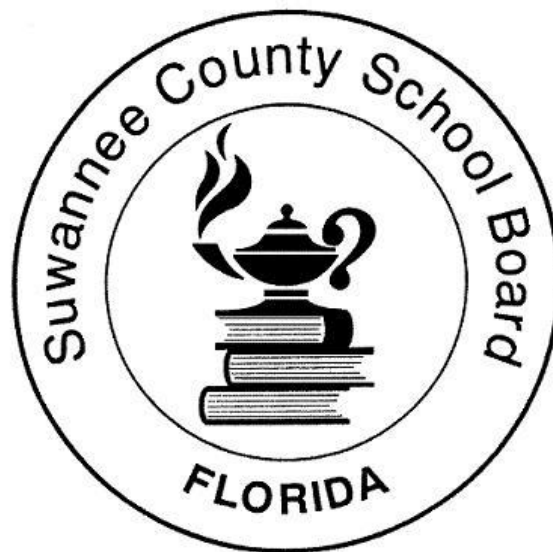


SUWANNEE COUNTY SCHOOL BOARD

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POLICY MANUAL



**SUWANNEE COUNTY SCHOOL BOARD  
POLICY MANUAL**

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## CHAPTER 1.00 - DISTRICT'S PHILOSOPHY

### DISTRICT'S PHILOSOPHY

1.01

#### **POLICY:**

- I. The School Board adopts and supports the following Educational Philosophy:
  - A. A democratic, free public education shall be available to all;
  - B. The school and community shall have the joint responsibility of providing the necessary learning environment in terms of suitable plant facilities and an atmosphere conducive to a quest for knowledge;
  - C. Education is a continuous process of growth and development of the whole individual, that is, physical, emotional, mental, social, and spiritual;
  - D. The responsibility of the school shall be to help students become responsible citizens by developing an understanding and appreciation of our American form of government and practicing democratic principles of the American way of life;
  - E. Self-discipline shall be encouraged and developed; however, if an occasion arises requiring student control, firm discipline shall be exercised by school officials;
  - F. Learning occurs when a real, meaningful purpose exists for the learner;
  - G. Teachers shall have the responsibility of recognizing and accepting individual differences, using good judgment, and performing meaningful teaching experiences to develop each student's ability;

## CHAPTER 1.00 - DISTRICT'S PHILOSOPHY

- H. The school is responsible for assisting the student to evaluate and plan an adequate educational program including his / her educational, social, personal, and vocational needs and desires;
- I. Each student shall recognize that our society permits individuality;
- J. The school shall help the student realize that self-respect is based on the fulfillment of his / her obligations; and,
- K. The proper educational program shall stimulate intellectual curiosity, promote intellectual inquiry, and develop rational powers and analytical thinking to the effect that learning is a continuous, lifelong process.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.41; 1001.43, F.S.

History:

Adopted:

Revision Date(s):

Formerly: AD

Reviewed by SCSB: 1/12/10

## CHAPTER 1.00 - DISTRICT'S PHILOSOPHY

### SCOPE OF THE SCHOOL DISTRICT

1.02\*

#### POLICY:

- I. The School Board is the governing body of the District and is responsible for the control, operation, organization, management, and administration of public schools in the county pursuant to the provisions and minimum standards prescribed by Florida Statutes and State Board of Education Rules.
- II. The District school system is part of the state system of public education and includes all public schools, classes, and courses of instruction and all services and activities directly related to education in the District which are under the District school officials' directions.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.30; 1001.31; 1001.32; 1001.33;  
1001.41; 1001.43, F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: AD

Reviewed by SCSB: 1/12/10

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### RESPONSIBILITIES AND AUTHORITY OF THE BOARD

2.01

#### **POLICY:**

- I. The School Board is responsible for the organization and control of the public schools of the District and is empowered to determine the policies necessary for the effective operation and the general improvement of the school system. The School Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. Individual members of the School Board have authority to take official action only when sitting as a member of the School Board in public session except when the School Board specifically authorizes the member to act. The School Board shall not be bound in any way by any action on the part of an individual board member or an employee except when such statement or action is in compliance with the public action of the School Board.
- II. The Board operates in accordance with state law and regulations and is responsible for organization, operation, supervision, and control of public schools.
- III. For the purpose of transacting business and exercising School Board powers, the Board meets regularly and in duly called special meetings. Regular Board meetings will be held in accordance with the schedule adopted by the Board at its annual organization meeting, unless otherwise provided by the Board. All regular and special meetings will be open to the public.
- IV. The Board, desiring to operate under the highest ethical standards and recognizing that the public interest and the respect of the people in their government must be of foremost concern, adopts the following code of ethics in addition to standards of conduct set forth in state law.

