

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
March 9, 2021

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge Tim Alcorn, Chairman
- 9:02 a.m. Assistant Superintendent of Instruction Janene Fitzpatrick
Department Update
- Strategic Plan
 - District Data Team
- 10:30 a.m. Defibrillators/AED Update Michele Howard
- 11:00 a.m. Human Resources Department Update Walter Boatright
- Minority Teacher Recruitment
Plan for 2021-2022 **(pgs. 2-4)**
- 11:15 a.m. Job Description Update Walter Boatright/Jimmy Wilkerson
(pgs. 5-6)
- 11:30 a.m. Lunch
- 12:30 p.m. Policy Updates **(pgs. 7-25)** Malcolm Hines
- 1:30 p.m. Superintendent Update Ted Roush
- 2:00 p.m. Adjourn

MINORITY TEACHER RECRUITMENT PLAN 2021-2022

The Suwannee County School Board recognizes the need for greater diversity within the teaching force. This is important for several reasons, as research clearly indicates that all students benefit from educators of diverse backgrounds. Diversity promotes creativity, productivity and good citizenship. In addition, career development theory posits that students need to be able to see themselves in a career. If there are fewer role models for minority students to identify with, the shortage of minority teachers will likely get worse.

In an effort to increase the diversity of the District's instructional and administrative workforce, the Suwannee County School Board has developed the following action plan for minority recruitment.

ACTIONS

1. The District will continue its recruitment program for the purpose of increasing the number of qualified minority applicants for instructional and administrative positions. Specifically,
 - a. The District will continue to expand the geographical area of recruitment by sending notices to colleges and universities, including Historically Black Colleges and Universities (HBCU's) in Florida, Georgia and Alabama, of available teacher and administrative vacancies.
 - b. The District will seek contacts from other community-based organizations, such as the NAACP and faith based organizations, to help disseminate teacher and administrative vacancy notices.
 - c. The District will identify additional recruitment fairs and sites, both within the state and out-of-state, that are the best sources for minority teacher and administrative applicants.
 - d. The District will work with teacher education programs at college and universities and encourage preservice teacher field experiences and clinical experiences within our schools.
 - e. The District will collaborate and network with organizations such as the local NAACP, United Teachers of Suwannee County, Suwannee and Lafayette Retired Educators, area churches and other appropriate local organizations to assist in identifying free or low-cost housing for student teachers interning in the district.
2. The District will continue to provide training and professional development opportunities that promote diversity and multicultural competence. Specifically,
 - a. The District will provide training for the superintendent, school board members, principals and other individuals who have any role in recruiting or hiring teachers or administrators. The training will cover the importance of workforce diversity, the possible disparate impact of the employment criteria utilized for any particular vacancy, and the appropriate use of selection factors and interview techniques in the recruitment process.

- b. The District will continue to provide training, such as Ruby Payne, which help reinforce multicultural understanding, competence and effective ESOL teaching strategies for teachers.
 - c. The District will continue the practice of providing first year teachers with mentors to increase retention.
 - d. The District will provide training and develop training materials for teachers of ESOL and ELL students.
- 3. The District will continue seeking opportunities to attract and hire teachers at recruiting fairs. Specifically,
 - a. The District will send hiring authorities (principals) to career fairs to interview on site at these recruiting fairs.
 - b. The District will participate in virtual recruitment fairs.
 - c. The District will utilize conditional contracts when making pre-employment job offers.
 - d. District recruiters will continue to maintain a log of prospective candidates; and subsequently, follow up with them regarding the status of their application and any certification questions they may have.
- 4. The District will continue to find ways to promote teaching as a positive career choice. Specifically,
 - a. Guidance counselors and teachers will encourage students to pursue education as a major. There are several scholarships and loan forgiveness programs that are available to students.
 - b. The District will continue to disseminate Florida Fund for Minority Teachers (FFMT) and other minority scholarship information to minority students interested in pursuing a career in teaching.
 - c. The District will continue to seek resources and personnel to implement Teaching Assistant as a career academy.
- 5. The District will continue seeking ways to continuously improve recruitment and retention efforts and to monitor progress. Specifically,
 - a. The District will conduct a self-assessment to determine the overall success of its recruitment efforts. The self-assessment will include a comprehensive comparison of the racial and ethnic demographics of the District's current teacher and administrative staff to the racial and ethnic demographics of the relevant applicant pools and or qualified labor market.

