article X:
 - A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.
 - B. Making a threat or false report as defined in Florida Statutes Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.
 - C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.
 - D. Hazing as defined in 1006.135, Florida Statutes.
- IX. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

- X. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.
- XI. The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.
- XII. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.
- XIII. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.
- XIV. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04, 1001.42, 1001.43, 1001.54, 1003.31, 1003.42, 1006.07, 1006.08, 1006.09, 1006.13, 1006.135, 1006.14, 1012.28, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.03311

History:

Adopted:

Revision Date(s): 11/21/2000, 2/23/10, 3/22/2011, 9/25/2018, 7/23/2019,
11/19/2019

POLICY:

- I. Each school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the registered nurse at each school.
- II. Administration of medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. The Student Conduct and Discipline Code shall set forth provisions for administering medications.
- III. Narcotic analgesics will not be administered at school. Narcotics are known to cause decreased coordination and decreased levels of consciousness, thus presenting both impaired learning and safety issues for the student.
- IV. Medication must be transported to and from school by the parent/guardian or a responsible adult designated by the parent or guardian.
- V. Instructions for the use of the medication shall be provided in writing by the Florida licensed prescribing healthcare practitioner and/or described on the medication container provided by the Florida licensed prescribing healthcare practitioner or pharmacist.
- VI. All medications shall be delivered to the school office/clinic with a Medication Authorization Form completed and signed by the student's parent(s) or legal guardian and the Florida licensed prescribing healthcare practitioner, to grant permission for administering all medication. The form must include the following:
 - A. Name of Student;
 - B. Diagnosis;
 - C. Reason the medication must be given during the school day;
 - D. Name and purpose of medication;

- E. Time and/or condition under which the medication is to be given;
- F. Specific instructions on the administration of the medication as stated in Section IV above;
- G. Approximate duration of medication to include beginning and ending date;
- H. Allergies; and
- I. Side effects;

VII. Receipt, Storage, Control and Return of Medications

- A. All medications being received by Suwannee District Schools, must be counted with the parent/adult delivering the medication and a school health staff person and/or a district school board employee who is receiving the medication. Verification of the count shall be made in writing on the Medication Administration Log Notes by the person delivering the medication(s) and the person receiving the medication(s);
- B. All medications being returned to parents/adults shall be counted with the parent/adult receiving the medication and a school health staff person and/or a district school board employee who is returning the medication. Verification of the count shall be made in writing on the Medication Administration Log Notes by the person returning the medication(s) and the person receiving the medication(s);
- C. All medication(s) to be administered to a student/students by designated and trained staff members while a student/students are away from school property and/or on official school business shall be counted with designated and trained staff members receiving the medication(s) and the school nurse or a school health staff person who is releasing the medication(s). Verification of the count shall be made in writing on the Medication Administration Log Notes by the person receiving the medication(s) and the person releasing the medication(s);
- D. All medications being returned to the school nurse/school health staff by designated and trained staff members shall be counted with designated and trained staff members returning the medication(s) and the school

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nurse or a school health staff person who is receiving the medication(s). Verification of the count shall be made in writing on the Medication Administration Log Notes by the person returning the medication(s) and the person receiving the medication(s);

- E. Each prescribed medication to be administered by district school board personnel/school health staff shall be received and stored in its original container. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the school principal and/or the school nurse.
- F. Only medication in its ORIGINAL container from the store, the Florida licensed prescribing healthcare practitioner, or pharmacy will be accepted.
- G. All Non-Prescription/Over the Counter medications must be received by school board personnel /school staff in a sealed, unopened container with the student's name clearly written on the container.
- H. A separate Medication Authorization Form must be completed for each medication that must be given during school hours or school sponsored activities.

VIII. Changes to Medications

A new prescription bottle with correct labeling and a new Authorization for Medication Administration Form, completed by the student's parent(s)/guardian(s) and the Florida licensed prescribing healthcare practitioner, is required for any dosage changes.

- a. School health staff/district school board personnel cannot begin or discontinue medications, alter or change dosages or times of administration without a new, Medication Authorization Form, being completed by the parent(s)/guardian(s) and the Florida licensed prescribing healthcare practitioner.
- b. Prescription labels shall not be altered with handwriting by a parent/guardian, school board personnel, or school health staff.

- IX. The first dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

X. All medication which is kept at school/on school board property shall be stored in a secure place under lock and key with the student's name attached and clearly visible (except for students who have permission to self-administer emergency medications and/or medications for asthma, pancreatic insufficiency or cystic fibrosis and/or diabetes). Only authorized district school board personnel /school staff who have been designated by the principal and/or trained by the school nurse can have access to and administer said medication.

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XI. Emergency Injectable Medications such as Epi-pens, Glucagon, etc. must be accessible immediately in case of an emergency. Only these medications with the exception of inhalers will leave the building in the event of an emergency. These medications should be kept in the clinic. It is not recommended to keep emergency medications in the classroom unless the student has been checked off to self-carry.

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Emergency Injectable Medications may be kept in a secure but unlocked location in the clinic. If stored this way, there should be a sign on the outside of the medication cabinet indicating where the emergency medications are located.

XII. No medications (prescription or non-prescription), with an expired prescription date or that is past the manufacturers' expiration date will be administered at school or during school sponsored activities.

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XIII. Special Conditions

A student with a special health condition(s) such as asthma, pancreatic insufficiency or cystic fibrosis, diabetes, or who has experienced or is at risk for life-threatening allergic reactions, may carry and self-administer prescription medication for emergency situations and/or for the treatment of pancreatic insufficiency or cystic fibrosis, asthma and/or diabetes, as approved by his/her Florida licensed prescribing healthcare practitioner and his/her parent/guardian. The approval of the Florida licensed prescribing healthcare practitioner and the parent and information regarding the medication required in section IV and V must be on file in the principal's and/or nurse's office. A student who has permission to self-administer emergency medication and/or medication for asthma pancreatic insufficiency or cystic fibrosis, and/or diabetes may carry the medication on

the bus, to and from school-sponsored events, while participating in school-sponsored activities, and while in school. The principal shall notify the bus driver and the transportation department regarding such students.

- A. The school nurse, (who is a Registered Nurse) upon performing a nursing assessment of a student, shall determine whether or not that student is ready to responsibly self-carry and administer medications at school or during school-sponsored activities without endangering the health and safety of themselves, school staff, and/or fellow students. If the school nurse determines that a student is not ready to responsibly self-carry and administer medications at school or during school-sponsored activities, the medication(s) will be administered by school health staff and/or trained district school board personnel.
- B. Parents are strongly encouraged to keep a back-up supply of any emergency medications, such as an inhaler, epipen, diabetes medication, etc., in the school clinic.
- C. Under NO circumstances should students show, share, dispense, or deliver prescription or non-prescription medication to another student.

XIV. Records

A record shall be maintained on each student who receives any medication during school hours, including the time each dose of any medication was administered. These records shall be made available daily to the principal and authorized personnel.

XV. Discontinued Medication

When medication is discontinued, parents are required to pick up all unused medication within one week. When the school year ends, parents are required to pick up all unused medication by the end of the last student school day. Unclaimed medications will be destroyed. When medication is destroyed, this action shall be taken pursuant to 499.0121 Florida Statute, in such a manner as no one could make use of the medication or be harmed by it.

XVI. Medications Administered While Students Are Away From School Property

The requirements for the administration of medication while students are away from school property and/or on official school business shall be the same as those while on school property. All medications including non-prescription medications that are taken on field trips or other official school business must be in the original container with the student's name clearly visible on the container, and stored under lock and key (except for students who have permission to self-administer emergency medications and/or medications for asthma, pancreatic insufficiency or cystic fibrosis, and/or diabetes). Only trained district school board personnel or school staff will administer medication away from the school site except for students who have permission to self-administer emergency medications and/or medications for asthma, pancreatic insufficiency or cystic fibrosis, and/or diabetes.

XVII. A student may possess and use a medication regulated by the US Food and Drug Administration for over-the-counter use to treat and/or relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription, the medication must be in the original container.

STATUTORY AUTHORITY: 1001.41, 001.42, F.S.

LAW(S) IMPLEMENTED: 1001.21, 1001.43, 1002.20, 1002.22, 1006.062, F.S.

STATE DEPARTMENT OF HEALTH RULE(S): 64F-6.004

HISTORY: ADOPTED: 7/25/06
REVISION DATE(S): 10/26/10, 8/25/2015, 9/25/2018
FORMERLY:

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POLICY:

School Board Rules and procedures for maintaining student records shall be consistent with Florida Statutes, including the "Parents' Bill of Rights", State Board of Education Rules, and Federal Laws relating to Family Educational Rights and Privacy Acts and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

- I. Procedures on student records shall be approved by the School Board. Included shall be provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.
- II. Definitions
 - A. Education records means records that are directly related to a student and that are maintained by the District or a party acting on behalf of the District, as defined in 20 USC Section 1232g(a)(4).
 - B. Eligible Student means a student who has reached 18 years of age or is attending a postsecondary institution, at any age.
 - C. Online educational service means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function.
 - D. Student means any individual who is or has been in attendance in a district school and regarding whom the District maintains education records.
 - E. Parent or parents, includes parents or guardians of students who are or have been in attendance at a school or institution.

- F. Personally identifiable information or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number. PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
- G. Therapeutic treatment plan means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.
- H. Therapy progress notes means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.
- I. Third-party vendor or Third-party service provider means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.
- III. Parents, as defined by law, and students shall be notified annually of their rights regarding education records.
- IV. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.
- V. The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent,

including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district.

- VI. Parents have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.
- VII. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from public records law as required by Florida Statutes.
- VIII. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.
- IX. Directory Information. The District shall make available, upon request, certain information known as directory information without prior permission of the parents or eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended.
 - A. An annual written notice shall be given to inform parents and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

- B. Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.
 - C. In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without parental consent.
- X. Information contained in education records must be classified and retained in accordance with F.A.C. 6A-1.0955 and this policy as follows:
- A. Category A: Information for each student which must be kept current while the student is enrolled and retained permanently in the manner prescribed by Section 1001.52(2), F.S.
 - B. Category B: Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52(3), F.S.
- XI. Where records are opened to parents or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies upon request and payment of the current District copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119. The copy rate will include the actual reproduction

costs and will not include the labor costs for retrieval. The copy rate may be waived by the District.

XII. School officials shall provide requesting parents or eligible students an opportunity for a hearing to challenge the content of their child's or eligible student's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

- A. Parent or eligible student may request in writing an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.
- B. If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If an agreement is not reached, notification of the denial and of the right to a formal hearing shall be made in writing to the parent or eligible student with a copy to the Superintendent or designee.
- C. Upon the request of a parent or eligible student, a formal hearing shall be held. The hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer. The hearing officer may be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.
- D. The parents or eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. The hearing shall be recorded and available to all parties. However, the record of such hearings are exempt from disclosure under F.S. Chapter 119.

- E. If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent or eligible student shall be allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.

XIII. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.

XIV. Disclosure of Personally Identifiable Information (PII)

A. Prior Written Consent

1. Prior written consent of the parent or eligible student shall be obtained prior to disclosing PII of the student other than directory information. The written consent shall include: signature of the parent or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.
2. Disclosures of PII of the student will be made only on the condition that the party or parties to whom the information is disclosed shall not disclose the information to any other party without prior written consent of the parent or eligible student, as appropriate. PII of a student disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made. The District presumes the parent or eligible student has the authority to grant permission for disclosure of PII of a student unless the District has been provided with evidence that there is a legally binding instrument or State law or court order governing such matters as divorce, separation, or custody which provides to the contrary.

B. Without Prior Written Consent

1. PII or records of a student may be released to the following persons or organizations without the prior written consent of the eligible student or the student's parent:
 - a. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.
 - b. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.
2. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.
3. While the disclosure of PII without consent is allowed under the audit exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of PII.
4. Any entity receiving PII pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, the entity must enter into a written agreement with the Board delineating its responsibilities in safeguarding the

disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the PII will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

- XV. Student records may be disclosed to a court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parents are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.
- XVI. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.
- XVII. Record of Disclosures. A record of any requests or disclosures of PII of a student shall be maintained except for disclosures to the parent or eligible student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.
- XVIII. Disclosures for Health or Safety Emergencies. In the event of a health or safety emergency, disclosure of PII of a student may be made by school officials. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the

information is disclosed who are responsible for utilizing the information to deal with the emergency.

- XIX. Transfer of Student Records. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within ~~three (3)~~ five (5) school days the records of the student.

A. The records to be transferred shall include:

1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.
2. Verified reports of serious or recurrent behavior patterns, including substantive and transient threat ~~assessment~~ management evaluations and intervention services; and
3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.
4. Non-threats as described in F.A.C. 6A-1.0955 must not be transferred with a student's educational record, unless one of the following conditions are met:
 - a. The parent of the student who was the subject of a non-threat finding requests that the record be retained in the student's file; or
 - b. The threat ~~assessment~~ management team has made a determination that the non-threat finding must be retained in order to ensure the continued safety of the school community or to ensure the well-being of the student. Such determination and reasoning for maintaining the record must be documented with the non-threat finding. When this determination is made, the threat ~~assessment~~ management team must re-evaluate the decision on an annual basis to determine if the record is no longer useful. The student's age and length of time since the original assessment must be considered in those evaluations.

- XX. Reporting of student database information shall comply with these safeguards.
- A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;
 - B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,
 - C. Data shall be protected from unauthorized use at all times.
- XXI. Social security numbers may be collected from students
- A. To be used as student identification numbers as required by 1008.386, F.S., until the Department of Education has issued a student identification number;
 - B. To facilitate the processing of student scholarships, college admission, and other applications; and
 - C. For other purposes when consent of the parent or adult student is granted.
- XXII. Required use of online educational services by students and parents. In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Board requires the review and approval of any online educational service that students or their parents are required to use as part of a school activity (1) regardless of whether there is a written agreement governing student use, (2) whether or not the online educational service is free, and (3) even if the use of the online educational service is unique to specific classes or courses. The following requirements also apply to online educational services:
- i. The Superintendent is responsible for reviewing the online

educational service's terms of service and privacy policy for compliance with State and Federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. 6501-6506, and F.S. 1002.22;

- ii. The Superintendent is responsible for the review and approval of online educational services that will be required for students to use;
 - iii. Parents and eligible students will be notified via phone, email or txt any time they are required to use an online educational service that collects student PII;
 - iv. If student PII will be collected by the online educational service, parents and eligible students will be provided notification regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re- disclosure.
- XXIII. The Board will not utilize any online educational service that will share or sell a student's PII for commercial purposes without providing parents a means to either consent or disapprove.
- XXIV. If a student is required to use an online educational service, the Board will include on its website a description of the student PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. The website will also include a link to the online educational service's terms of service and privacy policy, if publicly available.
- XXV. Contracts or agreements with third-party vendors. All contracts or agreements executed by or on behalf of the Board with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:
- i. require compliance with FERPA, its implementing regulations, and F.S. 1002.22;

- ii. where applicable, require compliance with COPPA, 15 U.S.C. 6501- 6506, and its implementing regulations; ensure that only the student PII necessary for the service being provided will be disclosed to the third party;
- iii. prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in F.A.C. 6A 1.0955(11)(b) has been met.
- iv. Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:
 - 1. the disclosure is authorized by FERPA and 34 CFR §99.31;
 - 2. the disclosure is authorized by the Board's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or
 - 3. the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. Rule 6A-1.0955(11)(b) and this policy.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 119.07(1); 119.071; 1001.43; 1001.52; 1002.22; 1002.221, 1002.222, 1002.72; 1003.25; 1008.386; 1014, et. Seq., F.S.; F.A.C. 6A-1.0955; 20 USC § 1232g (34 CFR PART 99) P.L. 103-382 (34 CFR PART 99). P.L. 103-382 (34 CFR PART 99); 20 USC 1400 et. seq., Individuals with Disabilities Act; Privacy Rights of Parents and Students – P.L. 90-247

STATE BOARD OF EDUCATION RULE(S):

6a-1.0955

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History:

Adopted:

Revision Date(s): 5/25, 2010, 3/22, 2011, 1/27/2015,
10/27/2020, 4/27/2021, 10/26/2021, 4/25/2023

CHILDREN OF MILITARY FAMILIES

5.40

- I. The District shall recognize the provisions of the *Interstate Compact on Educational Opportunities for Military Children* and shall address the educational transition issues faced by military families.
- II. Assistance to children of military families, as defined in the *Compact*, shall include but not be limited to:
 - A. Enrollment and eligibility;
 - B. Educational records;
 - C. Placement;
 - D. Attendance; and
 - E. Graduation.
- III. A student must be considered a resident for enrollment purposes and provided preferential treatment in the controlled open enrollment process when presented with an official military order advising that the parent is transferred or pending transfer to a military installation within the State. Dependent children of active duty military personnel meeting eligibility criteria for special academic programs offered through the schools must be enrolled in such program if the student's parent requests placement in the program and is transferred to the state during the school year.
- IV. The Superintendent shall develop procedures to assist students who are children of military families and to remove barriers to educational success.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.36, 1001.43, 1003.05, F.S.

History:	Adopted: 11/19/2019 Revision Date(s): 9/22/2020 Formerly: New
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REPORT OF MISCONDUCT

6.39*

The School District of Suwannee County shall adhere to all requirements related to employee misconduct that affects the health, safety or welfare of a student.