Board members shall:

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- A. Observe the regulations and policies of the school system and all laws, rules and regulations governing education;
- B. Act responsibly in all Board-related matters with proper decorum and respect for others;
- C. Recognize that the Board functions only as a Board through duly adopted policies and actions approved at public sessions; that individual Board members have no authority to act on behalf of the District or the Board;
- D. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- E. Carry out the duties of any elected or appointed position within the Board in a fair and impartial manner;
- F. Maintain confidentiality of privileged information;
- G. Respect the decisions of the Board;
- H. Seek to examine issues with objectivity, basing personal positions on the evidence and voting independently;
- I. Represent the entire community without fear or favor.

### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

### LAW(S) IMPLEMENTED:

1001.31, 1001.363, 1001.372(1), 1001.395,  
1001.41, 1001.43, 1003.02, F.S.

History:

Adopted:

Revision Date(s): 3/23/2010

Formerly: BBA

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### **ORGANIZATION, MEMBERSHIP AND OFFICERS OF THE BOARD 2.02**

#### **POLICY:**

- I. The Board shall be comprised of members elected to four-year terms and meeting such other requirements as stipulated by law.
- II. A chairperson and a vice-chairperson, and such other officers as the Board may determine, shall be elected annually by the School Board at its organizational meeting held in November. In an election year, the organizational meeting shall be held on the second Tuesday following the general election. If a vacancy occurs in the chairperson position, the School Board shall elect a chairperson at the next regular or special meeting.
- III. The chairperson shall preside at all School Board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The vice-chairperson shall preside in the absence of the chairperson and shall perform such other duties of the chairperson as required by circumstances. The chairperson and vice-chairperson shall be bonded in the manner prescribed by the State Board of Education.
- IV. The Superintendent, as provided by law, shall be the secretary and executive officer of the School Board. At any organizational meeting, the Superintendent shall act as chairperson until the organization of the School Board is completed.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:** 100.041; 1001.371; 1001.41; 1001.43; 1001.48;  
1001.51, F.S.

#### **History:**

Adopted:

Revision Date: 10/23/12

Formerly: BC

Reviewed by SCSB: 1/12/10



## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SUPERINTENDENT’S COMPENSATION

2.021

#### **POLICY:**

The Superintendent’s compensation shall be adjusted at the beginning of each fiscal year in the manner prescribed by law when such adjustments provide for an increase. Changes to this initial compensation shall be made either on the anniversary date of his/her election, or at other times when special circumstances occur such as salary raises for other employees. The Superintendent’s final salary shall not be less than one hundred ten (110) percent of the maximum salary of the highest administrator’s classification plus additional certification supplements when applicable.

#### **STATUTORY AUTHORITY:**

1001.47, F.S.

#### **LAWS IMPLEMENTED:**

1001.47, F.S.

#### **History:**

Adopted: 9/22/98

Revision Date(s):

Formerly: CBD

Reviewed by SCSB: 1/12/10

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.03

#### POLICY:

- I. Special committees may be appointed by the School Board Chairperson when deemed necessary. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the School Board accepts the committee's final report. Each School Board member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of School Board committees shall be open to the public.
- II. Special committees or individuals who serve on special committees shall take no action which is binding upon the School Board.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.41; 1001.43, F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: BCE

Reviewed by SCSB: 1/12/10

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL ADVISORY COUNCILS

2.04\*

The School Board authorizes the establishment of a school advisory council, *e.g.*, school improvement team in each District school to assist in the enhancement of school site decision making, to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Florida Statutes. The Superintendent shall develop guidelines pursuant to Florida Statutes to assist school advisory councils in order to ensure their active role in school site decision making. School advisory councils shall not assume any of the powers or duties now reserved by law for the School Board or its professional staff. Nothing contained in the District and/or local school accountability process shall be construed to lessen or otherwise alter the authority of the school principal as provided for in law, rules or regulations.

- I. Composition and Selection of Councils - Council members shall include the school principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.
  - A. Members shall be representative of the ethnic, racial, and economic community served by the council.
  - B. Student representation shall be required for school advisory councils established at vocational-technical centers and high schools and may be included for school advisory councils serving middle and junior high schools. Student representation shall not be required for school advisory councils serving elementary schools.
  - C. The term *education support employees* as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal working week and who does not meet the

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definition of instructional or administrative personnel pursuant to Florida Statutes.

- D. The term *teacher* as used herein shall include classroom teachers, certified student services personnel, and media specialists.
  - E. A majority of members must be persons who are not employed at the School.
  - F. *Appropriately balanced* as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the school principal. The size of the school advisory council and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the bylaws establishing procedures adopted by each school advisory council.
- II. Selection of Council Members - New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.
- A. The following council members shall be elected in a fair and equitable manner as determined by their respective peer group and as set forth in the bylaws of the school advisory council.
    - 1. A teacher(s) shall be elected by teachers;
    - 2. An education support employee(s) shall be elected by education support employees;
    - 3. A student(s), when appropriate, shall be elected by students.
    - 4. A parent(s) shall be elected by parents, as defined by Florida Statutes.