- b. The Superintendent will provide an annual update to the Suwannee County School Board regarding employment demographics. The public will be invited to address the Board regarding this plan.
- c. This plan will be reviewed annually, and modified as needed.

SCHOOL DISTRICT OF SUWANNEE COUNTY

MECHANIC

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years of experience as an automotive mechanic.
- (3) Possess a valid Class B commercial Driver's License.
- (4) Or other appropriate certificates/licenses required by the District.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of adjustment and repair of a wide variety of vehicles. Ability to diagnose common defects of motors and use shop tools. Ability to keep records of repair and service and to make reports. Ability to follow oral and written instructions. Basic knowledge of computer diagnoses procedures. Skill in reading, interpreting and applying information in technical manuals and other documents. Ability to delegate and monitor assignments.

REPORTS TO:

Vehicle Maintenance Manager

JOB GOAL

To maintain a safe and economical fleet of vehicles in a cost-effective and efficient manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Assist in everyday fueling of buses.
- * (2) Assist in cleaning shop and work area
- * (3) Assist in cleaning spare buses and support vehicles
- * (4) Diagnosis, replacement, or repair of defective components and return to operation any School Board vehicle.
- * (5) Inspect buses every 20 days (and must be State Certified).
- * (6) Perform road call as needed.
- * (7) Provide safety inspections on all School board vehicles.
- * (8) Perform repairs and maintenance on vehicles as specified on work orders.
- * (9) Provide diagnosis and repair on reported problems
- * (10) Provide preventive maintenance on vehicles as an ongoing plan.
- * (11) Perform emergency road repairs and test drive vehicles to ensure they are in a safe operating condition.
- * (12) Maintain tools and equipment in good working order.

MECHANIC (Continued)**Employee Qualities/Responsibilities**

- *(13) Drive or aide on school buses as needed.
- *(14) Demonstrate initiative in the performance of assigned responsibilities.
- *(15) Model and maintain high ethical standards.
- *(16) Follow attendance, punctuality and proper dress rules.
- *(17) Maintain confidentiality regarding school/workplace matters.
- *(18) Meet and deal effectively with the general public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(20) Communicate effectively with students, parents, staff and administrators.
- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Respond to inquiries and concerns in a timely manner.

System Support

- *(23) Prepare all required reports and maintain all appropriate records.
- *(24) Follow federal and state laws, as well as School Board policies.
- *(25) Exhibit interpersonal skills to work as an effective team member.
- *(26) Demonstrate support for the School District and its goals and priorities.
- *(27) Perform other tasks consistent with the goals and objectives of this position.
- (28) Shall assume additional responsibilities as assigned by the Superintendent.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force as frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities

ADMINISTRATIVE ORGANIZATION

3.05*

POLICY:

The administrative head of each school is the School Principal. The District also appoints Assistant Principals and Assistant Principal-Curriculum Coordinators to the school as needed.

The District Staff exists to give support and direction to the schools. The Superintendent is assisted in this responsibility by administrators on staff in the positions of Assistant Superintendent, Director, Supervisor, Manager and Coordinator.

(Organization Chart is attached)