I. Mandatory Reporting of Misconduct

- A. It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student that would be violation of s. 800.101, or that would be a disqualifying offense under s. 1012.315 F.S., or any allegation of sexual misconduct with a student. Failure of an employee to report such misconduct shall result in disciplinary action. Further, an employee who knowingly or willfully fails to do so, or who knowingly or willfully prevents another person from doing so, commits a misdemeanor of the first degree. An employee who knowingly or willfully coerces or threatens another person with the intent to alter his or her testimony or written report regarding a violation of s. 800.101 F.S. commits a misdemeanor of the first degree.
- B. Educational support employees, instructional personnel and school administrators shall report alleged misconduct of other educational support, instructional personnel or school administrators who engage in or solicit sexual, romantic, or lewd conduct with a student.
- C. If the prohibited conduct occurs while the employed by the district, the School Board and Superintendent must report the employees or personnel and the disqualifying circumstances to the department of education for inclusion on the disqualification list maintained by the department pursuant to section 1001.10(4)(b), F.S.
- D. A law enforcement agency shall, within 48 hours, notify the district school superintendent when its employee is arrested for a felony or a misdemeanor involving the abuse of a

minor child or the sale or possession of a controlled substance. Within 24 hours after such notification, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

II. Investigation

The Superintendent shall immediately investigate any allegation of misconduct by an employee that affects the health, safety or welfare of a student regardless of whether the person resigned or was terminated before the conclusion of the investigation. The Superintendent shall notify the department of the result of the investigation and whether the misconduct warranted termination, regardless of whether the person resigned or was terminated before the conclusion of the investigation.

- A. An employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students pending the outcome of the investigation.
- B. Information related to the alleged misconduct shall be considered confidential during the investigation until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding.
- C. The Superintendent shall report alleged misconduct to the Department of Education as required by Florida Statutes. The Superintendent shall report alleged misconduct of educational support employees, instructional personnel or school administrator who engage in conduct that would be considered disqualifying pursuant to Section 1012.315, F.S. or any allegation of sexual misconduct with a student. Failure to report such conduct to the department or law enforcement forfeits the Superintendent's salary for up to one year.

- D. The School District shall notify the parents of a student affected by an educator's violation of the district's Standards of Ethical Conduct. This notice must be provided to the parent within thirty (30) days of knowledge of the incident and inform the parent of:
1. The nature of the misconduct,
 2. If the District reported the misconduct to the department in accordance with Section 1012.796, F.S.,
 3. The sanctions imposed against the employee, if any, and
 4. The support the school district will make available to the student in response to the employee's misconduct.

III. Legally Sufficient Complaint

The Superintendent shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the District became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show that an instructional or administrative employee has committed a violation as provided in 1012.795, F.S., and defined by State Board of Education rule.

IV. Resignation or Retirement in Lieu of Termination

If the Superintendent determines that misconduct by an educational support employee, instructional staff member or an administrator who holds a certificate issued by the Florida Department of Education affects the health, safety, or welfare of a student and the misconduct warrants termination, the staff member may resign or be terminated and the Superintendent shall report the misconduct to the Department of Education as required.

V. Employment Reference

The Board, Superintendent, or any other representative of the School District shall not enter into a confidentiality agreement regarding terminated or dismissed educational support employees, instructional personnel or school administrators, or educational support, instructional personnel or

administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide an employment reference or discuss the performance of an employee with a prospective employer in an educational setting without disclosing the person's misconduct that affected the health, safety or welfare of a student. Any part of an agreement or contract that has the purpose or effect of concealing misconduct by educational support, instructional personnel or school administrators which affects the health, safety, or welfare of a student is void, is contrary to public policy, and may not be enforced.

VI. Notification

The policies and procedures for reporting alleged misconduct by employees that affects the health, safety or welfare of a student shall be posted in a prominent place at each school and on each school's website. The notice shall include the name of the person to whom the report is made and the consequences for misconduct.

VII. Protection from Liability

- A. Any individual who reports in good faith any act of child abuse, abandonment or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil or criminal liability that might result from such action.
- B. An employer who discloses information about a current or former employee to a prospective employer, at the employee's request or at the prospective employer's request, shall be immune from civil liability for such disclosure as provided by Florida Statute.

VIII. False or Incorrect Report

The Superintendent, a Board member or any District official shall not sign and/or transmit any report regarding employee misconduct to a state official that he/she knows to be false or incorrect. An individual who knowingly makes a false or incorrect report shall be subject to disciplinary action as prescribed by Florida Statute.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 39.203, 112.313, 119.071, 768.095, 1001.42,
1006.061, 1012.01, 1012.22, 1012.27,
1012.795, 1012.796, 1012.797 F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-10.081

History: Adopted: 11/18/08

Revision Date(s): 1/28/2014, 6/28/2016, 9/25/2018, 10/26/2021, 8/23/2022

EMERGENCY EVACUATION DRILLS

8.04*

POLICY:

Each public school in Florida is required to perform emergency evacuation drills in each school as required by NFPA Life Safety Code 101-31-3.1.2.

- I. The principal schools shall hold ~~conduct~~ at least one (1) ~~six~~ (6) emergency drills every school year that are non-concurrent with fire drills. One emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification, within the first thirty (30) days of school and a minimum of one (1) drill monthly during the remainder of the school year. An after-action report of each emergency drill and fire drill shall be prepared and sent to the District school safety specialist for review.
 - A. Accommodations for drills conducted at exceptional student education locations may be provided.
- ~~II. At the end of each school semester, the principal shall notify the Superintendent or designee, in writing, of the dates drills were performed.~~
- ~~III.II.~~ The principal and instructional and non-instructional school staff shall formulate a base emergency evacuation exit and cover plan which is designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating emergency exits and alternate evacuation routes.
- ~~IV.III.~~ The principal shall plan and assign to staff members the responsibility of prompt and orderly evacuation of the school buildings.
- ~~V.IV.~~ The principal shall identify and report to the Superintendent or designee hazardous areas requiring corrective measures. Such written reports shall be sent to the Superintendent's office.

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V. The Superintendent shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 404.056, 1001.43, 1013.12, F.S.

History:	Adopted:
	Revision Date(s): 11/21/2000, 10/26/2021
	Formerly: EBC



SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2024-2025

MY CHOICE for High
Quality Education!

1

July 2024					
July 1-31: Summer Hours July 4: Holiday	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

January 2025					
Jan 1: New Year's Holiday Jan 2: Christmas Break Jan 3: Teacher Work Day Jan 6: Students Return Jan 20: MLK Day Jan 27: PD Day			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

August 2024					
Aug 5-9: Pre-planning Days Aug 12: First Day for Students Aug 26: PD Day				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

February 2025					
Feb 17: President's Day Feb 28: PD Day	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

September 2024					
Sept 2: Labor Day Holiday Sept 30: PD Day	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

March 2025					
March 13: End of Q3 (45 days) March 21: Teacher Work Day March 24: PD Day	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

October 2024					
Oct 11: End of Q1 (42 days) Oct 14: Teacher Work Day Oct 28: PD Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

April 2025					
April 14-18: Spring Break April 21: PD Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

November 2024					
Nov 11: Veterans Day Nov 25-29: Thanksgiving Break					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

May 2025					
May 26: Memorial Day May 28-29: Early Release May 29: End of Q4 (45 days) May 29: Students' Last Day May 30: Post-Planning				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

December 2024					
Dec 20: Early Release Dec 20: End of Q2 (42 days) Dec 23-31: Christmas Break	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

June 2025					
June 2-30: Summer Hours	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

☒ PD Day -- Holiday for students.

☒ Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

☒ Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (as assigned).

☒ Holidays for ALL employees and students.

* Early Release days may be subject to change with prior notice.
* PD Days may be converted to student days if needed for storm make-up days.

SCSB Approved



SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2024-2025

MY CHOICE for High
Quality Education!

1

Pre-Planning: August 5-9, 2024

Post-Planning: May 30, 2025

NINE WEEK PERIODS AND REPORTING DATES

First nine weeks/term:

Progress reports will be distributed
End of first nine weeks/mid 1st term
Grade reports go out

Friday, September 13, 2024
Friday, October 11, 2024
Friday, October 18, 2024

Second nine weeks/term:

Progress reports will be distributed
End of second nine weeks/end of 1st term
Grade reports go out

Friday, November 15, 2024
Friday, December 20, 2024
Friday, January 10, 2025

Third nine weeks/term:

Progress reports will be distributed
End of third nine weeks/mid 2nd term
Grade reports go out

Friday, February 7, 2025
Thursday, March 13, 2025
Wednesday, April 2, 2025

Fourth nine weeks/term:

Progress reports will be distributed
End of fourth nine weeks/end of 2nd term
The school office is responsible for the distribution of report cards at the end of the year.

Friday, May 2, 2025
Friday, May 30, 2025

TEACHERS' WORKDAYS (3)

October 14, 2024	January 3, 2025	March 21, 2025
------------------	-----------------	----------------

PROFESSIONAL DEVELOPMENT (PD) DAYS (7.5 DAYS)

August 26, 2024	January 27, 2025	April 21, 2025
September 30, 2024	February 28, 2025	
October 28, 2024	March 24, 2025	

HOLIDAYS 12-Months

July 4, 2024	December 23-27, 2024	February 17, 2025
September 2, 2024	December 30-31, 2024	April 14-18, 2025
November 11, 2024	January 1, 2025	May 26, 2025
November 25-29, 2024	January 20, 2025	

HOLIDAYS Students

August 26, 2024	November 25-29, 2024	February 28, 2025
September 2, 2024	December 23-27, 2024	March 21, 2025
September 30, 2024	December 30-31, 2024	March 24, 2025
October 14, 2024	January 1-3, 2025	April 14-18, 2025
October 28, 2024	January 20, 2025	May 26, 2025
November 11, 2024	February 17, 2025	

TEACHER PAID HOLIDAYS (6)

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King, Jr. Day
Christmas Day	Presidents Day

- **Paraprofessionals** will work all student days, six (6) Professional Development Days, plus five (5) of the following days as determined by the school principal: Pre-Planning Days, Post-Planning Day, Teacher Work Days.
- **Food Service and Bus Drivers** work six (6) Professional Development Days as determined by their supervisor.
- 10 months personnel work 196 days.
- 11 months personnel work 216 days.

SCSB Approved



SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2024-2025

MY CHOICE for High
Quality Education!

1

July 2024					
July 1-31: Summer Hours July 4: Holiday	1	2	3	4	
	8	9	10	11	
	15	16	17	18	
	22	23	24	25	
	29	30	31		

January 2025					
Jan 1: New Year's Holiday			1	2	3
Jan 2: Christmas Break					
Jan 3: Teacher Work Day	6	7	8	9	10
Jan 6: Students Return	13	14	15	16	17
Jan 20: MLK Day	20	21	22	23	24
Jan 27: PD Day	27	28	29	30	31

August 2024					
Aug 5-9: Pre-planning Days				1	2
Aug 12: First Day for Students					
Aug 26: PD Day	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

FAST PM 1
Pek-10

February 2025					
Feb 17: President's Day	3	4	5	6	7
Feb 28: PD Day	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

September 2024					
Sept 2: Labor Day Holiday	2	3	4	5	6
Sept 30: PD Day	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

Retakes
9-12

March 2025					
March 13: End of Q3 (45 days)	3	4	5	6	7
March 21: Teacher Work Day	10	11	12	13	14
March 24: PD Day	17	18	19	20	21
	24	25	26	27	28
	31				

Fair
Week
14-21st

October 2024					
Oct 11: End of Q1 (42 days)		1	2	3	4
Oct 14: Teacher Work Day	7	8	9	10	11
Oct 28: PD Day	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

April 2025					
April 14-18: Spring Break		1	2	3	4
April 21: PD Day	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

FAST
Writing
4-10

November 2024					
Nov 11: Veterans Day					1
Nov 25-29: Thanksgiving Break	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

May 2025					
May 26: Memorial Day				1	2
May 28-29: Early Release	5	6	7	8	9
May 29: End of Q4 (45 days)	12	13	14	15	16
May 29: Students' Last Day	19	20	21	22	23
May 30: Post-Planning	26	27	28	29	30

FAST
4-10

December 2024					
Dec 20: Early Release	2	3	4	5	6
Dec 20: End of Q2 (42 days)	9	10	11	12	13
Dec 23-31: Christmas Break	16	17	18	19	20
	23	24	25	26	27
	30	31			

FAST
PM 2
Pek-10

Retakes
9-12

June 2025					
June 2-30: Summer Hours	2	3	4	5	
	9	10	11	12	
	16	17	18	19	
	23	24	25	26	
	30				

☒ PD Day – Holiday for students.

☒ Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

☒ Teacher Work Day - Holiday for students, bus drivers, food service workers, and paraprofessionals (as assigned).

☐ Holidays for ALL employees and students.

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SCSB Approved



SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2024-2025

MY CHOICE for High
Quality Education!

2

July 2024					
July 1-31: Summer Hours July 4: Holiday	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		

January 2025					
Jan 1: New Year's Holiday Jan 2: Christmas Break Jan 3: Teacher Work Day Jan 6: Students Return Jan 20: MLK Day Jan 27: PD Day			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

August 2024					
Aug 5-9: Pre-planning Days Aug 12: First Day for Students Aug 26: PD Day			1	2	
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

February 2025					
Feb 17: President's Day Feb 28: PD Day	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

September 2024					
Sept 2: Labor Day Holiday Sept 30: PD Day	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

March 2025					
March 13: End of Q3 (45 days) March 21: Teacher Work Day March 24-28: Spring Break March 31: PD Day	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

October 2024					
Oct 11: End of Q1 (42 days) Oct 14: Teacher Work Day Oct 28: PD Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

April 2025					
April 18: Good Friday April 21: PD Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

November 2024					
Nov 11: Veterans Day Nov 25-29: Thanksgiving Break				1	
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

May 2025					
May 26: Memorial Day May 28-29: Early Release May 29: End of Q4 (46 days) May 29: Students' Last Day May 30: Post-Planning			1	2	
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

December 2024					
Dec 20: Early Release Dec 20: End of Q2 (42 days) Dec 23-31: Christmas Break	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

June 2025					
June 2-30: Summer Hours	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

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2024-2025

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Friday, May 30, 2025

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October 14, 2024	January 3, 2025	March 21, 2025
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September 30, 2024	February 28, 2025	
October 28, 2024	March 31, 2025	

HOLIDAYS 12-Months

July 4, 2024	December 23-27, 2024	February 17, 2025
September 2, 2024	December 30-31, 2024	March 24-26, 2025
November 11, 2024	January 1, 2025	April 18, 2025
November 25-29, 2024	January 20, 2025	May 26, 2025

HOLIDAYS Students

August 26, 2024	November 25-29, 2024	February 28, 2025
September 2, 2024	December 23-27, 2024	March 21, 2025
September 30, 2024	December 30-31, 2024	March 24-28, 2025
October 14, 2024	January 1-3, 2025	March 31, 2025
October 28, 2024	January 20, 2025	April 18, 2025
November 11, 2024	February 17, 2025	April 21, 2025
		May 26, 2025

TEACHER PAID HOLIDAYS (6)

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King, Jr. Day
Christmas Day	Presidents Day

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- **Food Service and Bus Drivers** work six (6) Professional Development Days as determined by their supervisor.
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SUWANNEE COUNTY SCHOOL DISTRICT
SCHOOL CALENDAR
2024-2025

MY CHOICE for High
Quality Education!

2

July 2024					
July 1-31: Summer Hours July 4: Holiday	1	2	3	4	
	8	9	10	11	
	15	16	17	18	
	22	23	24	25	
	29	30	31		

January 2025					
Jan 1: New Year's Holiday			1	2	3
Jan 2: Christmas Break					
Jan 3: Teacher Work Day	6	7	8	9	10
Jan 6: Students Return	13	14	15	16	17
Jan 20: MLK Day	20	21	22	23	24
Jan 27: PD Day	27	28	29	30	31

August 2024					
Aug 5-9: Pre-planning Days Aug 12: First Day for Students Aug 26: PD Day				1	2
	5	6	7	8	9
FAST PM 1 Rek-10	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

February 2025					
Feb 17: President's Day Feb 28: PD Day	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

September 2024					
Sept 2: Labor Day Holiday Sept 30: PD Day	2	3	4	5	6
	9	10	11	12	13
Retakes 9-12	16	17	18	19	20
	23	24	25	26	27
	30				

March 2025					
March 13: End of Q3 (45 days) March 21: Teacher Work Day March 24-28: Spring Break March 31: PD Day	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

October 2024					
Oct 11: End of Q1 (42 days) Oct 14: Teacher Work Day Oct 28: PD Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

April 2025					
April 18: Good Friday April 21: PD Day		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

November 2024					
Nov 11: Veterans Day Nov 25-29: Thanksgiving Break					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

May 2025					
May 26: Memorial Day May 28-29: Early Release May 29: End of Q4 (45 days) May 29: Students' Last Day May 30: Post-Planning				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

December 2024					
Dec 20: Early Release Dec 20: End of Q2 (42 days) Dec 23-31: Christmas Break	2	3	4	5	6
	9	10	11	12	13
FAST PM 2 Rek-10	16	17	18	19	20
Retakes 9-12	23	24	25	26	27
	30	31			

June 2025					
June 2-30: Summer Hours	2	3	4	5	
	9	10	11	12	
	16	17	18	19	
	23	24	25	26	
	30				

☒ PD Day – Holiday for students.

☒ Holidays for 10/11 month teachers, students, bus drivers, food service workers, and paraprofessionals.