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- B. The school advisory council shall select business and community member(s) to serve on the school advisory council after reviewing the list of nominees prepared by the school principal.
  - 1. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each school advisory council.
    - a. The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and the community.
    - b. Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.
    - c. The school principal shall prepare a list of individuals seeking nomination to the school advisory council and shall present the list to the school advisory council for selecting the business and community representative(s).
  - 2. Subsequent to the initial selection as described in section II.B.1. herein, the operational guidelines of the school advisory council shall set forth procedures for nominating business and community representatives to serve on the school advisory council.
- C. The principal shall submit the list of council members to the Superintendent for review of each school to determine compliance with section I. herein. The membership list shall contain the name of each council member and the peer group which is being represented by each member and a description of how the council represents the ethnic, racial, and economic community served by the school.

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- III. Confirmation of the School Advisory Council - The Superintendent shall submit to the School Board for review and approval the membership list for each school advisory council in the District. The School Board shall determine if a school advisory council meets criteria specified in section I. herein; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the school advisory council.
- IV. Responsibilities of Councils - Each school advisory council shall:
- A. Review the results of any needs assessments conducted by the school administration.
  - B. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance.
  - C. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
  - D. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
  - E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
  - F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.

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- G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
  - H. Provide input on the school's annual budget and the use of school improvement funds and assist in the preparation of the school budget.
  - I. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
  - J. Act as a liaison between the school and the community.
  - K. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Florida Statutes.
  - L. Identify other duties and functions of the school advisory council.
- V. Operation of Council - Operational bylaws shall be established and mutually agreed upon by members of the school advisory council.
- A. The bylaws shall contain procedures required by Florida Statutes and shall include but not be limited to:
    - 1. State the duties and functions of the council.
    - 2. Indicate the procedure for electing council members and the nomination process for selecting business and community representatives.
    - 3. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.

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4. Establish the membership term for each peer group.
  5. Specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council.
- B. Regular meetings shall be held. The council shall determine the date, time, and place of the meetings.
  - C. The agenda shall be advertised to the school community at least seven (7) days in advance of the scheduled meeting.
  - D. Members of the advisory council shall be notified three (3) days in advance in writing of any matter that is scheduled to come before the council for a vote.
  - E. All meetings shall be open, public, and subject to Florida Statutes.
  - F. The school advisory council shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution.
  - G. School improvement plans which require waivers of the terms or conditions in negotiated agreement(s) shall be subject to the approval of the Board and Bargaining Agent.

### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

### LAWS IMPLEMENTED:

1000.21 1001.43; 1001.452; 1008.345, 1012.01 F.S.

### HISTORY:

Adopted:

Revision Date(s): 12/15/98, 3/23/2010

Formerly: BCF



## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### BOARD MEETINGS

2.05\*

#### **POLICY:**

All official School Board meetings shall be open to the public and all informal meetings and conferences involving School Board members shall be conducted as public meetings unless specifically exempted by Florida Statutes. No official action may be taken by the School Board at any time other than an official meeting.

- I. Regular School Board meetings are generally held once during each calendar month. The meeting time shall be established at the organizational meeting which is held in November. The regular meeting date may be changed by School Board action at any previous meeting, provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.
  - A. Special meetings shall be held at the time designated by the Superintendent, School Board chairperson, or when called by a majority of the School Board members as specified in written notice.
  - B. Emergency meetings may be held at any time by the Superintendent either upon his/her initiative or upon the School Board chairperson's request. An emergency meeting may be called as quickly as complying with notification procedures; School Board members shall be given a tentative agenda during the notification.
    1. The Superintendent shall prepare and distribute an agenda prior to the emergency meeting.

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2. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public within twenty-four (24) hours of said meeting.
  3. Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.
- II. Regular, special, and emergency meetings of the School Board shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. As provided by Florida Statutes, any regular or special meeting may be held at any other appropriate public place within the District by giving prior public notice of at least forty-eight (48) hours. When such a meeting is scheduled or re-scheduled at a location other than the regular meeting place, the Superintendent shall take such action to give public notice as required by Florida Statutes.
- III. All School Board meetings shall be conducted in accordance with *Robert's Rules of Order*, except that no member shall be required to stand to make a motion.
- IV. Any item to be placed on the agenda of a regular School Board meeting shall be submitted, in writing, to the Superintendent's office no later than four thirty o'clock (4:30 p.m.), eight (8) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least seven (7) days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting.