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

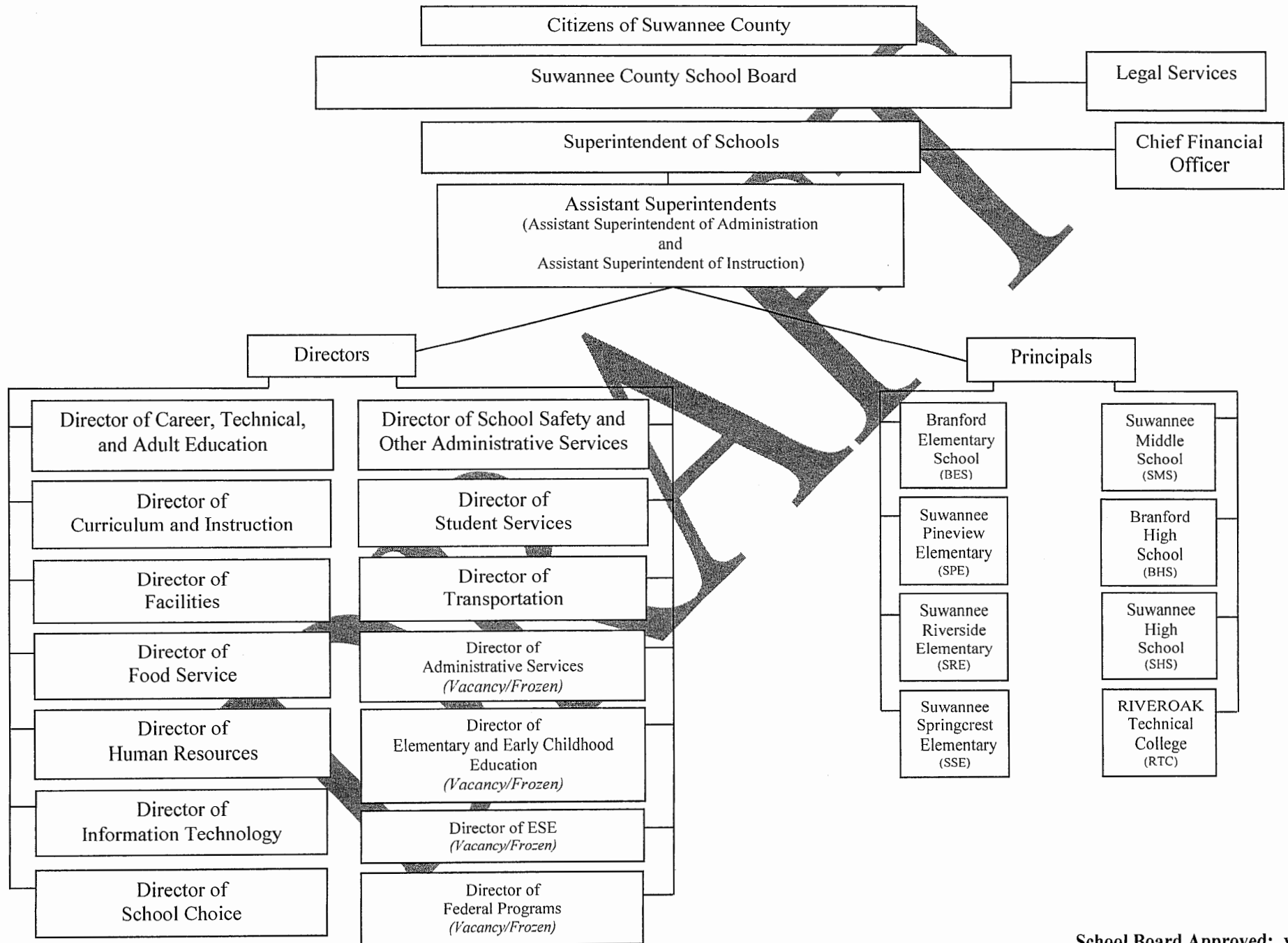
120.53; 1001.42; 1001.43; 1012.27, F.S.

History:

Adopted:

Revision Date(s): 7/22/2014, 1/27/2015, 10/24/2017,
9/25/2018, 11/19/2019

SUWANNEE COUNTY SCHOOL DISTRICT ORGANIZATION CHART



School Board Approved: xx/xx/xxxx
DRAFT / REVISED: 03/09/2021

POLICY:**I. Introduction**

The Suwannee County District 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.

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. This policy shall apply not only during school hours, but at any time students in good standing, teachers, employees and other such persons are on the school campus or school grounds, and shall also apply for all school activities which are held after school hours.~~
- 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:

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

District will list agencies and relevant emergency type.

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.
- 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.
- E. 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.
- F. Emergency management and preparedness plans shall include notification procedures for weapon use and active shooter/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.
- G. 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.
- H. 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.

- I. Copies of school plans shall be provided to county and city law enforcement agencies, fire departments, and emergency preparedness officials.