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SCSB Approved

SUWANNEE COUNTY SCHOOL DISTRICT

EMPLOYEE WORKPLACE SAFETY PROGRAM

REVISED: July 8, 2004, October 5, 2005, March 7, 2007, October 5, 2010, October 5, 2011, October 9, 2012,
February 7, 2013, August 20, 2013, August 11, 2014, March 24, 2015, February 28, 2017, February 13, 2018,
February 11, 2020, February 9, 2021, January 25, 2022, xxx-xx-xxxx

TABLE OF CONTENTS

Section I – SUWANNEE COUNTY SCHOOL DISTRICT’S COMMITMENT AND INVOLVEMENT POLICY STATEMENT	5
Section II – SAFETY COMMITTEE.....	6
Safety Committee Organization	6
Responsibilities.....	7
Safety Committee Minutes Form.....	9
Section III – SAFETY AND HEALTH TRAINING	10
Safety and Health Orientation	10
Vector Solutions Online Training.....	10
Job-Specific Training	10
Periodic Retraining of Employees	10
Section IV – EXPOSURE CONTROL PLAN	11
Job Classifications	11
High Risk	11
Medium Risk	11
Low Risk	11
Communicating Hazard to Employees	12
Preventive Measures.....	12
Universal Precautions	12
Methods of Control.....	12
Protective Equipment	13
Cleaning.....	13
Labeling.....	13
Post Exposure Incident	13
Health Care Professional Interaction	14
Employee Related Records (Bloodborne Pathogen Standard for High Risk Employees)	14
Medical Records.....	14
Training Records	15
Release of Records	15
Definitions	15
Universal Precautions (Guidelines for the Spread of Communicable Disease	16
Body Fluids	16
Emergency Care	17
Biomedical Waste (BMW) Plan	17
Purpose	17
Identification/Definition of Biomedical Waste	17
Segregation and Handling	18
Labeling	18
On Site Storage and Transportation	18
Records.....	19
Training	19
Transmission Concerns in the School System (Body Fluid Source of Infectious Agents)	20
Suwannee County District Schools Accident/Incident Report Form.....	21
Suwannee County School District Bloodborne Pathogen Training Sign-In Form	22
Section V – FIRST AID PROCEDURES.....	23
Emergency Phone Numbers	23
Minor First Aid Treatment	23
Non-Emergency Medical Treatment	23
Emergency Medical Treatment.....	24
First Aid Training	24
First Aid Instructions	24
Wounds	24
Broken Bones	24

Burns	24
Eye Injury	25
Neck and Spine Injury	25
Heat Exhaustion	25
Section VI – ACCIDENT INVESTIGATION	26
Accident Investigation Procedures	26
Why Accidents Are Investigated	26
Section VII – RECORDKEEPING PROCEDURES	27
Accident and Injury Records	27
Workers' Compensation First Report of Injury or Illness Form (DWC-1)	28
Instructions for Completing the Workers' Compensation First Report of Injury or Illness Form (DWC-1).....	29
Employee's Report of Injury Form.....	30
Supervisor's Accident Investigation Form	31
Section VIII – WRITTEN HAZARD COMMUNICATION PROGRAM.....	32
General Policy	32
Container Labeling	32
Material Safety Data Sheets (MSDS)	32
Employee Training and Information.....	33
Training Records... ..	33
Informing Other Employees/Employers	33
Program Availability	33
Purchase Order Statement	33
U.S. Department of Labor MSDS OSHA 174 Form	34
Location Site Chemical Inventory Sheet	36
Section IX – ALCOHOL AND DRUG-FREE WORKPLACE PROGRAM	37
Policy.....	37
Statutory Authority	37
Law Implemented	38
History	38
Section X – SAFETY RULES, POLICIES, AND PROCEDURES	39
General Safety Rules	39
Lifting Procedures	40
General	40
When Lifting	40
Slips, Trips, and Falls	40
Classroom and Office Safety	41
Office Machines	41
Desks, Tables, etc.....	41
Swivel Chairs	41
Fans	42
Waste Baskets.....	42
File Cabinets.....	42
Environmental Concerns: Mold	42
Science/Lab Safety	42
Safety Wear (Lab)	43
Facilities and Equipment (Lab)	43
Cafeteria/Food Service Safety	44
Receiving Area	44
Storage Area	44
Food Preparation Area.....	44
Serving Area.....	44
Maintenance and Repair Functions	45
Electrical.....	45
Lock-Out/Tag-Out	46
Policy.....	46

Sequence Procedures	46
Release from Lock-Out	47
Handling Materials	47
Ladders/Scaffolds	47
Tools.....	48
General	48
Files/Rasps	48
Hammers	48
Knives.....	49
Pliers.....	49
Saws/Hacksaws	49
Screwdrivers.....	49
Wrenches	49
Machines/Power Tools	50
General	50
Drills.....	50
Grinders	50
Power Saws	51
Gasoline Engine-Powered Tools	51
Groundskeeping/Mower Safety	51
Pesticide and Fertilizer Application/Spraying	52
Mechanics.....	52
Garage and Repair Shop Safety	52
Jacks	52
Electric Chain Hoists.....	53
Pits.....	53
Washing Parts.....	53
Welding Safety	53
Vehicle/Driver Safety	54
General	54
Driving/Vehicle Safety.....	55
Fueling Vehicles.....	55
Driving Rules	55
Vehicle Maintenance	56
Daily.....	56
Weekly	56
Monthly	56
General	56
Vehicle Accidents.....	56
Bus Drivers.....	57
Transportation Employee Drug and Alcohol Testing.....	57
Policy	57
Statutory Authority.....	57
Laws Implemented	57
History.....	58
Warehouse Personnel	58
Forklifts	58
Heavy Equipment Safety	58
Bulldozers and Tractors.....	58
Shovels, Clamshells, and Loaders	59

Section I

SUWANNEE COUNTY SCHOOL DISTRICT'S COMMITMENT AND INVOLVEMENT POLICY STATEMENT

The Suwannee County School District (SCSD) is committed to providing employees with a safe and healthful workplace. It is the policy of the SCSD that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. The SCSD will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, the SCSD will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our Employee Workplace Safety Program has been assigned to:

Name: Ronnie Gray
Title: Director of School Safety and Other Administrative
Services Telephone: (386) 647-4644

Name: Lorie Norris
Title: Risk Manager
Telephone: (386) 647-4608

Administrators and supervisors will be actively involved with employees in establishing and maintaining an effective safety program. Our Safety Program Coordinator, or other members of our management team, will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training, and
- Reviewing and updating workplace safety rules.

This policy statement serves to express SCSD's commitment to and involvement in providing our employees a safe and healthful workplace. This Employee Workplace Safety Program will be incorporated as the standard of practice for this educational institution. Compliance with the safety rules will be required of all employees as a condition of employment.

Section II

SAFETY COMMITTEE

SAFETY COMMITTEE ORGANIZATION

A safety committee has been established to recommend improvements to our Employee Workplace Safety Program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of the following members of our organization:

Safety Program Coordinator: Director of School Safety and Other Administrative Services

District Level Members: Superintendent of Schools
Chief Financial Officer
Risk Manager
Facilities Assistant

Sub-Committee Members: Branford Elementary School
Suwannee Pineview Elementary
Suwannee Riverside Elementary
Suwannee Springcrest Elementary
Suwannee Middle School
Branford High School
Suwannee High School

- Principal or Assistant Principal – Chair
- Teacher
- Nurse
- Clerical
- P.E.
- Custodial

RIVEROAK Technical College

- Principal – Chair
- Teacher
- Clerical
- Child Care
- Custodial

Food Service

- Director of Food Service – Chair
- Food Service Manager at each school site

Transportation

- Director of Transportation – Chair
- Clerical
- Bus Driver
- Mechanic

Facilities

- Director of Facilities – Chair
- Clerical
- Maintenance
- Landscape
- Custodial

District Office

- Director of Human Resources
- Chief Financial Officer
- Coordinator of Health Services
- Director of ESE
- Risk Manager

Information Technology (IT) Department

- Director of IT – Chair
- Clerical
- Technician

RESPONSIBILITIES

The Safety Committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The Safety Committee will be responsible for assisting the SCSD in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The Safety Committee will be responsible for assisting the SCSD in updating the Employee Workplace Safety Program by evaluating employee injury and accident records, identifying trends and patterns and formulating corrective measures to prevent recurrence.

The Safety Committee will be responsible for assisting the SCSD in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and coworker participation through continuous improvements to the Employee Workplace Safety Program.

Safety Committee members will participate in safety training and be responsible for assisting the

SCSD in monitoring workplace safety education and training to ensure that it is in place, that it is effective and that it is documented.

First Report of Injury or Illness forms are to be completed and returned as soon as possible to the Risk Manager by the workers' compensation contact person the same day of the accident. The Accident Investigation forms are to be completed by the respective site chairperson, or his/her designee, and then discussed with the Safety Committee for prevention recommendations at each site's monthly meeting.

If there are any Vector Solutions courses pertaining to the nature of any accident, the chairperson and committee may choose to assign the course as a preventative measure. These courses may need to be taken before the employee starts back to work.

The Principals and Asst. Principals will have access in Vector Solutions to run reports and monitor the courses for their employees. They can assign courses that they want their employee to take by emailing the Risk Manager.

Training can be delivered on an in-service day with a sign-in sheet. This will allow the employee to get individual credit for a group setting course. The sign-in sheet will be submitted to the Risk Manager to give credit to each employee that attended.

Chairperson may send the Director of Safety and Security or the Risk Manager offline courses/classes to be added to Vector Solutions. This way the courses can be tracked in our SCSB Safety Program.

SAFETY COMMITTEE MINUTES FORM

Date of Committee Meeting: ____/____/____ Time: _____

Minutes Prepared by: _____ Location: _____

Members in Attendance (Name)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Action Item(s): _____

Review of Accident(s) Since Previous Meeting: _____

Recommendation(s) for Prevention: _____

Recommendation(s) From Anonymous Employee(s): _____

Suggestions(s) From Employee(s): _____

Recommended Update(s) to Safety Program: _____

Recommendation(s) From Accident Investigation Report(s): _____

Safety Training Recommendation(s): _____

Comment(s):

Section III

SAFETY AND HEALTH TRAINING

SAFETY AND HEALTH ORIENTATION

Workplace safety and health orientation begins on the first day of initial employment or job transfer. For review and future reference, each employee has access to a copy of this safety manual through the District website at www.suwannee.k12.fl.us, via the LaunchPad link, which you must log in, then click on the Employee Workplace Safety Manual link. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our Employee Workplace Safety Program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the manual is required.

VECTOR SOLUTIONS ONLINE TRAINING

To help maintain a safe learning environment, employees will be required to participate in and complete the Vector Solutions online safety training modules.

JOB-SPECIFIC TRAINING

Supervisors will initially train employees on how to perform assigned job tasks safely.

- Supervisors will carefully review with each employee the specific safety rules, policies and procedures that are applicable and that are described in the Employee Workplace Safety Program manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine or specialized procedures.

PERIODIC RETRAINING OF EMPLOYEES

All employees will be retrained periodically on safety rules, policies, and procedures and when changes are made to the Employee Workplace Safety Program manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Section IV

EXPOSURE CONTROL PLAN

IN ACCORDANCE WITH OSHA STANDARDS AND BIOMEDICAL WASTE PLAN CHAPTER 10d-104, FAC

The SCSD written Exposure Control Plan was developed for the safety and health of employees.

This written Exposure Control Plan covers all employees who have occupational exposure to bloodborne pathogens. Occupational exposure is defined as "reasonably anticipated" contact with blood or Other Potentially Infectious Materials (OPIM) using universal precautions.

JOB CLASSIFICATIONS

Identification of SCSD occupational exposure employees.

- **HIGH RISK**

1. All nursing personnel
2. C.C.S. teachers and aides
3. All preschool teachers and aides
4. Elementary Exceptional Student Education (ESE) teachers and aides
5. Childcare assistants
6. Custodians
7. Physical Education teachers, coaches, and aides
8. Bus drivers
9. Distribution staff
10. Building maintenance staff
11. Latchkey, childcare, and after-school recreation personnel
12. Kindergarten through first grade teachers and aides

- **MEDIUM RISK**

1. Landscape personnel
2. Food Service workers
3. Home Ec./Culinary Arts teachers
4. Nurse designees
5. Secondary ESE teachers and aides

- **LOW RISK**

1. Regular classroom teachers and aides
2. Administrators
3. General office personnel

The Suwannee County School Board approved all full-time Suwannee County School Board employees to receive the Hepatitis B Series effective July 1, 1999.

COMMUNICATING HAZARD TO EMPLOYEES

1. All persons with potential for exposure receive all information and training
2. No cost to employee
3. During work hours
4. Annually
5. Additional training if task modified or new tasks required which effect occupational exposure
6. Training by knowledgeable persons includes:
 - a. Accessibility of a copy of regulatory text of standard and explanations.
 - b. General discussion on bloodborne diseases and their transmissions.
 - c. Explanations of the following:
 - 1) Exposure control plan
 - 2) Work practice controls
 - 3) Use and care of Personal Protective Equipment (PPE)
 - 4) Availability of Hepatitis B vaccine
 - 5) Response procedures for emergencies involving blood
 - 6) Procedures for handling exposure incidents
 - 7) Past exposure evaluations
 - 8) Labeling
 - 9) Question and answer period
7. Explanation of BFI's Biomedical Waste Plan

PREVENTIVE MEASURES

1. Hepatitis B Vaccine Series
 - a. Available to all high risk occupational exposure employees within ten working days of exposure
 - b. Booster doses recommended by U.S. Public Health Service; provided at no cost
2. Post exposure evaluation and follow up of exposure incident.
 - a. Medical evaluations at no cost
 - 1) If refused, written release signed and understood that it can be requested at no cost at a later date
 - b. Hepatitis B Vaccine at no cost
 - c. Must be offered to any employee within 10 working days if occupationally exposed unless they previously received a complete Hepatitis B Series
 - d. In the event an employee has a significant blood incident, Hepatitis B Series is offered

UNIVERSAL PRECAUTIONS

1. See sheet for guidelines for preventing the spread of communicable disease.
2. All human blood and certain body fluids are treated as potentially infectious.

METHODS OF CONTROL

1. Readily accessible hand washing facilities
2. Distribution and collection site of biomedical waste:
 - a. Will take place at each site/ department as necessary.
3. Gloves (see Universal Precautions' Guidelines for Preventing the Spread of Communicable Diseases)

PROTECTIVE EQUIPMENT

1. Gloves provided to all employees at no cost
2. Gloves replaced as needed
3. School buses have emergency sanitation kits

CLEANING

1. Contaminated equipment and work surfaces are cleaned with an OSHA/EPA approved germicidal disinfectant. (**Bleach is not** an OSHA approved disinfectant for the workplace due to its strong smell and corrosive properties.)
2. Receptacles decontaminated after contamination
3. Regulated waste stored in closed leak-proof labeled containers
4. Contaminated sharps stored in approved upright containers
5. Broken glass picked up with broom and dustpan

LABELING

1. See BFI's Biomedical Waste Plan

POST EXPOSURE INCIDENT

1. If an emergency, call 911. If not an emergency, use HCA Florida Suwannee Emergency, 1116 SW 11th Street, Live Oak, FL 32064, (386) 362-0800, or the nearest emergency medical room, or the SCSD Wellness Center, 300 Pinewood Drive SW, Live Oak, FL 32064, (386) 647-4690.
2. Report immediately to the Coordinator of Health Services at (386) 647-4277. If not available, report immediately to the Risk Manager at (386) 647-4608.
3. Fill out the Accident Incident Report Form (5100-002) and send to the Coordinator of Health Services at the SCSD's County Office and route to others as the form requires.
4. All employees who incur an exposure incident will be offered post exposure evaluation and follow up in accordance with the OSHA standards.
5. This follow up will include the following:
 - a. Documentation of the route of exposure and the circumstances related to the incident.
 - b. If possible, the identification of the source individual and the status of the source individual. The blood of the source individual will be tested for HIV/HBV infectivity, if consent is given. If this is done, results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable individual.
 - c. The employee may have blood testing done to determine HIV/HBV status. The employee will be offered the Hepatitis B vaccine. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV status. However, if the employee decides before that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.
6. The employee will be offered post-exposure prophylaxis when medically indicated in accordance with the current recommendations of the U.S. Public Health Service.
 - a. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee should also be given information on

what potential illness to be alert for and to report any related experiences to appropriate personnel.

- b. All blood testing will be done through HCA Florida Suwannee Emergency or the SCSD Wellness Center.
- c. Following post exposure evaluation, the employee may go to the HCA Florida Suwannee Emergency, 1116 SW 11th Street, or the SCSD Wellness Center, 300 Pinewood Drive SW, for medical evaluation. The employee should receive appropriate counseling concerning information on what potential illness to be alert for and to report any related experiences to Shands Live Oak Regional Medical Center or the SCSD Wellness Center. Contact the Coordinator of Health Services for other arrangements, if unable to reach Shands Live Oak Regional Medical Center or the SCSD Wellness Center.
- d. Shands Live Oak Regional Medical Center or the SCSD Wellness Center will provide a written confidential medical evaluation to the school system. The school system will then provide a written opinion to the employee.

HEALTH CARE PROFESSIONAL INTERACTION

A written opinion shall be obtained from HCA Florida Suwannee Emergency, or the SCSD Wellness Center, who will evaluate employees of the SCSD within 15 days of the completed evaluation. Written opinions will be obtained in the following instances:

1. When the employee is sent to obtain the Hepatitis B vaccine.
2. Whenever the employee is sent to the health care professional following an exposure incident. Health care professionals shall be instructed to limit their opinions to:
 - a. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
 - b. That the employee has been informed of the evaluation and received a copy.
 - c. That the employee knows of the medical conditions resulting from exposure to blood or OPIM.
3. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

EMPLOYEE RELATED RECORDS (BLOODBORNE PATHOGEN STANDARD FOR HIGH RISK EMPLOYEES)

• MEDICAL RECORDS

1. Confidential medical records maintained for duration of employment plus 30 years to include:
 - a. Employee's name (social security number available in Personnel Department)
 - b. Hepatitis B vaccination status-including dates of all hepatitis vaccinations and medical records related to ability to receive vaccinations
 - c. Any results of exposure examinations, medical testing, post exposure evaluations and follow up procedures
 - d. Employee's copy of the health care professional's written opinion of exposure
 - e. Copy of information provided to health care professional
2. Stored in SCSD Human Resources Department

- **TRAINING RECORDS**

1. Stored in SCSD with the Risk Manager
2. Maintained for three years
3. Copy sent to Safety Program's Chairperson
4. Includes:
 - a. Training dates and times
 - b. Content of training
 - c. Names and identification of trainers
 - d. Name and job titles of employees
5. Annual training and/or provisions for retraining when either rule or plan changes
6. New employees trained in handling and proper management of biomedical waste before duties commence

- **RELEASE OF RECORDS**

1. Both medical and training records should be available for inspection by the state and federal planning boards.
2. Medical records obtained only by employee or by written consent of employee.
3. Training records available to employees or employee representative by request.
4. If employee leaves the school system, medical and training records shall be transferred to successor employee; if no successor employee, NIOSH will be notified for instructions of disposition of records at least three months prior to intended disposal.

DEFINITIONS

- **Bloodborne Pathogens:** Disease-causing microorganisms that may be present in human blood. Two pathogens of significance are Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). A number of bloodborne diseases other than HBV and HIV exist, such as Hepatitis C, Hepatitis D, and syphilis.
- **Contaminated:** Means the presence of or the reasonable anticipated presence of blood or OPIM.
- **Exposure Incident:** A specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM that results from the performance of an employee's duties.
- **Occupational Exposure:** Means a reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM that may result from the performance of the employee's duties.

- **OPIM**
Includes the following human body fluids: cerebrospinal fluid, synovial fluid, pleural fluid, semen, vaginal secretions, pericardial fluid, amniotic fluids, saliva in dental procedures, peritoneal fluid, any body fluid visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. OPIM also includes: HIV-containing cells or tissue cultures, organ cultures, and HIV or HBV containing culture medium, or other solutions; and blood organs, or other tissue from experimental animals infected with HIV or HBV.
- **Parenteral:**
Means piercing mucous membranes or skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
- **Universal Precautions:**
An approach to infection control. All human blood and OPIM are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

UNIVERSAL PRECAUTIONS (GUIDELINES FOR THE SPREAD OF COMMUNICABLE DISEASE) (AN APPROACH TO INFECTION CONTROL)

The following procedures will be instituted for ALL employees/volunteers working in the SCSD. These guidelines are meant to provide simple and effective precautions against the spread of communicable disease. The body fluids of all persons should be considered potentially infectious. All human blood and OPIM are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Other OPIM include the following human body fluids:

- **BODY FLUIDS**
 1. Gloves are required when direct hand contact with body fluids is anticipated, such as treating bloody wounds, cleaning up cuts, scrapes, handling clothes soiled by stool and urine, and cleaning up small spills by hand. Gloves used for this purpose will be discarded in a plastic bag. Hands will be washed thoroughly with soap and water afterwards. Soap will be available in restrooms at all times.
 2. Clothing and other non-disposable items (i.e., towels used to wipe up accidents) saturated through with body fluids, if visible blood present, will be placed in a covered container (10% bleach solution) for 15 to 20 minutes or placed in a plastic bag. Then clothing will be sent home in a plastic bag for washing with appropriate directions to parents. Contaminated disposable items (i.e. tissues, paper towels, diapers) will be put in a plastic bag, if blood or OPIM present and stored in a lined, covered trash can for appropriate disposal. Used feminine personal products will be placed in a bagged

container provided in restrooms.

3. All hard surfaces and equipment coming in contact with body fluids or blood must be washed and disinfected in an OSHA/EPA approved germicidal disinfectant. Gloves will be worn when disinfecting and then disposed of in a plastic bag. Hands will be washed with soap afterwards.
4. Sharp items (such as needles) will be considered as potentially infectious and handled with extraordinary care to prevent injury. Used needles and syringes will be disposed of in the biohazards container provided. Recapping, removing, and bending needles is prohibited.

- **EMERGENCY CARE**

Disposable airway equipment will be readily available for emergency mouth-to-mouth resuscitation for a student or employee. All staff will be informed as to its location. A written notice indicating the location of the equipment will be posted beside the list of personnel trained to administer emergency care.

BIOMEDICAL WASTE (BMW) PLAN

This policy covering the management and disposal of BMW has been adopted by the Suwannee County School Board, 1740 Ohio Avenue, South, Live Oak, Florida 32064, effective 1994, and revised October 2010.

- **PURPOSE**

To provide the proper management of BMW within the facility in a manner that is consistent and within the guidelines established by Chapter 10D-104 of the Florida Administrative Code.

- **IDENTIFICATION/DEFINITION OF BMW**

The general definition of BMW is more easily understood when first broken down into two general categories, sharps and non-sharps BMW.

1. Sharps are defined as devices with physical characteristics capable of puncturing skin. These devices include, but are not limited to, needles and syringes (whether used or unused), intact or broken hard plastics which have been contaminated with human blood or body fluids, and intact or broken glass which has been contained with human blood or body fluids.
2. Non-Sharp BMW is all other waste which is not classified as a sharp (bandages, gauze, drapes, gloves, etc., which are contaminated).

BMW is defined in Chapter 10D-104 Florida Administrative Code (HRS), as any solid or liquid waste which may present a threat of infection to humans. The term includes but is not limited to:

1. Non-liquid human tissue and body parts
2. Laboratory and veterinary waste which contains human disease causing agents
3. Discarded sharps

4. Human blood and human blood products
5. OPIM which have the potential to harbor pathogens such as HIV or HBV
6. Used absorbent materials such as bandages, gauze, or sponges that are saturated or capable of releasing in a compressed state

NOTE: OSHA regulations consider absorbent material to be BMW with any amount of blood or body fluid contamination.

- **SEGREGATION AND HANDLING**

BMW is identified, segregated from all other solid waste, and placed into an appropriate waste receptacle at point of origin. "Point of origin" is defined as the room or area where the BMW is generated.

1. All BMW considered to be "sharps" shall be discarded directly into a leak-proof, puncture resistant container that has been designed primarily for the containment of sharps. The sharps containers will be located in the following school clinics and sites: Suwannee Pineview Elementary, Suwannee Riverside Elementary, Suwannee Springcrest Elementary, Branford Elementary School, Suwannee Middle School, Branford High School, Suwannee High School, SCSD Bus Garage, RIVEROAK Technical College (RTC) Nursing Lab, and RTC.
2. All non-sharp BMW shall be disposed of directly into an approved plastic bag that meets the specifications listed in Chapter 10D-104 of the Florida Administrative Code. Plastic bags and their containers will be located in the following schools and sites: Suwannee Pineview Elementary, Suwannee Riverside Elementary, Suwannee Springcrest Elementary, Branford Elementary School, Suwannee Middle School, Branford High School, Suwannee High School, SCSD Bus Garage, RIVEROAK Technical College (RTC) Nursing Lab, RTC, SCSD County Office, and Facilities Department.
3. When filled, all sharps containers shall be properly sealed, labeled, and placed in the approved container. These containers are located in the health clinics and custodian supply rooms at school sites. In other areas, locations are designated by the supervisor of that department.

- **LABELING**

Each BMW container (sharps containers, box) shall be labeled as required by 10D- 104.05(3) F.A.C. The following information shall be included:

1. Facility name, address, and date on the box the day that it was first put into use
2. Name and address on the sharps container when in use
3. Date the sharps container is sealed full

- **ON SITE STORAGE AND TRANSPORTATION**

All on-site storage of BMW shall be in a designated area, away from general traffic flow patterns, and only accessible to authorized personnel. Storage of BMW shall not be for a period of greater than 30 days. The 30 day period shall commence when the sharps container is placed into use and when it becomes full.

All areas primarily used for the storage of BMW, other than the "Point of Origin," shall be

constructed of smooth, easily cleaned materials that are impervious to liquids and capable of being readily maintained in a sanitary condition.

BMW will be taken from the "Point of Origin," and transported to the storage area which is located at the Material Distribution Center. Protective gloves (PPE) shall be worn at all times when handling all BMW. If any spillage of BMW occurs, the clean-up guidelines in 10D-104 will be adhered to (i.e. 10% bleach solution, approved tuberculocide, etc.).

- **RECORDS**

All BMW management records, including any and all documents provided by the transporter, shall be maintained for a minimum period of three years. All pertinent documents such as "plastic bag letters," transporters, "DER Certificate," proof of training records, and the "generators permit," will be available for inspection upon request from the Department of Health and Rehabilitative Services.

- **TRAINING**

All employees who are involved in the handling, disposal, and/or management of BMW shall receive annual training and accessibility to this document at all times. Proof of annual training of new and current employees of this policy will also be kept on file for inspection. The annual update and training schedule is as follows: (See sheet marked "Bloodborne Pathogen Training," on page 27.)

TRANSMISSION CONCERNS IN THE SCHOOL SYSTEM (BODY FLUID SOURCE OF INFECTIOUS AGENTS)

<u>BODY FLUID SOURCE</u>	<u>ORGANISM OF CONCERN</u>	<u>TRANSMISSION CONCERN</u>
Blood -Cuts/abrasions -Nosebleeds -Menses -Contaminated needle	Hepatitis B virus AIDS virus Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct bloodstream inoculation
*Feces	Salmonella bacteria Shigella bacteria Rota virus Hepatitis A virus	Oral inoculation from contaminated hands
*Urine -Incontinence	Cytomegalovirus	Bloodstream and oral inoculation from contaminated hands
*Respiratory secretions -Saliva -Nasal discharge	Mononucleosis virus Common Cold virus Influenza virus	Oral inoculation from contaminated hands
	Hepatitis B virus	Bloodstream inoculation through cuts and abrasions on hands; bites
*Vomit	Gastrointestinal virus	Oral inoculation from Contaminated hands
Semen	Hepatitis B virus AIDS virus Gonorrhea	Sexual contact (Intercourse)

* Possible transmission of AIDS has not been documented from these sources.

From: Prevention of Disease Transmission in Schools: Acquired Immune Deficiency Syndrome (AIDS); State of Connecticut Department of Education and Department of Health Services; March 1985

SUWANNEE COUNTY DISTRICT SCHOOLS ACCIDENT/INCIDENT REPORT FORM

Student Information

Name:					Date of Incident:	
Date of birth:		Grade:		☐ Male ☐ Female	Time of Incident:	

Parent/Guardian Information

Names:					Work Phone:	
Address:					Home Phone:	
City:		State:		Zip:		Cell Phone:

School Information

School:					Phone:	
---------	--	--	--	--	--------	--

Location of Incident

- ☐ Athletic field ☐ Cafeteria ☐ Gymnasium ☐ Parking lot ☐ Restroom ☐ Vocation shop/lab
☐ Bus ☐ Classroom ☐ Hallway ☐ Playground ☐ Stairway
☐ Other, explain:

Time of Incident

- ☐ Recess ☐ Lunch ☐ P.E. class ☐ In class (not P.E.) ☐ Class change ☐ Field trip
☐ Before school ☐ After school ☐ Unknown
☐ Other, explain:

Athletic Practice/Session

- ☐ Athletic team competition ☐ Intramural competition

Equipment

- ☐ No equipment involved
☐ Equipment involved, describe:

Surface (check all that apply)

- ☐ Asphalt ☐ Concrete ☐ Gravel ☐ Ice/snow ☐ Mat(s) ☐ Synthetic surface ☐ Wood chips/mulch
☐ Carpet ☐ Dirt ☐ Lawn/grass ☐ Sand ☐ Tile ☐ Gymnasium floor
☐ Other, specify:

Type of Injury (check all that apply)

	Head	Eye	Ear	Nose	Mouth/lips	Tooth/teeth	Jaw	Chin	Neck/throat	Collarbone	Shoulder	Upper arm	Elbow	Forearm	Wrist	Hand	Finger	Fingernail	Chest/ribs	Back	Abdomen	Groin	Genitals	Pelvis/hip	Leg	Knee	Ankle	Foot	Toe
Abrasion/scrape	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Bite	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Bump/swelling	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Bruise	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Burn/scald	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Cut/laceration	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Dislocation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Fracture	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Pain/tenderness	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Puncture	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Sprain	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Other (Describe)																													

Contributing Factors (check all that apply)

- ☐ Animal bite ☐ Compression/pinch ☐ Overextension/twisted ☐ Struck by object (bat, swing, etc.)
☐ Hit with thrown object ☐ Fall ☐ Tripped/slipped ☐ Collision with object
☐ Contact with hot or toxic substance ☐ Foreign body/object ☐ Physical altercation
☐ Collision with person ☐ Drug, alcohol or other substance ☐ Struck by auto, bike, etc.
☐ Weapon, specify: _____

☐ Other, explain: _____

Description of the Incident

--

Witnesses to the Incident (Please provide full name and position of each witness)

Staff Involved (check all that apply)

- ☐ Assistant staff ☐ Bus driver ☐ Cafeteria staff ☐ Custodian ☐ Nurse ☐ Principal ☐ Secretary ☐ Teacher
☐ Other, specify: _____

Incident Response (check all that apply)

☐ First Aid	Time:	By whom:	
☐ Called 911	Time:	By whom:	
☐ Parent/guardian notified	Time:	By whom:	
☐ Unable to contact parent/guardian	Time:	By whom:	
☐ Parents decided no medical action necessary	☐ Returned to class	☐ Sent/taken home	Days of school missed:
☐ Taken to health care provider/clinic/hospital/urgent care	Diagnosis:		Days of school missed:
☐ Hospitalized	Diagnosis:		Days of school missed:
☐ Restricted school activity	Explain:		
	Length of time restricted:		Days of school missed:
☐ Other, explain: _____			

Describe Care Provided to the Student:

--

Additional Comments:

--

Signature of staff member completing form

Date/time

Nurse's signature

Date/time

Principal's signature

Date/time

Instructions: Teacher or employee witnessing the accident/incident should complete this form immediately and fax to Lorie Norris, Risk Manager, at (386) 364-2635. SEND HARD COPY AFTER SIGNATURES ARE OBTAINED. All witnesses to accident/incident are to submit a written statement to attach to this form.

SUWANNEE COUNTY SCHOOL DISTRICT
BLOODBORNE PATHOGEN TRAINING SIGN-IN FORM

OSHA AND STATE REQUIRED
FOR
OCCUPATIONAL EXPOSURE EMPLOYEES

VIDEO - Bloodborne Pathogens (School Version)
BY: SmithKline Beecham

CONTENTS: Discussion of Bloodborne Pathogen Diseases
Explanation of - Exposure Control Plan
 - Work Practice Controls
 - Use and Care of Personal Protective Equipment
 - Availability of Hepatitis B Vaccine
 - Response Procedures for Emergencies Involving Blood
 - Procedures for Handling Exposure Incidents
 - Post Exposure Evaluations and Follow-up with
 Question and Answer Period

DATE: _____ INSTRUCTOR: _____

NAME	FACILITY	POSITION
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

Section V

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Health Coordinator:	SCSD Coordinator of Health Services	(386) 647-4277
	Poison Control	911 or (800) 222-1222
	Fire Department	(386) 364-2943 or (386) 362-1313
First Aid:	School Nurse or Supervisor	
	Sheriff	362-2222 or Police 362-7463
	EMS	911
Medical Clinic:	<u>HCA Florida Suwannee</u>	(386) 362-0800
	<u>Emergency</u>	
	1116 SW 11 th Street	
	Live Oak, FL 32064	
	OR	
	<u>SCSD Wellness Center</u>	<u>(386) 647-4690</u>
	<u>300 Pinewood Dr SW</u>	
	<u>Live Oak, FL 32064</u>	

MINOR FIRST AID TREATMENT

First aid kits are kept in the nurse's clinic, high risk classrooms, and/or appropriate areas. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

1. Inform your supervisor
2. Administer first aid treatment to the injury or wound
3. Log in the first aid log book
4. If a first aid kit is used, indicate usage on the accident investigation report
5. Access to a first aid kit is not intended to be a substitute for medical attention
6. Provide details for the completion of the Accident Investigation Report
7. Notify the Risk Manager at (386)647-4608

NON-EMERGENCY MEDICAL TREATMENT

For non-emergency work-related injuries requiring professional medical assistance, administrators or supervisors must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

1. Inform your supervisor
2. Complete a First Report of Injury or Illness Form (see Instructions under Section VII)
3. Notify the Risk Manager at (386)647-4608
4. Call the medical clinic to inform them of injury, and send a copy of the First Report of Injury

or Illness Form with the employee

5. Proceed to the posted medical facility; your supervisor will assist with transportation, if necessary
6. Provide details for the completion of the First Report of Injury or Illness Form and Accident Investigation Report

EMERGENCY MEDICAL TREATMENT

If you sustain a severe injury requiring emergency treatment:

1. Call for help and seek assistance from a coworker
2. Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room
3. Notify supervisor if possible; If unable, coworker should notify them
4. Notify the Risk Manager at (386)647-4608
5. Provide details for the completion of the First Report of Injury or Illness Form and the Accident Investigation Report

FIRST AID TRAINING

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a coworker call, to request emergency medical assistance.