V. Threat Assessment

- A. The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The Board's threat assessment 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. Threat Assessment 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 process is to 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 process 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 create building-level, trained threat assessment 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.
 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.
 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.

3. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat assessment 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. 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.
4. The threat assessment 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.
5. Upon the student's transfer to a different school, the threat assessment team must verify that any intervention services provided to the student remain in place until the threat assessment team of the receiving school independently determines the need for intervention services.

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.
- C. Emergency evacuation drills (fire, hurricane, tornado, active shooter/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 a written report of each emergency evacuation drill to the District Office.
- 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.

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. Designate an administrator as the school safety specialist for the District.

- 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.

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

<i>History:</i>	Adopted:
Revision Date(s):	12/17/02, 4/27/10, 5/22/2018, 9/25/2018, 11/19/2019, 12/15/2020
Formerly:	Campus Disorders and Trespassing 3.06

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SUICIDE PREVENTION

3.141

- I. This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles or at bus stops, and at school-sponsored out-of-school events where school staff are present. This policy applies to the entire school community.

The School Board is committed to protecting the health, safety and welfare of its students and school community. The Board recognizes that suicide is one of the leading causes of death for Florida's youth. It is critical for families and community members to communicate with and provide information to school staff to identify students at risk of suicide.

- II. The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-harm or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

- III. The Superintendent shall develop procedures to ensure that this policy is carried out in each of the District schools. The Superintendent will prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide. The Superintendent will develop an intervention plan for in-school suicide attempts, out of school suicide attempts and an appropriate re-entry process, including a re-entry meeting to discuss the development of a safety plan and additional interventions or supports.

- IV. Professional development training in youth suicide prevention opportunities shall be provided to student personnel services staff, administration and instructional staff. A two (2) hour continuing education program of youth suicide awareness and prevention training, utilizing training materials from the list approved by the Florida Department of Education (FLDOE) is also available for all district staff in all job categories as well as other adults on

CHAPTER 3.00 - SCHOOL ADMINISTRATION

campus who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide. Instruction about how to identify appropriate mental health services and how to refer youth and their families to those services should be included in the program. If all instructional personnel at a District school participate in the two (2) hour training, the school will be considered a "Suicide Prevention Certified School".

- V. Florida Statute 1003.42 required instruction of 5 hours of mental health instruction for grades 6-12 will be implemented annually through developmentally appropriate instruction and skill building and will address, at a minimum, the following topics: (1) Recognition of signs and symptoms of mental health disorders; (2) Prevention of mental health disorders; (3) Mental health awareness and assistance; (4) How to reduce the stigma around mental health disorders; (5) Awareness of resources, including local school and community resources; (6) The process for accessing treatment; (7) Strategies to develop health coping techniques; (8) Strategies to support a peer, friend, or family member with a mental health disorder; (9) Prevention of suicide; and (10) Prevention of the abuse of and addiction to alcohol, nicotine, and drugs.
- VI. The Principal, or designee, shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to a school-based mental health services provider to perform either the CSSRS or SAFE-T suicide risk assessment prior to determining whether the student requires an involuntary examination (Baker Act).

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1003.42, 1012.583, F.S.

STATE BOARD OF EDUCATION RULE(S):

HISTORY: **ADOPTED: (NEW)**
REVISION DATE(S): _____

- I. The purpose of this policy is to implement standards related to service animals as set forth in federal and state law including
 - A. Individuals with Disabilities Education Act;
 - B. Rehabilitation Act of 1973, as amended;
 - C. Americans with Disabilities Act;
 - D. Section 413.08, F.S.

- II. A service animal is personal property and may not be brought on campus without the knowledge and permission of the school or District administration. A student's need for and use of a service animal must be documented in the student's Individual Education Plan (IEP) or Section 504 Plan. To determine if an animal qualifies as a service animal the District may not ask about the nature or extent of the individual's disability but may ask the following:
 - A. If the animal is required because of a disability and
 - B. What work or task the animal is trained to perform.