• WOUNDS

1. Minor: Cuts, lacerations, abrasions, or punctures
 - a. Wash the wound using soap and water; rinse it well
 - b. Cover the wound using clean dressing
2. Major: Large, deep, and bleeding
 - 1) Stop the bleeding by pressing directly on the wound, using a bandage or cloth
 - 2) Keep pressure on the wound until medical help arrives

• BROKEN BONES

1. Do not move the victim unless it is absolutely necessary
2. If the victim must be moved, "splint" the injured area; use a board, cardboard, or rolled newspaper as a splint

• BURNS

1. Thermal (Heat)
 - a. Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water
 - b. Blot dry the area and cover it using sterile gauze or a clean cloth
2. Chemical

- a. Flush the exposed area with cool water immediately for 15 to 20 minutes.

- **EYE INJURY**

1. Small particles
 - a. Do not rub your eyes
 - b. Use the corner of a soft clean cloth to draw particles out or hold the eyelid open and flush the eyes continuously with water
2. Large or stuck particles
 - a. If a particle is stuck in the eye, do not attempt to remove it
 - b. Cover both eyes with bandage
 - c. Seek professional assistance

- **NECK AND SPINE INJURY**

If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

- **HEAT EXHAUSTION**

1. Loosen the victim's tight clothing
2. Give the victim "sips" of cool water
3. Make the victim lie down in a cooler place with the feet raised

Section VI

ACCIDENT INVESTIGATION

The primary purpose of accident investigation is to prevent future accidents.

ACCIDENT INVESTIGATION PROCEDURES

Fairness and impartiality are absolutely essential in the investigation.

An Accident Investigation Report will be performed by a Safety Committee member at the location where the accident occurred. The Risk Manager is responsible for seeing that the Accident Investigation Report is completed and that the recommendations are being addressed. All accidents, injuries, and occupational diseases will be investigated using the following procedures:

1. Implement temporary control measures to prevent any further injuries to employees.
2. Review the equipment, operations, and processes to gain an understanding of the accident situation.
3. Identify and interview each witness and any other person who might provide clues to the accident's causes.
4. Obtain pictures and/or video of the injury and incident.
5. Investigate causal conditions and unsafe acts.
6. Complete the Accident Investigation Report.
7. Provide recommendations for corrective actions based on existing facts.
8. Indicate the need for additional or remedial safety training.

WHY ACCIDENTS ARE INVESTIGATED

1. To determine direct cause.
2. To determine indirect or root cause.
3. To prevent similar accidents from occurring.
4. To document the facts.
5. To promote safety.
6. To provide cost data.

Accident investigation reports must be submitted to the Risk Manager and the site Safety Committee within 24 hours of the accident.

Section VII

RECORDKEEPING PROCEDURES

ACCIDENT AND INJURY RECORDS

The Risk Manager will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years and include:

- Accident Investigation Report
- Workers' Compensation First Report of Injury or Illness Form (DWC1)

Risk Manager and the Director of School Safety and Other Administrative Services will control and maintain all employee training records for:

- Hazardous Communications (MSDS)
- Lock-out/Tag-out
- First Aid/C.P.R.
- Respiratory Protection
- Bloodborne Pathogens
- Any Other Safety Specific Training

FIRST REPORT OF INJURY OR ILLNESS

FLORIDA DEPARTMENT OF FINANCIAL SERVICES DIVISION OF WORKERS' COMPENSATION

For assistance call 1-800-342-1741
or contact your local EAO Office

RECEIVED BY CLAIMS-HANDLING ENTITY	SENT TO DIVISION DATE	DIVISION RECEIVED DATE

PLEASE PRINT OR TYPE

NAME (First, Middle, Last)		EMPLOYEE INFORMATION	
HOME ADDRESS		Social Security Number	Date of Accident (Month-Day-Year)
Street/Apt #: _____		Time of Accident ☐ AM ☐ PM	
City: _____ State: _____ Zip: _____		EMPLOYEE'S DESCRIPTION OF ACCIDENT (Include Cause of Injury)	
TELEPHONE Area Code Number			
OCCUPATION		INJURY/ILLNESS THAT OCCURRED	PART OF BODY AFFECTED
DATE OF BIRTH	SEX		
____/____/____	☐ M ☐ F		

COMPANY NAME: _____		EMPLOYER INFORMATION	
D. B. A.: _____		FEDERAL I.D. NUMBER (FEIN)	DATE FIRST REPORTED (Month/Day/Year)
Street: _____		NATURE OF BUSINESS	POLICY/MEMBER NUMBER
City: _____ State: _____ Zip: _____		Public Education	
TELEPHONE Area Code Number		DATE EMPLOYED	PAID FOR DATE OF INJURY
		____/____/____	☐ YES ☐ NO
EMPLOYER'S LOCATION ADDRESS (If different)		LAST DATE EMPLOYEE WORKED	WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP? ☐ YES
Street: _____		____/____/____	
City: _____ State: _____ Zip: _____		RETURNED TO WORK ☐ YES ☐ NO	LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP
LOCATION # (If applicable) _____		IF YES, GIVE DATE	____/____/____
PLACE OF ACCIDENT (Street, City, State, Zip)		DATE OF DEATH (If applicable)	RATE OF PAY ☐ HR ☐ WK
Street: _____		____/____/____	\$ _____ PER ☐ DAY ☐ MO
City: _____ State: _____ Zip: _____		AGREE WITH DESCRIPTION OF ACCIDENT?	Number of hours per day _____
COUNTY OF ACCIDENT _____		☒ YES ☐ NO	Number of hours per week _____
Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in s. 817.234, Section 440.105(7), F.S.		NAME, ADDRESS AND TELEPHONE OF PHYSICIAN OR HOSPITAL	
I have reviewed, understand and acknowledge the above statement.			
EMPLOYEE SIGNATURE (If available to sign)		DATE	
EMPLOYER SIGNATURE		DATE	
		AUTHORIZED BY EMPLOYER ☐ YES ☐ NO	

CLAIMS-HANDLING ENTITY INFORMATION

☐ 1(a) Denied Case - DWC-12, Notice of Denial Attached ☐ 1(b) Indemnity Only Denied Case - DWC-12, Notice of Denial Attached		☐ 2. Medical Only which became Lost Time Case (Complete all required information in #3) Employee's 8 TH Day of Disability _____/_____/_____ Entity's Knowledge of 8 TH Day of Disability _____/_____/_____ ☐ 3. Lost Time Case - 1st day of disability _____/_____/_____ Full Salary In lieu of comp? ☐ YES Full Salary End Date _____/_____/_____ Date First Payment Mailed _____/_____/_____ AWW _____ Comp Rate _____ ☐ T.T. ☐ T.T. - 80% ☐ T.P. ☐ I.B. ☐ P.T. ☐ DEATH ☐ SETTLEMENT ONLY Penalty Amount Paid in 1 st Payment \$ _____ Interest Amount Paid in 1 st Payment \$ _____	
REMARKS:		INSURER NAME	
INSURER CODE #	EMPLOYEE'S CLASS CODE	EMPLOYER'S NAICS CODE	CLAIMS-HANDLING ENTITY NAME, ADDRESS & TELEPHONE
			Florida School Boards Insurance Trust
SERVICE CODE/TPA CODE #	CLAIMS-HANDLING ENTITY FILE #		P.O. Box 107009
			Tallahassee, FL 32303
			850-414-0021

INSTRUCTIONS FOR COMPLETING THE FIRST REPORT OF INJURY OR ILLNESS FORM (DWC-1) (Complete the employee and employer information sections only.)

EMPLOYEE INFORMATION

- Name, Address, Telephone, Occupation, Date of Birth, Sex, Social Security Number, Date of Injury, and Time of Accident – These sections are self-explanatory.
- Employee's Description of Accident – Describe the accident, including exactly what happened in detail and where the accident took place. Describe any equipment or material that was involved.
- Injury/Illness that Occurred – List what injury or illness that occurred (pain, laceration, swelling, etc.).
- Part of Body Affected – List the part of the body affected in the accident (left arm, back, right leg, etc.).

EMPLOYER INFORMATION

- Company Name, Address, Telephone – Suwannee County School District, 1740 Ohio Avenue, South, Live Oak, Florida 32064, (386) 647-4600.
- Employer's Location Address – Your location of work (SPS, SES, Facilities Department, etc.).
- Place of Accident – Location, name, and address of place where the accident occurred.
- Federal I.D. Number (FEIN) – 59-6000872
- Nature of Business – Educational facility and/or department you work in (pre-k teacher, custodian, secretarial, etc.).
- Date Employed – First day of the employee's employment (this information can be obtained from the Payroll Department at the SCSD County Office, extension #4612, #4616, and #4608).
- Last Date Employee Worked – Enter the last date employee worked. If no days were missed, enter "continues to work."
- Returned to Work – Check yes or no. If yes, give date employee returned to work.
- Date of Death – Leave blank unless death occurred. This section is self-explanatory.
- Agree with Description of Accident – According to employee's opinion, check yes or no.
- Date First Reported – The day the accident was first recorded.
- Policy Member Number – Leave blank.
- Paid for Date of Injury – Yes.
- Will You Continue to Pay Wages Instead of Workers' Comp. – Yes.
- Last Day Wages will be Paid Instead of Workers' Comp. – Leave Blank.
- Rate of Pay, Hours a Day, Hours a Week, Number of Days – This information can be obtained from the Payroll Department at the SCSD County Office, extension #4612, #4616, and #4608.
- Name, Address and Telephone of Physician or Hospital – Enter the appropriate information on the first medical facility the injured employee attended.

Both the employee and employer/supervisor signature is required and enter date signed.

**** Give the injured employee a copy of the First Report of Injury or Illness Form to take to the medical facility. Keep a copy for school or department's records. Send the remaining originals to the Risk Manager at the SCSD County Office.**

Employee's Report of Injury Form

Instructions: Employees shall use this form to report all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

I am reporting a work related: ☐ Injury ☐ Illness ☐ Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? ☐ Yes ☐ No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? ☐ Yes ☐ No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? ☐ Yes ☐ No	
If yes, when?	Supervisor:
Your signature:	Date:

Supervisor's Accident Investigation Form

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

City _____ State _____ Zip _____

(Circle one) Male Female

What part of the body was injured? Describe in detail. _____

What was the nature of the injury? Describe in detail. _____

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? _____

Names of all witnesses: _____

Date of Event _____ Time of Event _____

Exact location of event: _____

What caused the event? _____

Were safety regulations in place and used? If not, what was wrong? _____

Employee went to doctor/hospital? Doctor's Name _____

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence. _____

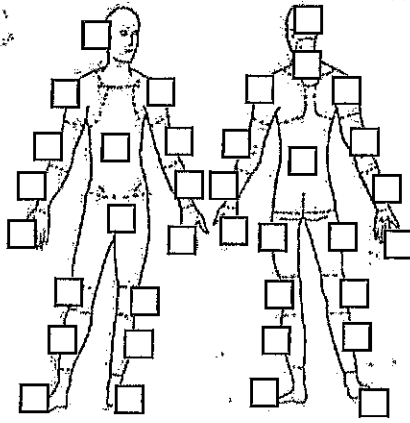
Supervisor Signature _____

Date _____

Incident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness.
(Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: ☐ Death ☐ Lost Time ☐ Dr. Visit Only ☐ First Aid Only ☐ Near Miss	
Date of incident:	This report is made by: ☐ Employee ☐ Supervisor ☐ Team ☐ Other _____

Step 1: Injured employee (complete this part for each injured employee)		
Name: _____ Department: _____ Part of body affected: (shade all that apply) 	Sex: ☐ Male ☐ Female Age: _____ Job title at time of incident: _____ Nature of injury: (most serious one) ☐ Abrasion, scrapes ☐ Amputation ☐ Broken bone ☐ Bruise ☐ Burn (heat) ☐ Burn (chemical) ☐ Concussion (to the head) ☐ Crushing Injury ☐ Cut, laceration, puncture ☐ Hernia ☐ Illness ☐ Sprain, strain ☐ Damage to a body system: ☐ Other _____	
		☐ is employee works: ☐ Regular full time ☐ Regular part time ☐ Seasonal ☐ Temporary Months with this employer: _____ Months doing this job: _____

Step 2: Describe the incident	
Exact location of the incident: _____	Exact time: _____
What part of employee's workday? ☐ Entering or leaving work ☐ Doing normal work activities ☐ During meal period ☐ During break ☐ Working overtime ☐ Other _____	
Names of witnesses (if any):	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: ☐			

Step 3: Why did the incident happen?	
Unsafe workplace conditions: (Check all that apply) ☐ Inadequate guard ☐ Unguarded hazard ☐ Safety device is defective ☐ Tool or equipment defective ☐ Workstation layout is hazardous ☐ Unsafe lighting ☐ Unsafe ventilation ☐ Lack of needed personal protective equipment ☐ Lack of appropriate equipment / tools ☐ Unsafe clothing ☐ No training or insufficient training ☐ Other: _____	Unsafe acts by people: (Check all that apply) ☐ Operating without permission ☐ Operating at unsafe speed ☐ Servicing equipment that has power to it ☐ Making a safety device inoperative ☐ Using defective equipment ☐ Using equipment in an unapproved way ☐ Unsafe lifting ☐ Taking an unsafe position or posture ☐ Distraction, teasing, horseplay ☐ Failure to wear personal protective equipment ☐ Failure to use the available equipment / tools ☐ Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts? ☐ Yes ☐ No If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? ☐ Yes ☐ No	
Have there been similar incidents or near misses prior to this one? ☐ Yes ☐ No	

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again?

- ☐ Stop this activity ☐ Guard the hazard ☐ Train the employee(s) ☐ Train the supervisor(s)
- ☐ Redesign task steps ☐ Redesign work station ☐ Write a new policy/rule ☐ Enforce existing policy
- ☐ Routinely inspect for the hazard ☐ Personal Protective Equipment ☐ Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets: ☐

Step 5: Who completed and reviewed this form? (Please Print)

Written by:

Title:

Department:

Date:

Names of investigation team members:

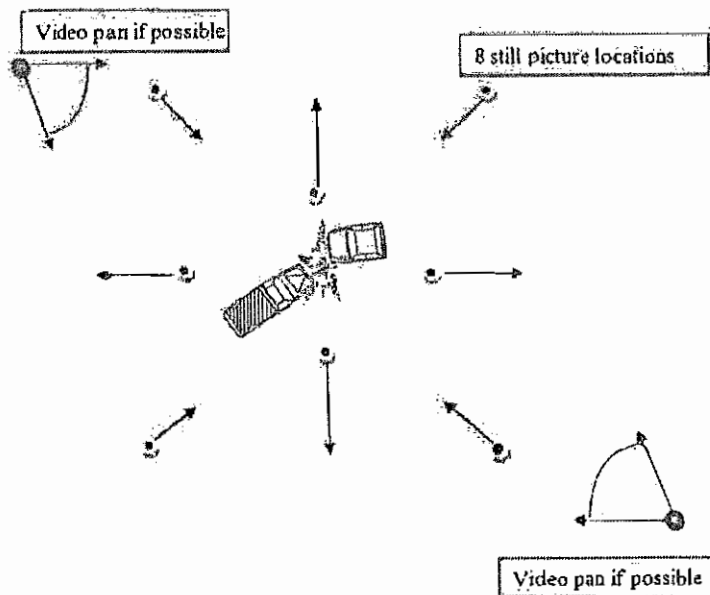
Reviewed by:

Title:

Date:

ACCIDENT INVESTIGATION CHECKLIST

☐	Safely make the scene secure if not already done
☐	Preserve as much of the scene as possible, don't throw anything away
☐	Take pictures of the scene as suggested on form
☐	Pictures - Overall scene 360 degrees toward scene
☐	Pictures - Overall scene 360 degrees looking out from scene
☐	Pictures - Damage up close
☐	Pictures - Skid marks or other property damage around scene, use ruler in picture for scale
☐	Pictures - Inside of vehicles when possible, especially the dash board, seats
☐	Pictures - Drivers' views of those involved in the accident
☐	Pictures - If vehicles rest in different locations, treat as each was the accident scene
☐	Pictures - If vehicles rest in different locations, pan pictures so that Entire scene is captured
☐	Take video if at all possible as suggested on back of form
☐	Note weather and environment conditions
☐	Make a sketch of the scene, note north on sketch
☐	Get GPS location whenever possible, or identify exact location
☐	Note exact time of accident if possible
☐	If police on scene, get police information - responding department and badge numbers
☐	Get names, address, telephone numbers of all witness
☐	
☐	



Section VIII

WRITTEN HAZZARD COMMUNICATIONS PROGRAM

GENERAL POLICY

To assure that information about the dangers of all hazardous chemicals used by the SCSD are known by all affected employees, this hazard communication program has been established. All work units will participate in the program, and a copy of it will be available at the work site for review by any interested party.

CONTAINER LABELING

The supervisor will verify that all containers received for use will be clearly labeled as to their contents, have an appropriate hazard warning, and list the name and address of the manufacturer or distributor.

The supervisor in each section will ensure that all secondary containers are labeled with either a copy of the original manufacturer's label or with labels that have the identity of the contents and the appropriate hazard warning. For help see the Safety Program Coordinator.

MATERIAL SAFETY DATA SHEETS (MSDS)

The Safety Program Coordinator is responsible for establishing and monitoring the District's MSDS Program. She/he will ensure that procedures are developed to obtain the necessary MSDS for new or significant health and safety information. Affected employees will be informed of any new information. The following procedure will be followed when an MSDS is not received at the time of initial shipment:

- The supplier and/or manufacturer will be notified and the MSDS will be requested.

Copies of all MSDS for all hazardous chemicals in use will be kept at the work site. MSDS will be readily available to all employees during each work shift. If an MSDS is not available, immediately contact the Safety Program Coordinator.

When revised MSDS are received, the following procedure will be followed to replace obsolete MSDS:

- The new MSDS will be inserted in the MSDS Binder, the old sheet discarded, and the hazardous substances list updated.

EMPLOYEE TRAINING AND INFORMATION

The Risk Manager and the Safety Program Coordinator are responsible for the District's employee training program. He/she will ensure that all new employees will be trained in all health and safety protocols. The training will be implemented by utilizing Vector Solutions and will be customized to the position that the employee will be assigned.

TRAINING RECORDS

Training records will be kept and maintained in the main office by the Risk Manager and the Safety Program Coordinator.

INFORMING OTHER EMPLOYEES/EMPLOYERS

It is the responsibility of the Risk Manager and the Safety Program Coordinator to provide other supervisors and administrators with information about hazardous chemicals to which their employees may be exposed while on the job site as well as suggested safety precautions for those employees. It is the responsibility of the site manager to obtain information about hazardous chemicals used by other sites to which employees of the SCSD may be exposed.

Other employers or contractors will be provided with MSDS for hazardous chemicals generated by the SCSD's operations. MSDS will be provided to other employers at the start of each project and new/added sheets will be distributed, if applicable.

Other employers or contractors will be informed of precautionary measures needed to protect their employees exposed to operations performed by the SCSD. Also, other employers will be informed of the hazard labels used by the SCSD. If a symbolic or numerical system is used, the other employers and contractors will be given information to help them understand the labels for hazardous chemicals to which their employees may have exposure.

PROGRAM AVAILABILITY

The Safety Program Coordinator has the responsibility to make this program available for review upon request. In addition, a copy of the program will be provided within 15 days from the date of the request. Request should be made in writing or verbally.

PURCHASE ORDER STATEMENT

Purchase orders will contain the following statement:

- "If any materials on this order have been identified as 'hazardous substances' in 29 CFR Part 1910 Subpart Z, or by the State of Florida, suppliers shall provide a Material Safety Data Sheet (MSDS) for the hazardous substances as required by 29 CFR Part 1910.1200."

Material Safety Data Sheet

May be used to comply with
 OSHA's Hazard Communication Standard,
 29 CFR 1910.1200. Standard must be
 consulted for specific requirements.

U.S. Department of Labor
 Occupational Safety and Health Administration
 (Non-Mandatory Form)
 Form Approved
 OMB No. 1218-0072



IDENTITY (As Used on Label and List)

Note: Blank spaces are not permitted. If any item is not applicable, or no information is available, the space must be marked to indicate that.

Section I

Manufacturer's Name	Emergency Telephone Number
Address (Number, Street, City, State, and ZIP Code)	Telephone Number for Information
	Date Prepared
	Signature of Preparer (optional)

Section II - Hazardous Ingredients/Identity Information

Hazardous Components (Specific Chemical Identity; Common Name(s))	OSHA PEL	ACGIH TLV	Other Limits Recommended	% (optional)

Section III - Physical/Chemical Characteristics

Boiling Point	Specific Gravity (H ₂ O = 1)
Vapor Pressure (mm Hg)	Melting Point
Vapor Density (AIR = 1)	Evaporation Rate (Butyl Acetate = 1)
Solubility in Water	
Appearance and Odor	

Section IV - Fire and Explosion Hazard Data

Flash Point (Method Used)	Flammable Limits	LEL	UEL
Extinguishing Media			
Special Fire Fighting Procedures			
Unusual Fire and Explosion Hazards			

(Reproduce locally)

OSHA 174, Sept. 1985

Section V - Reactivity Data

Stability	Unstable	Conditions to Avoid
	Stable	

Incompatibility (<i>Materials to Avoid</i>)			
Hazardous Decomposition or Byproducts			
Hazardous Polymerization	May Occur		Conditions to Avoid
	Will Not Occur		

Section VI - Health Hazard Data

Route(s) of Entry:	Inhalation?	Skin?	Ingestion?
Health Hazards (<i>Acute and Chronic</i>)			
Carcinogenicity:	NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure			
Medical Conditions Generally Aggravated by Exposure			
Emergency and First Aid Procedures			

Section VII - Precautions for Safe Handling and Use

Steps to Be Taken in Case Material Is Released or Spilled
Waste Disposal Method
Precautions to Be taken in Handling and Storing
Other Precautions

Section VIII - Control Measures

Respiratory Protection (<i>Specify Type</i>)		
Ventilation	Local Exhaust	Special
	Mechanical (<i>General</i>)	Other
Protective Gloves		Eye Protection
Other Protective Clothing or Equipment		
Work/Hygienic Practices		

* U.S.G.P.O.: 1985 - 491 - 529/45775

LOCATION SITE CHEMICAL INVENTORY SHEET

DATE: _____ SCHOOL/DEPARTMENT: _____

INVENTORY COMPLETED BY: _____

PHONE NUMBER: _____ COST CENTER #: _____

Product Name

Supplier

Emergency Number

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Product Name

Where Stored

Quantity Stored

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Section IX

ALCOHOL AND DRUG-FREE WORKPLACE PROGRAM

POLICY

1. No employee shall possess, consume, or sell alcoholic beverages or manufacture, distribute, dispense, possess, use, or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes, Chapter 893.
2. "Workplace" is defined as the site for the performance of work done in connection with the duties of an employee of the SCSD. That term includes any place where the work of the District is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip, workshop, or athletic event.
3. As a condition of employment, each employee will:
 - a. Abide by the terms of this policy; and
 - b. Notify the appropriate director, principal, or supervisor of any criminal drug statute arrest or conviction for a violation occurring on the premises of the SCSD, at the workplace, or during the conduct of any official activity related to the SCSD no later than five (5) days after conviction.
4. The SCSD shall:
 - a. Notify the appropriate agency within ten (10) days after receiving such notice from an employee or otherwise receiving actual notice of such conviction; and,
 - b. Take one of the following actions, within thirty (30) days of receiving such notice, with respect to any employee who is so convicted:
 - 1) Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; or
 - 2) If the employee fails to participate satisfactorily in such program, the employee may be non-renewed, or his or her employment may be suspended or terminated, at the discretion of the School Board; or
 - 3) Take appropriate personnel action against such an employee, up to and including termination.
 - c. Offer assistance and information on drug abuse in order to maintain an alcohol and a drug-free workplace. Employee assistance will be available through the Human Resources Department or referral to a program which will provide assistance. The SCSD shall also conduct periodic workshops on drug and alcohol abuse in the workplace to inform employees and supervisors of the dangers of substance abuse and of the provisions in this policy.
5. **Drug Testing:**
 - a. **Initial Employment**
 - 1) A negative drug screen will be a requirement of initial employment. An applicant who has been offered a position will be referred to a Board approved, independent, certified laboratory. The drug screen must be conducted within thirty (30) days prior to employment. The cost of the drug screening will be the responsibility of the applicant.

- 2) Applicants testing positive will not be eligible for employment by the School Board for one (1) year from the date of the test. Refusal to participate in the drug screening will prohibit an applicant from employment with the Board.
- b. Current Employees
 - 1) An employee may be subject to drug testing based on a reasonable belief that he/she is using or has used drugs in violation of the Drug-Free Workplace Policy.
 - 2) An employee may be subject to follow up testing at the recommendation of a substance abuse professional or medical review officer.
 - 3) An employee may be subject to a drug screen immediately following a work related accident or injury.
 - 4) An employee who is subject to the requirements of the Omnibus Transportation Employees Testing Act (OTETA) shall be subject to random drug testing, post accident drug testing and return to duty testing as required by federal law.

STATUTORY AUTHORITY

Section 230.22(2); 230.23(5)(g); 230.33(7); 231.001; 893.01, Florida Statutes

LAW IMPLEMENTED

Section 230.22(5); 231.28(1); 440.102, Florida Statutes

Drug Free Workplace Act of 1988; 34 CFR part 85, Subpart F

HISTORY

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Formerly: GBEB

ADDITIONAL INFORMATION CONCERNING THE DRUG AND ALCOHOL TESTING POLICY FOR TRANSPORTATION EMPLOYEES IS UNDER SECTION X BUS DRIVERS SAFETY RULES, POLICIES, AND PROCEDURES.

Section X

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules carefully, review them often, and use good common sense in carrying out assigned duties.

GENERAL SAFETY RULES

1. Wear personal protective equipment, hard hat, foot protection, back supports, bloodborne pathogen protection and safety glasses or face shields as directed by your supervisor.
2. Sit in vehicles properly (never stand up, sit on the side, or ride on any exterior part of a vehicle).
3. Vehicles are to be stopped when entering or exiting (do not enter or exit any moving vehicle).
4. Damaged or unguarded tools and equipment are not to be used.
5. Do not work or drive while under the influence of alcohol or drugs.
6. Use every safeguard provided. After removing guards for repairs, replace at once.
7. Walk (do not run); watch your step; keep firm footing and balance at all times.
8. When working around machinery, do not wear loose clothing, torn sleeves, ties, keychains, rings, watches, or any item that could become entangled in the machinery.
9. Horseplay or practical jokes are prohibited. Avoid distracting others.
10. Long hair must be tied off, wrapped, or confined in a manner to prevent being caught in any machinery.
11. Frayed, cut, or cracked electrical cords are not to be used. Turn them in to your supervisor for repair or replacement.
12. Use only ladders and step stools to get additional height (do not attempt to get additional height from a climbing device by placing it on a box, crate, or other improvised stand).
13. Equipment is not to be altered (i.e., removing protection guards).
14. Work only in properly lit areas.
15. Never leave materials, tools, etc., in a position to slide or fall.
16. Keep your work area clean and free of loose objects, stumbling, or slipping hazards.
17. Review the safety material posted on bulletin boards or distributed in work area.
18. Report all accidents/injuries, no matter how minor, to your supervisor.
19. Report all unsafe work conditions or procedures during the course of work activities to your supervisor.
20. Never stand under suspended loads or in danger zone of falling objects, moving equipment, dripping caustics, etc.
21. Keep flammables in safety type containers.
22. Never use gasoline for cleaning purposes.
23. Always keep hands and feet clear of pinch points.
24. Never allow oil or grease or heat to come in contact with oxyacetylene equipment.
25. Use the right tool and use it properly (i.e., do not use defective or mushroom-headed tools).
26. Be sure all electrical devices are properly grounded at all times.
27. Never leave an unsafe condition unguarded or unmarked, even temporarily.
28. Inspect each ladder before using. Be sure ladder is properly positioned and secure at top and bottom.
29. When working overhead, place warning signs below and rope off area.
30. Know the location of fire extinguishers and know how to use them.

31. Do not walk or run in front of or behind moving equipment.
32. Vehicles, equipment, and tools should be removed from service when unsafe to operate.
33. Rubber gloves should be worn when handling dyes, photographic chemicals, and etching acid.
34. Never use corridors, attics, vestibules, halls, stairs, or the space under them for storage purposes.

LIFTING PROCEDURES

• GENERAL

1. Test the weight of the load before lifting by pushing the load along its resting surface.
2. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks, and carts, or get assistance from a coworker.
3. Never lift anything if your hands are greasy or wet.
4. Wear protective gloves when lifting objects with sharp corners or jagged edges.

• WHEN LIFTING

1. Face the load.
2. Position your feet 6" - 12" apart with one foot slightly in front of the other.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object with your hands and fingers. Use handles when present.
6. Hold object as close to your body as possible.
7. Perform lifting movements smoothly and gradually; do not jerk the load.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

SLIPS, TRIPS, AND FALLS

1. Immediately clean up spills, water, oil, and other liquids from the floor by using a mop, bucket, oil dry materials, sand, paper towels, and/or cloth materials. Use caution signs/cones to warn of slippery areas.
2. Turn on lights before entering a dark room.
3. Pick up all foreign objects from floor surfaces, aisles, or stairs to prevent slipping.
4. Be sure that mats and carpets lie flat on the floor.
5. Take short steps, walk slowly, and use hand rails when you have to walk on slippery surfaces or in congested conditions.
6. Keep drawers and doors closed.
7. Wear closed toe, non-slip soled shoes.
8. Walk, up or down stairs or steps. Take only one step at a time.
9. Avoid blocking your view by carrying/pushing objects so large that you can't see where you are going.
10. Jumping from truck beds, platforms, scaffolds or other elevated places is prohibited.
11. Do not tilt chairs back on two legs.

12. Avoid wet, icy, slick, or oily areas by walking around it.
13. Do not turn electrical and other cords across doorways, aisles or landings.

CLASSROOM AND OFFICE SAFETY

NOTE: Includes office personnel, teachers, and paraprofessional.

1. Use care when closing desk and filing cabinet drawers to prevent injuries. Keep them closed when not in use or unattended.
2. Office furniture should be positioned to eliminate tripping hazards of telephone or electrical cords. Cords shall not be strung across passageways or open areas where they will create a tripping hazard.
3. Open doors cautiously and keep in either a fully open or fully closed position.
4. Do not tamper with office machines, phones, or wiring. Call office service if repairs are required.
5. Use staple remover, not fingers, for removing staples.
6. When refilling stapler, point the loading end away from you, since the pressure of the spring mechanism can cause ejection of the staples.
7. Do not put oil rags, broken glass, or sharp objects in wastebaskets. Place them in special containers for special handling by the custodians.
8. All electrical equipment, such as typewriters, copy machines, and calculators must be unplugged before cleaning.
9. Handle files and papers carefully to prevent cuts. A moistener for wetting envelopes is recommended.
10. Do not place your fingers in or near the feed of a paper shredder. Verify guards are in place and working prior to use.
11. Lock down the slicing arm on paper cutting devices when not in use.
12. Paper cutting devices are not to be used unless finger guard is in place.

• OFFICE MACHINES

1. Office machines should be properly located and placed in a manner so there is no danger of falling.
2. Electrical machines and connections should not be touched with wet hands or operated on damp floors.
3. Office machines should not be adjusted, lubricated, or cleaned while they are running. Make sure that the machine is stopped by disconnecting the plug from the outlet.

• DESKS, TABLES, ETC.

1. Use only shatterproof glass tops with beveled edges.
2. Mounted pencil sharpeners shall be positioned on desks or tables so that they do not protrude.
3. Check desks and tables for splinters, dangerous cracks, and loose veneer.

• SWIVEL CHAIRS

1. Extreme care should be taken by persons tilting back in swivel chairs to which they are not accustomed.

2. Don't raise the seats on swivel chairs so high as to contribute to overbalancing.
3. Spring tension bolts should be checked regularly. Weak bolts on swivel chairs can break and cause a person to be thrown with considerable force.
4. Check to ensure casters are secured and free of cracks and wear.
5. Do not use as a ladder or step stool.

- **FANS**

1. Check fans regularly to make sure that the guards are not defective and that the blades are secure.
2. Fans should not be placed on low tables, chairs, etc., or in any locations where individuals might catch their clothing or hands in them.
3. Floor type fans should not be placed in locations where they will present tripping hazards.

- **WASTE BASKETS**

1. Metal waste cans should be checked for sharp points or fragmented edges which could cut the users.

- **FILE CABINETS**

1. File cabinets should be secured to prevent their being overbalanced. Where two or more cabinets sit side by side, they should be fastened to each other.
2. File drawers should not be left open. Always use the handles to close them.
3. Heavy materials should be put in the bottom drawers, lighter materials in the top drawers.
4. Pull only one drawer out at a time.
5. File cabinets should be checked periodically for burrs and sharp edges.
6. Never place materials, boxes, other files, etc., on top of cabinets. Not only will they fall, but they put undue strain on the persons lifting and/or reaching up to them.
7. Do not place files in front of emergency exits windows or escape routes.

- **ENVIRONMENTAL CONCERNS: Mold**

1. Contact Site Administrator
2. Contact the Director of Facilities
3. Avoid usage of area until inspection is completed or by direction of the Administrator.

- **SCIENCE/ LAB SAFETY**

1. Never work alone in a science laboratory or storage area.
2. Never eat, drink, or chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the laboratory environment.
3. Never pipette by mouth.
4. Wash hands before and after work in a science laboratory and after spill cleanups.
5. Restrain loose clothing (i.e., sleeves, full cut blouses, neckties, etc.), long hair, and dangling jewelry.
6. Tape all Dewar flasks.
7. Never leave heat sources unattended (i.e., gas burners, hot plates, heating mantles, sand baths, etc.).
8. Do not store agents and/or apparatus on lab bench. Keep lab shelves organized.

9. Never place reactive chemicals (in bottles, beakers/flasks, wash bottles, etc.) near the edges of a lab bench.
10. Use a fume hood when working with volatile substances.
11. Never lean into the fume hood.
12. Do not use the fume hood as a storage area.
13. Obtain and read the MSDS for each chemical before beginning any experiment.
14. Analyze new lab procedures in advance to pinpoint hazardous areas.
15. Accidents should be analyzed to prevent repeat incidents.
16. Protection should be provided for not only the lab worker but also the lab partner working nearby.
17. Do not mix chemicals in the sink drain.
18. Always inform coworkers of plans to carry out hazardous work.
19. Carry out regular fire or emergency drills with critical reviews of the results.
20. Have written actions planned in case of an emergency (i.e., what devices should be turned off, which escape route to use, a personnel meeting place outside the building, a person designated to authorize reentry into the building).
21. Lab personnel should have recent training in first aid.