- III. A *service animal* is any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. The animal must be trained to perform tasks directly related to the person's disability.
 - A. Other species of animals are not considered to be service animals.
 - B. Miniature horses may be used as an alternative to dogs, with certain limitations. However, they are not included in the definition of service animal.
 - C. An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal.
 - D. A service animal is not a pet.

- IV. A *task* is a minor job or piece of work that the animal performs. Tasks include

- A. Guiding a person who is visually impaired or blind;
 - B. Alerting a person who is deaf or hard of hearing;
 - C. Retrieving objects;
 - D. Assisting with mobility or balance;
 - E. Pulling a wheelchair;
 - F. Alerting an individual to the presence of allergens;
 - G. Helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors;
 - H. Reminding an individual with mental illness to take prescribed medications;
 - I. Calming an individual with posttraumatic stress disorder (PTSD) during an anxiety attack;
 - J. Alerting and protecting a person having a seizure; and
 - K. Doing other work or performing other specific tasks.
- V. A service animal may not interfere with the educational process of any student or pose a health or safety threat to any student, school personnel or other persons. The service animal must meet health requirements and established standards of behavior.
- VI. The service animal must be under the control of its handler.
- VII. The Superintendent shall develop guidelines for service animals on campus. Guidelines shall include but not be limited to
- A. The process for requesting approval for the use of a service animal in the school or District setting;
 - B. Standards of behavior for the service animal;
 - C. Required accommodation documentation;
 - D. Required health certification for the animal;

- E. Transportation of the service animal;
 - F. Emergency procedures; and
 - G. Orientation for school personnel and students.
- VIII. The District shall not assume responsibility for training, health care or daily care of any service animal.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 413.08, 1001.32, 1001.43, 1006.07, 1006.08, F.S.
28 CFR 35.104, 28 CFR 35.136,
28 CFR 36.104, 34 CFR 104

HISTORY:

ADOPTED: 4/24/12

REVISION DATE(S): 12/15/2015

FORMERLY: NEW

POLICY:

School Board Rules and procedures for maintaining student records shall be consistent with Florida Statutes, 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. Parents and students shall be notified annually of their rights regarding education records.
- III. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.
- IV. 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.
- V. 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.
- VI. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.

VII. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within three (3) 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 threat assessment 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.

VIII. 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.

IX. 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.

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, 1003.25; 1008.386, F.S.

20 USC§ 1232g (34 CFR PART 99) pl 103-382 (34 CFR PART 99)

STATE BOARD OF EDUCATION RULE(S):

6a-1.0955

History:

Adopted:

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

Formerly:

JO

POLICY:

- I. Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the State of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard.
 - A. When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the School Board's discretion. ~~Provided, however, an employee whose absence will interfere with the orderly operation of the school program shall be denied military leave except in unusual cases.~~
 - B. Request for military leave shall be in writing and countersigned by the principal or immediate administrative supervisor. The request shall include:
 1. A copy of the military order; and
 2. Written evidence that effort has been made to serve the duty when school was not in session. This shall be required only of personnel who are employed for ten (10) or eleven (11) months.
- II. An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice provided that an application for re-employment is filed within six (6) months following the discharge date or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to assign the employee to duty in the same or similar position he / she left in the District.
- III. Compensation allowed during military leave for reserve or guard training may not exceed two hundred forty (240) working hours in any annual period as provided in Section 115.07, Florida Statutes.

~~Compensation allowed during military leave for mandated active state duty, as provided in Section 1012.66, Florida Statutes may not exceed (240) working hours in any annual period as provided in Section 115.07, Florida Statutes.~~

~~IV. Compensation allowed for military leave for voluntary state duty shall be calculated based on the difference between military pay and School Board salary. A leave of absence granted under this section shall not exceed thirty (30) days at one time.~~

~~V.IV An employee who enters active military service shall be governed by the provisions of Sections 115.09, 115.14, 121.111, and 250.341, Florida Statutes.~~

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23; F.S.

LAWS IMPLEMENTED: 115.07; 115.09; 115.14; 121.111;
250.341; 1001.43; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.080

<u>History:</u>	Adopted:
	Revision Date(s): 10/26/10, 3/22/11
	Formerly: GCBD; GDBD