- **SAFETY WEAR (LAB)**

1. Approved eye or face protection should be worn while handling chemicals.
2. Gloves should be worn, which will resist penetration by the chemical being handled, and which have been checked for pin holes, tears, or rips.
3. Wear a laboratory coat or apron to protect skin and clothing from chemicals.
4. Footwear should cover feet completely, no open-toe shoes.

- **FACILITIES AND EQUIPMENT (LAB)**

1. Never block any escape routes. Plan alternate escape routes.
2. Never block a fire door open.
3. Never store materials in lab or storage area aisles.
4. All moving belts and pulleys should have safety guards.
5. Instruct lab personnel in the proper use of the eye wash emphasizing rolling of the eyeballs and turning eyelids "inside-out."
6. Ensure that eye-wash fountains and showers will supply at least 15 minutes of water flow.
7. Regularly inspect fire blankets for rips and holes and keep good records of the inspections.
8. Regularly inspect safety showers and eye-wash fountains and keep records of inspections.
9. Keep up-to-date emergency phone numbers posted next to phone.
10. Place fire extinguishers near an escape route, not in a "dead end."
11. Train lab personnel in the proper use of extinguishers and maintain records. Training should include instruction on various types of fire extinguishers.
12. Compressed gas cylinders must be secured at all times.
13. Install chemical storage shelves with ½ inch lips and never use stacked boxes in lieu of shelves.
14. Only use an explosion-proof refrigerator for storage of flammables.
15. Have appropriate equipment and materials available for spill control.

CAFETERIA/FOOD SERVICE SAFETY

1. Never clean electrical appliances unless the appliance is disconnected from the powersource.
2. Keep aisles clean, clear, and dry at all times.
3. Closed toe and non-slip shoes should be used. Shoes should be sturdy and well maintained. High heel shoes and open toe shoes are not permitted.
4. Store cleaning products separate from food products.
5. Use power machines only after having been trained.
6. Steam tables and cutting blocks must be cleaned daily.
7. Store heavy items close to the floor.
8. Pushcarts or dollies should not be overloaded.
9. Keep sharp protruding objects out of the aisles and away from workers; all drawers should be kept closed.
10. Place all cleaning equipment such as brooms, mops, carts, pails, etc., where they will not be a hazard to workers.
11. Know locations of the first aid kit (ensure accessibility).
12. Exhaust hood fans must be operated when ranges are in operation. Keep filters in hoods clean and free of grease.

• RECEIVING AREA

1. Keep floors in a safe condition; free from broken tile and sliding floor mats.
2. Floor and/or deck areas shall be clear and hazard free.
3. Use proper tools for opening crates, boxes, cartons, barrels, etc.

• STORAGE AREA

1. Shelves shall not be overloaded. They must be able to bear the weight of items stored.
2. Heavy items shall be stored on lower shelves.
3. An appropriate ladder must be available to reach all items.
4. Cartons and flammable materials must be stored away from light bulbs.
5. Light bulbs must have a screen guard.
6. Incompatible chemicals shall be stored separately (i.e., ammonia and bleach should not be stored together or one above the other).
7. Portable and stationary racks must be in safe condition.
8. If locked in freezer, know how to operate escape mechanism and emergency escape procedures.

• FOOD PREPARATION AREA

1. Electrical equipment shall be properly grounded.
2. Electrical equipment must be inspected regularly (look for defective cords or plugs).
3. Avoid leaning against equipment when turning it on and off.
4. Mixers and attachments must be in safe operating conditions and inspected regularly.

• SERVING AREA

- a. Keep serving counters and tables free from broken parts and wooden or metal splinters.
- b. Glassware, china, silverware, and plastic equipment must be inspected regularly.

Chipped or cracked items shall be disposed of properly.

- c. Use hair restraints.
- d. If you are taking any medication, report it to your manager. Do not operate any equipment while taking medication, unless authorized by your manager.

MAINTENANCE AND REPAIR FUNCTIONS

NOTE: These rules apply to the following personnel: boilermakers, carpenters, custodians, electricians, electrical technicians, groundskeepers, heating/ventilation/air conditioning (HVAC) personnel, painters, pest control personnel, plumbers, mechanics, roofers, and welders.

• ELECTRICAL

1. Use three conductors and grounded extension cords with proper rating for the tool you are connecting.
2. When using an extension cord:
 - a. Never plug more than the specified number of watts into the cord.
 - b. Do not run through doorways, holes in ceilings, walls, or floors.
 - c. Never remove, bend, or modify any metal prongs or pins.
 - d. Do not use when wet.
 - e. Do not plug one extension cord into another.
 - f. Never drive, drag, or place objects over cord or walk on it.
 - g. Always unplug when not in use.
 - h. Never use as a permanent power source.
3. Never repair or test live circuits except when necessary to affect repair.
4. When working on live circuits, approved tools having insulated hand grips should be used.
5. Ladders shall have non-conductive side rails.
6. Never connect heating unit using in excess of 1500 watts into utility 15 amp outlet.
7. Working in an area where you are likely to encounter electrical hazards is not permitted, unless you have been trained to recognize and avoid the hazards to which you will be exposed.
8. Fuse handling equipment shall be used to remove or install fuses where fuse terminals are energized.
9. Do not enter spaces containing exposed energized parts unless adequate illumination is provided.
10. Use safety signs, symbols, or accident prevention tags to warn personnel of electrical hazards.
11. Verify that circuit or equipment cannot be re-energized or restarted prior to performing work.
12. Ensure strain relief for all flexible cords and cables.
13. Apply proper grounding and bonding before dispensing flammable liquid(s).
14. Use gloves, aprons, and face protection while working in battery service rooms.
15. Inspect electrical cords and its connections before using. Defective cords and switches are dangerous. Plug should be removed from convenience outlet before any mechanical or electrical adjustments are made.
16. Avoid hanging extension cords over nails, bolts, or sharp edges. Do not allow it to become kinked or leave it where someone may trip over it. Always keep cord away from oil, hot surfaces, or chemicals.

LOCK-OUT/TAG-OUT

• POLICY

To ensure the safety of the Board's personnel who perform work on machinery or equipment where the unexpected energization, start-up, or release of stored energy could cause injury, the following procedures shall be adhered to:

1. Notification - Prior to starting work, notify the Principal, Director of Facilities, Maintenance Foreman, and any personnel who will be affected by the shutdown of equipment or building services. Explain the reason for the shutdown and the use of the lock-out/tag-out procedure.
2. Determination of Energy Sources - Make a survey to locate and identify all isolating devices to be certain which switches, valves, or other energy isolating devices apply to the equipment to be locked or tagged out. This survey should be done by the maintenance foreman and the maintenance man. PAY PARTICULAR ATTENTION TO:
 - a. Multiple energy sources
 - b. Residual energy
 - c. Remote start-up of equipment

• SEQUENCE PROCEDURES

1. Notify all affected employees that a lock-out/tag-out system is going to be utilized and the reason therefore.
2. Check out lock-out/tag-out kit appropriate for task from parts department or foreman.
3. If the machine or equipment is operating, shut it off.
4. Operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy sources. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
5. Foreman will lock-out the energy isolating device with an assigned lock to prevent accidental engagement. An appropriate danger tag shall be affixed to the switch or lock. This tag is to be dated and signed by the supervisor requesting the lock-out.
6. Where more than one crew or craft performs work on the system, each crew foreman shall affix a tag and lock on the disconnect. Multiple lock-out devices shall be used. Lock keys shall be in the possession of the individuals using the lock.
7. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to "neutral" or "off" position after test.
8. The equipment is now locked-out and tagged-out.
9. Any person who operates a valve, switch, etc., to which danger tags are attached or removed a tag without authorization, will be subject to, as a minimum, immediate removal from the job site.

- **RELEASE FROM LOCK-OUT**

1. After the work is complete and the equipment is ready for normal operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lock-out and/or tag-out devices. Locks and tags shall only be removed by the people who installed them. Anyone who violates this requirement shall be dismissed.
3. Operate the energy isolating devices to restore energy to the machine or equipment only after verification from the Director of Facilities, or Foreman, that it is safe to do so.

HANDLING MATERIALS

1. Prior to use, inspect materials for slivers, jagged edges, burrs, rough, or slippery surfaces.
2. Wipe away greasy, wet, slippery, or dirty objects before trying to handle them. Keep hands clean and free of grease or oil.
3. When adjusting or changing a grip, set the object down.
4. Never carry glass under an arm (a fall could sever an artery).
5. When removing materials on hand trucks or dollies, push rather than pull whenever possible.
6. When exerting leverage on large wrenches or prying tools, pull rather than push whenever possible.
7. Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on back or abdominal muscles.
8. When two or more persons are carrying materials, all should face forward whenever possible. If a person must walk backwards, others should be especially alert to slipping, tripping, or bumping hazards and issue appropriate verbal directions to him/her.
9. Avoid getting hands or other body parts pinched between the load and other objects around or near it.
10. Use the proper tools such as wrenches, pry-bars, or special handling tools to lift heavy covers, etc.

- **LADDERS/SCAFFOLDS**

1. Inspect ladders to be sure rungs are solid, tight, and clean and that rails are not cracked. Avoid using any ladder with weak or damaged rails, steps, or rungs.
2. Open step ladders fully and lock spreaders.
3. Use extension ladders only up to 60 feet and maintain adequate overlap. If the ladder is extended less than 36 feet, have 3 feet of overlap between sections; if extended between 36 and 48 feet, have 4 feet of overlap between sections. If extended from 48 to 60 feet, allow 5 feet between sections. Lash or otherwise secure the ladder in place.
4. Never allow more than one person on a ladder.
5. Supply firm footing for ladder. If the ground is soft or uneven, use boards under the feet of the ladder.
6. Use 4-to-1 rule in setting up extension ladders. It is easy to figure since the rungs on most ladders are one foot apart. Count the rungs up to where the ladder rests on the wall. If it is 16 feet, set the ladder base 4 feet from the wall.
7. Face the ladder climbing up or down. Hold on with both hands. Carry tools or supplies in pockets or haul them up with a line.
8. Move the ladder frequently instead of reaching over too far. Follow the rule of keeping

your belt buckle between the side rails.

9. Carry the ladder with the front end high enough to clear anyone ahead of you.
10. Never paint wooden ladders as paint could hide a defect in the wood.
11. Inspect the scaffold before mounting. It should be sturdy, free of knotty or defective planks, level, and solidly positioned.
12. Keep the scaffold free of scraps, loose tools, or tangled lines.
13. Follow the manufacturer's instructions when assembling.
14. Lock and block wheels before climbing. NEVER RIDE A ROLLING SCAFFOLD.
15. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
16. Lash fixed scaffolds at intervals of 30 feet of length and 25 feet of height. Ensure safety locks are in proper working conditions.
17. Check all pulleys, blocks, hooks, fittings, and ropes on swinging scaffolds.

TOOLS

• GENERAL

1. Use tools that are in good safe working condition and the proper tool for every job.
2. Cutting edges should be kept sharp and should be carried in a suitable sheath or holster.
3. Defective tools shall be promptly reported to the supervisor for repair or replacement.
4. Tool handles shall be kept free from splinters, burrs, etc. Make sure handles are tight on the head and not weakened by cracks or splits.
5. Impact tools such as hammers, chisels, punches, or steel stakes that have burred heads shall not be used. The head should be dressed to remove burrs or chipped edges.
6. When handling a tool to another person, sharp points and cutting edges shall be pointed away from both the person grasping it and the person offering it.
7. Only properly insulated tools shall be used when working around energized electrical circuits or equipment.
8. When using a knife, pliers, or other cutting tools, avoid directing the blade toward yourself. Cut away from your body and stand clear of others.
9. Hand tools should not be carried in your pockets, especially screwdrivers, scribes, aviation snips, scrapers, chisels, files, etc.

• FILES/RASPS

1. All files must have securely fastened handles.
2. Never use a file as a pry.
3. When using a file or rasp, grasp the handle of the file or rasp in one hand and the toe in the other.

• HAMMERS

1. Be sure the handle is not cracked, broken, splintered, or loose. Check to see that the handle is securely set in the head. Replace loose or damaged wooden handles and discard hammers with damaged metal or fiberglass handles.
2. Avoid using hammer with oily, greasy or wet hands, and keep hammer handles clean by washing with approved cleaning solvent.
3. Use a soft hammer to strike a hardened surface.

4. A claw hammer is a hardened tool. Its use is restricted to hammering nails, wood, or other soft materials. Never use a claw hammer on metals or hardened tools, except nail sets.
5. Use the claw for pulling nails. Do not use as a pry or wedge, or for pullingspikes.
6. Never use a hammer with a hardened face on tempered, machined, or hardened surfaces. Rawhide, plastic, rubber, lead, brass, or copper hammers will prevent damage to parts and also eliminate the danger of flying chips of metal.

- **KNIVES**

1. Do not place the hand or finger over the back of a knife while it is in use.
2. A falling knife should be allowed to fall and then be picked up.
3. Always cut away from the body.
4. Keep knives sharp.
5. Replace knives with worn handles.
6. Use knives with retractable blades when possible.

- **PLIERS**

1. Never cut through live wires; turn off the current first. Handles of pliers that are used in electrical work must be insulated.
2. When using diagonal cutting pliers, place the free hand over the ends of cotter pin, safety wire, or whatever is being cut; this will prevent the loose ends from flying and causing possible eye injury.
3. Do not attempt to cut hardened steel parts with pliers.

- **SAWS/HACKSAWS**

1. Keep control of a hacksaw by releasing the pressure at the end of each stroke.
2. Make sure the blade (hacksaw) is taut in the frame before using.
3. Select proper type blade (number of teeth per inch) for the job.
4. Keep saw blades sharp.

- **SCREWDRIVERS**

1. Select the correct size and type of screwdriver to fit the job. Ensure screwdrivers are properly grounded and squared.
2. Never use a screwdriver as a chisel or as a substitute for a pinch bar or prybar.
3. Prevent the blade (screwdriver) from slipping, be sure it fits the screw head correctly and avoid over tightening a screw.
4. For electrical work use only screwdrivers that have insulated handles of non-flammable material.
5. Screwdrivers are not to be used on hand held objects.

- **WRENCHES**

1. Never attempt to use a makeshift wrench. Always select the proper size and type for the job.
2. Check wrench for cracks and condition of jaws before using.
3. Always use box or socket wrenches on hexagon nuts and bolts as a first choice and open

- end wrenches as a second choice.
4. When using an adjustable wrench, always place it on the nut so that the pulling force is applied to the stationary jaw side of the handle.
 5. Never use a piece of pipe, tubing, or another wrench to extend the handle of the wrench in order to secure additional leverage.
 6. Keep wrenches free from oil and grease.
 7. Always be ready to react immediately in case the wrench slips to avoid injury of the hand on a protruding edge.

MACHINES/POWER TOOLS

• GENERAL

1. Wear Personal Protective Equipment (PPE) (goggles, face shield, hearing protection, gloves, etc.).
2. Operate a machine only after having received thorough instructions and having been advised by your supervisor that you are qualified to operate said machine.
3. Do not wear gloves, ties or loose clothing. Remove rings, watch and other jewelry and roll up sleeves when operating machines.
4. Make all adjustments with the power off.
5. Never attempt to repair live circuits unless you are qualified through training and experience.
6. Never attempt repair on electrical appliances, power tools, cables or wiring unless you are qualified and certified to make repairs by your supervisor.
7. Inspect all portable power tools before operating including power cables, extension cords and adapters.
8. Use "ground fault circuit interrupter" (GFCI) to operate all portable power tools with metal housing and/or hand grip in damp or wet areas and on construction sites.

• DRILLS

1. Do not exceed recommended speed for the drill, accessory, and/or work piece material.
2. Adjust the table or depth stop to avoid drilling into the table.
3. Be sure drill bit or cutting tool is securely locked in the chuck.
4. Always wear eye protection (safety glasses or a face shield) when using drill press.
5. Do not overload or feed drill too fast.
6. A special ground drill is required for copper, brass, and other soft metals.
7. Always keep finger on the portable drill switch so that power may be shut off instantly.
8. Do not use distorted or bent drill bit.
9. Disconnect extension cord before attempting to loosen a chuck on portable tools.
10. Avoid using a drill which overheats.
11. Long extension drills should be used only when absolutely necessary.
12. Work must be securely held when drilling.
13. Ensure that the drill is firmly held in the drill chuck. Remove the chuck key.

• GRINDERS

1. On grinders, tool rests shall be adjusted to approximately 1/8" from the wheels and thoroughly tightened in place so they cannot shift position while in use.

2. Inspect the wheels before turning on grinder. Do not use wheels that have been chipped or cracked.
3. Dress grinding wheels on the face only. Do not stand on the unguarded discharge side of the grinder.
4. When grinding, use the face of the wheel only.
5. If the grinding wheel vibrates, dress the wheel, replace the wheel or replace the bearings of the shaft if they are worn. Grinding creates heat. Don't touch ground portion of work piece until you are sure work piece has cooled. Replace wheels that have been chipped or cracked.
6. When finished using machine, shut off the power, and do not leave until the wheel has come to a complete stop and the work area is clean.
7. Do not operate grinders near flammable containers or where gasoline fumes are present.

• **POWER SAWS**

1. When operating scroll saws, stop the machine before removing scrap pieces from the table.
2. Always keeps hands and fingers away from the sawblade.
3. Turn off the machine if the material is to be backed out of an uncompleted or jammed cut.
4. Disconnect machine from power source when making repairs.
5. Shut off power and clean the saw and work area before leaving.
6. Unless you have been trained by your supervisors, or other qualified trainer, do not operate any power machine.
7. Safety guards should be in place and used at all times.
8. Clamp work when using hole saw or cutting tools larger than 1/2" diameter.
9. On band saws, adjust the upper blade guide about 1/8" above the material being cut.
10. On band saw, make sure that blade tension and blade tracking are properly adjusted.
11. Hold work piece firmly against the table. Do not attempt to saw stock that does not have a flat surface, unless a suitable support is used.
12. Use push sticks when operating power saws.

GASOLINE ENGINE-POWERED TOOLS

1. Always disengage the clutch before starting; never start under a load.
2. Always shut off the engine, wait for the machine to stop, and disconnect the spark plug wire before making adjustments or cleaning jammed objects.
3. Never operate the machine without the guards provided for it.
4. Always wear personal protective clothing and equipment when operating the machine.
5. Never refuel running engines or hot engines.
6. Never smoke while refueling the machine.

GROUNDSKEEPING/MOWER SAFETY

1. Inspect area to be mowed for hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, toys, etc. Remove the hazards where possible.
2. Use personal protective equipment (PPE) (eye/face protection, gloves, hearing protection, etc.)
3. Always look ahead of the mowers path while staying aware of your surroundings.

4. Check for oncoming cars when mowing near streets.
5. Inspect mower daily for guards and loose nuts, blades, belts, wheels, and other parts. Report any damaged equipment to your supervisor.
6. Keep hands and feet from under the mower deck.
7. Turn off mower and disconnect spark plug wire before servicing or adjusting the mower.
8. When using a riding mower, mow up and down the slope.
9. Keep mower in gear when going down slope.
10. Turn off mower when dumping grass catcher.
11. Do not try to unclog the grass chute while mower is running.
12. Only the operator is permitted to ride a riding mower.
13. Disengage the drive before starting or shutting off a riding mower.
14. Do not direct the discharge towards bystanders.
15. Do not work outdoors in electrical storms.
16. Identify the type of plants and their potential hazards before trimming and cutting.

• **PESTICIDE AND FERTILIZER APPLICATION/SPRAYING**

1. Follow label instructions and MSDS when applying fertilizers, pesticides, and herbicides.
2. Inspect equipment for leaks, loose nuts, and valves. Faulty equipment must be reported to your supervisor immediately and use must be terminated.
3. Wear prescribed PPE (i.e., goggles, gloves, respirator, rubber boots, etc.).
4. Open cuts, scratches, and etc., shall be protected before handling or applying pesticides.
5. Never transfer pesticide or fertilizers into an unmarked or unlabeled container. Keep containers tightly closed.
6. Do not store pesticides near sources of heat.
7. Keep an inventory of all pesticides.
8. Do not transport pesticide containers in the cab of a vehicle.
9. Do not smoke, or carry smoking materials, while handling or spraying pesticides and fertilizers.
10. Shower as soon as possible at the end of a workday involving handling of pesticides, herbicides, and fertilizers.
11. Do not mix fertilizers with gasoline or cleaning agents.
12. Wash hands and arms thoroughly before eating, smoking, or drinking.
13. Store hazardous chemicals on non-impervious surfaces (i.e., metal shelves, plastic shelves, etc.).
14. Store fertilizer in cool and dry places.
15. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants, or oxidizing agents shall be removed immediately and shall not be worn until properly cleaned.

MECHANICS

GARAGE AND REPAIR SHOP SAFETY

• **JACKS**

1. All jacks should be equipped with a safety ratchet that prevents the load from dropping if the pressure is released.
2. Hydraulic jacks should only be used to raise a piece of machinery into position. After

machinery is in position, jack stands must be placed under a load bearing member.

- **ELECTRIC CHAIN HOISTS**

If all hoists are not provided with a check stop and a wire rope around the support "I" beam and fastened to the hoist, do not use the hoist.

- **PITS**

1. Floor openings, such as drain troughs, should be guarded with covers. If any unguarded floor openings are found, inform your supervisor at once.
2. Make sure all pits are provided with a curb four to six inches high to prevent vehicles from drifting into the pit.
3. Be certain that all open pits are provided with portable railings or standards when not in use.
4. Be sure steps into pits are clean and free of grease, oil, and water. Tools, parts, etc., must not be left on steps.
5. Lights in pits should be enclosed in vapor proof fixtures. If the lights are not of this type, inform your supervisor.

- **WASHING PARTS**

1. Use only solvents that are low in toxicity and have a high boiling and flashpoint.
2. Be sure that the parts washers are complete with lids that are counter-weighted.
3. Carbon tetrachloride or gasoline should never be used for cleaning parts or degreasing jobs.

WELDING SAFETY

1. Welding will not be performed until one has been trained in the safe operation of all assigned welding equipment as well as the processes involved.
2. Obey all warning signs that are posted designating welding areas.
3. When working adjacent to welding areas, one must be protected from radiant energy, spatter of welding, and cutting arcs by non-combustible shields and shall be required to wear suitable eye/face protection and protective clothing.
4. Before starting to weld or cut, welders must have permission of the supervisor and shall continue only so long as conditions at the welding site are unchanged.
5. When arc welding and arc cutting with open arcs, helmets or hand shields with filter lenses and cover plates will be used by operators and others when viewing the arc. Safety spectacles with side shields or goggles will also be worn.
6. Employees (including helpers) operating resistance welding or brazing equipment will use face shields or goggles.
7. All welders and cutters will wear protective flame resistant gloves.
8. Proper ventilation will be used and/or respiratory protective equipment to all welding/cutting areas to reduce air contaminants to allowable levels.
9. In performance of welding and cutting operations, only approved equipment shall be used.
10. Cylinders stored inside building shall be kept away from highly combustible materials and in locations where they are not subject to excessive rise in temperature, physical damage, or tampering. Keep protective caps on.

11. No device or attachment facilitating or permitting mixture of air or oxygen with combustible gases prior to consumption, except at the burner or in a standard torch or blow-pipe, shall be allowed.
12. The user shall not transfer gases from one cylinder to another or mix gases in a cylinder.
13. Acetylene gas shall not be generated, piped (except in approved cylinder manifolds and cylinder manifold connections), or utilized at a pressure in excess of 15 pounds per square inch gauge pressure.
14. The use of liquid acetylene is prohibited.
15. Acetylene gas shall not be brought in contact with unalloyed copper except in a blow-pipe or torch.
16. Oxygen shall never be used from a cylinder or cylinder manifold unless a pressure regulating device intended for use with oxygen, or so marked, is provided.
17. Fuel gas shall never be used from cylinders through torches or other devices equipped with shut-off valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.
18. Cylinders, valves, regulators, hoses, and other apparatus and fittings containing or using oxygen shall be kept free from oil or grease. Oxygen cylinders, apparatus, and fittings shall not be handled by oily hands, gloves, or other greasy materials.
19. When moving compressed gas cylinders by crane, cradles shall be used in order to reduce the possibility of dropping. Ordinary rope slings or electromagnets shall not be used.
20. Oxygen and fuel gas cylinders and acetylene generators shall be placed far enough away from the welding position that they will not be unduly heated by radiation from heated materials, by sparks or slag or by misdirection of the torch flame.
21. No gas welding or cutting shall be done in or near rooms or locations where flammable liquid, vapors, lint, dust, or loose combustible stocks are so located or arranged that sparks or hot material from the welding or cutting operations may cause ignition or explosion of such materials.
22. When welding or cutting, this must be done above or within ten feet of combustible construction or material, or above a place where workers are employed, or where persons are likely to pass, noncombustible shields shall be interposed to protect such materials and person from sparks, hot metal, or oxide.
23. One or more approved Class B or Class C fire extinguishers of suitable size shall be kept at the location where welding and cutting is being done.
24. When welding or cutting is done above or within ten feet of combustible construction or material, a fire watch shall be on hand.

VEHICLE/DRIVER SAFETY

• GENERAL

1. Vehicle and heavy equipment operators will perform a daily inspection and report to the supervisor prior to parting. As a minimum, the following will be checked:
 - a. On-road vehicles
 - 1) Brakes
 - 2) Emergency brakes
 - 3) Wipers
 - 4) Seat belts
 - 5) Lights (brake, head, tail and signal)
 - 6) Instruments for proper indication

- 7) Service type vehicles, for security of equipment
 - b. Off-road vehicles per checklist for specific type equipment.
2. Fasten safety belts properly.
3. Drive at safe speeds. Slow down when crossing rough terrain, making a turn, and/or when pedestrians are present.
4. Keep hands, fingers, head, and feet clear when closing door, hoods, and trunks.
5. Stand clear of vehicles moving in reverse.
6. Never mount or dismount a moving machine or vehicle.
7. Do not jump off of truck bed or trailer.
8. Set parking brake before leaving the vehicle.
9. Do not operate engine driven construction or agriculture equipment until properly trained and/or certification documented.

- **DRIVING/VEHICLE SAFETY**

Please drive and maintain this vehicle as if you owned it. Continued use depends on conformation of these policies.

Warning may be given for violations of vehicle policies, depending on severity and frequency of the violations, your driving privileges of SCSD vehicles may be revoked at any time.

1. Set the parking brake and place the vehicle in gear (manual transmissions) or park (automatic transmissions) before removing any material from the truck bed.
2. Secure material to vehicles with chains or straps to eliminate or minimize shifting of the load.
3. No one is permitted to ride in trailers or truck beds.
4. Take slow, wide turns when towing trailers or welders.
5. Do not exceed the load capacity as posted on the door of the truck or trailer.
6. Do not place all of the load on one side of the truck or trailer.
7. Always remove keys and keep vehicle locked when not in use. Extra keys are kept at the office.
8. Transportation of any hazardous materials must be accompanied by the corresponding MSDS.

- **FUELING VEHICLES**

1. Turn off the vehicle before refueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands.
4. Fuel and other emergency road purchases will be reimbursed upon receipt of signed tickets.

- **DRIVING RULES**

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all state and local traffic laws.
3. Maintain a three point contact using both hands and one foot, or both feet and one hand, when climbing into and out of vehicles.
4. Driving company vehicles while under the influence of alcohol or illegal drugs is strictly

prohibited.

5. Company vehicles shall not be parked at taverns or bars.
6. Open alcoholic beverages, or liquors with the seals broken, shall not be transported in a company vehicle.
7. Report any accident, theft, or traffic violation to your supervisor within 24 hours.
8. No hitch-hikers or unauthorized passengers are permitted.
9. Only the person assigned the vehicle can designate another SCSD employee as a driver. Be sure the designated driver has a valid driver license, prior to assignment.

• VEHICLE MAINTENANCE

1. Daily

- a. Check gas, oil, water, windshield wipers, horn, lights, brakes and seat belts before using vehicle. (*)
- b. Inspect fan belts and hoses for any visible cracks, leaks or breakage.
- c. Check to see that the following are in the vehicle:
 - 1) Fire Extinguisher
 - 2) First Aid Kit
 - 3) Current Vehicle Registration and proof of Insurance
 - 4) Accident Report
 - 5) Spare Tire and Jack

(*) NOTE: - If any vital fluids are low, replenish as necessary and check for leaks;
DO NOT drive vehicle if any vital fluids are notable low.
- If any critical part of the vehicle is found to be broken or damaged; DO NOT drive vehicle, contact the office for assistance.

2. Weekly

- a. Inspect entire vehicle for loose or broken parts.
- b. Check tires for inflation, weather rot, and any uneven wear which might indicate misalignment.

3. Monthly

- a. Check for current registration.
- b. Check when vehicle should be serviced.

4. General

- a. Drivers must have a request for vehicle repair form filled out by the Transportation Department shop supervisor.
- b. Oil changes must be performed every 3,000 miles.
- c. Employee is responsible for cleaning and washing vehicle weekly.

• VEHICLE ACCIDENTS

1. Attend to the injured.
2. Call 911.
3. Obtain names of the other party and all witnesses.
4. Obtain policeman's name and accident case number.
5. Document a brief description of the accident.

6. Call office; report the accident to the Safety Program Coordinator and the Risk Manager.
7. Complete necessary forms.

- **BUS DRIVERS**

1. Keep the bus clean and neat at all times.
2. Maintain a clear and unobstructed path to emergency equipment and exits from the bus.
3. Perform required bus pre-trip inspections to insure passenger safety and economy of operation.
4. Make sure all persons are off the bus before refueling.
5. Never permit a student to stand at the front of the bus or operate the service door handle.
6. Never leave the bus key in the ignition switch when the bus is parked or unattended.
7. Observe all Florida Motor Vehicle Laws, Suwannee County School Board policies, and Transportation Department procedures as outlined in the Bus Driver Observation Procedures.

- **TRANSPORTATION EMPLOYEE DRUG AND ALCOHOL TESTING**

POLICY

The School Board Omnibus Transportation Employee Testing Drug Act and Alcohol Testing Manual is hereby incorporated by reference and made a part of this Rule. Any revisions shall be approved and adopted by the School Board.

In 1991, Congress passed the Omnibus Transportation Employee Testing Act (OTETA). Known as 49 CFR Part 382, this federal law was passed because several train, truck, and subway accidents occurred as a result of operators who were drunk or on drugs. This law applies to anyone who holds a commercial driver's license, and as a condition of employment, is required to drive a commercial vehicle.

For employees of the SCSD, OTETA applies to anyone who holds a commercial driver's license and drives a school bus, a county vehicle weighing over 26,000 pounds, or who is in a "safety sensitive position" in regard to transporting passengers, equipment, or SCSD property. This federally mandated OTETA is now incorporated into the SCSD rules.

These include random unannounced alcohol and other drug testing, additional driver and supervisor training, and other items.

STATUTORY AUTHORITY

Section 232.22(2), Florida Statutes

LAWS IMPLEMENTED

Section 234.091, Florida Statutes; 349 CFR Part 40, Department Of Transportation; 49 CFR Parts 382 & 391, Federal Highway Administration

HISTORY

Revised: January 1998

ADDITIONAL INFORMATION CONCERNING THE DRUG AND ALCOHOL TESTING POLICY FOR ALL EMPLOYEES IS UNDER SECTION IX ALCOHOL AND DRUG-FREE WORKPLACE PROGRAM.

WAREHOUSE PERSONNEL

1. Floors in the warehouse must be kept clean and aisles unobstructed to allow easy and safe access to stored materials.
2. Aisles must be kept clear and provide unobstructed access to exits.
3. Fire exits must be kept clear of all obstruction.
4. Lifting should be done from a knee-bending position, not by leaning forward and picking up the item. This will allow the leg muscles, not the back, to lift the weight.
5. Use ladders with anti-slide grips. Do not place ladders in front of doors or on unstable bases. Always face toward the ladder when ascending or descending. Do not use the top step.
6. Use only approved equipment (mobile stairs, ladders, etc.) to retrieve materials from high shelves.
7. Observe manufacturers, or supervisors, instructions on how many cartons can be safely stacked.
8. Materials which can tip easily must be laid flat or secured.
9. Report inadequate lighting (burned out bulbs or blocked lights) to your supervisor.
10. Use approved hand trucks, dollies, and other equipment to move heavy and/or awkward loads.
11. Store all hazardous or potentially hazardous products in designated area immediately upon receipt.

• FORKLIFTS

1. Only authorized and trained personnel are allowed to operate the forklift.
2. The forklift must be moved with the forks elevated just enough to clear the floor.
3. When approaching a blind corner with the forklift, sound the horn, reduce speed, and proceed with caution.
4. Do not leave a forklift unattended with the motor running.
5. No riders are permitted on the forklift at any time.
6. If seat belts are provided, use them.
7. Turn forklift slowly to prevent tipping and over-turning.
8. Lower load before moving forklift.
9. Rubber hose, welding cables, etc., must not be run over by lift trucks and heavy objects. Hoses and cables should be coiled and stored when not in use.

HEAVY EQUIPMENT SAFETY

• BULLDOZERS AND TRACTORS

1. The condition of the equipment should be checked before operating. This should include

brakes, clutches, steering mechanisms, hydraulic, and electrical systems. Any defect should be immediately reported to the supervisor.

2. Before starting down a hill, the blade should be lowered to secure and maintain a load of earth all the way down the hill. If the load is lost, the blade should not be jammed into the ground as this might cause overturning. The dozer blade must never be used as a brake on downgrades.
3. Filling operations can be very dangerous. The material should be pushed over the edge only as far as necessary. This could prevent the possible overturning of the machine.
4. When coupling a tractor to other equipment, workers should stand clear of the space between the units. The machine should be stopped, the transmission placed in neutral, and the brakes set before a person is allowed to couple the equipment.
5. At the end of a work shift or when leaving the machine, the power should be shut off, the brakes should be set, blade landed, and the shift lever placed in neutral.

- **SHOVELS, CLAMSHELLS, AND LOADERS**

1. All workers should be clear of the bucket swing and the cab rotation. Never swing the bucket or clamshell over other workers.
2. When soil is soft, make sure the equipment is on solid foundation (mats or heavy planking) with outriggers fully extended before starting to operate.
3. Before operating on a bank next to an excavation, a check should be made with the supervisor or engineer to determine whether shoring or bracing is necessary.
4. No one should be permitted in the cab with the operator.
5. The operator should never leave the machine on an inclined surface, or on loose material with the motor idling, because vibration could put the machine in motion.