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- A. All agenda items on which action is deferred shall be listed on the next agenda under Unfinished Business unless a time certain is specified.
  - B. The Superintendent shall either answer correspondence sent to the School Board or bring it to the School Board's attention at its next meeting by placing it on the agenda for information or School Board action.
- V. A majority shall constitute a quorum for any School Board meeting. No business shall be transacted unless a quorum is present. There is no meeting for a minority to adjourn. Unless a majority is present, no meeting can be convened.
- VI. The vote shall be unanimous if all members audibly vote "yes" or otherwise indicate an affirmative vote.

When a split vote occurs, the minutes shall show the vote of each member on the question. Each member who is present shall vote on each decision, ruling, or official act which is taken or adopted by the School Board, unless there is or appears to be a conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases the member may abstain, but shall file a memorandum pursuant to requirements of Section 112.3143, Florida Statutes.
- VII. The official minutes of the School Board shall be kept as prescribed by Florida Statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.
  - A. Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and, the vote or action thereon shall be recorded.

## **CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

- B. Any School Board member or Superintendent who wishes any of his/her statements to be recorded may request during the meeting that such become a part of the official minutes.
  - C. Any other matter may be made part of the official minutes by direction of the chairperson or by a majority of the School Board.
  - D. Lengthy material such as, but not limited to, student assignments may be maintained in record books which are separate from, but supplemental to, the basic record of minutes.
- VIII. Members of the public shall have an opportunity to address the School Board at a public meeting regarding any proposition before the Board. Speakers shall adhere to the rules established by the Board in accordance with Florida Statutes.
- IX. The public shall be informed that it is unlawful to knowingly disrupt or interfere with a School Board meeting and that any such action may result in a misdemeanor offense of the second degree. This includes individuals who advise, counsel, or instruct students or School Board employees on techniques for disrupting a School Board meeting.
- X. Workshops may be scheduled by the School Board as deemed appropriate. No formal action may be taken by the School Board during such workshops.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.  
**LAW(S) IMPLEMENTED:** CHAPTER 112, 120.525, 120.53, 286.0105, 286.011, 286.0111, 286.0113, 286.0114, 286.012, 447.605, 877.13, 1001.32, 1001.37, 1001.371, 1001.372(1)(2)(3)(4), 1001.41, 1001.42, 1001.43, 1006.145, F.S.

|          |                                                                    |
|----------|--------------------------------------------------------------------|
| History: | Adopted:<br>Revision Date(s): 3/23/2010, 1/28/2014<br>Formerly: BD |
|----------|--------------------------------------------------------------------|

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL BOARD RULES

2.06\*

As used in these rules, the term *rule* and *policy* shall have the same definition.

These rules may be amended, repealed, or a new rule adopted as hereinafter prescribed. The term *rule* is defined in Florida Statutes; it does not include “curricula by an educational unit,” thereby, removing the development or prescription of curriculum by a School Board from the procedural requirements established for rule making.

- I. Unless an emergency exists, any proposal relating to a rule amendment, the repeal of any rule, or the adoption of a new rule shall be presented in writing to the School Board including a written explanation of the proposal.
  - A. The Superintendent shall give immediate and proper written notice to the public pursuant to the provisions of Florida Statutes, when the School Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a rule. The notice of a public hearing shall be advertised twenty-eight (28) days prior to the date of the hearing. The notice shall include a brief and concise explanation of the proposed rule’s purpose and effect, the estimate of economic impact to all individuals affected by the proposed rule or rule amendment, the specific legal authority for the School Board’s action, and the location where the text of the proposed change may be obtained.
  - B. Any person who is substantially affected by a proposed rule, rule amendment, or the repeal of a rule, may within twenty-one (21) days following notice of intent to adopt or repeal such rule, file a written request with the School Board seeking an administrative determination as to the validity of the proposed rule action.

## **CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

- C. The Superintendent shall file immediately in his/her office a copy of any new rule, rule amendment, or repeal of rule adopted by the School Board; policy handbooks shall be amended accordingly.
  - D. Such rules shall become effective upon adoption by the School Board unless a time certain date is specified therein.
- II. Any person substantially affected by an existing School Board rule may petition the Division of Administrative Hearings, Florida Department of Administration, to conduct a hearing on the rule validity pursuant to Florida Statutes. Any hearing examiner's decision which is adverse to the School Board may, upon the School Board's appeal, be judicially reviewed. Any hearing examiner's decision which is adverse to the person substantially affected may, upon that person's appeal, be judicially reviewed.
- III. The School Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the School Board, at any meeting in which a quorum is present, may adopt emergency rules, without complying with the waiting period as provided in section I. herein for public hearings and other similar requirements. The Superintendent shall properly record the effective date for any such emergency rule. Any emergency rule shall not be valid in excess of ninety (90) days from the adoption or effective date.
- IV. Any School Board employee, citizen, or agency may obtain information relating to the method for proposing a rule or may submit a rule proposal to the Superintendent's office.
- V. A copy of the compiled rules shall be available for inspection in the Superintendent's office, the principal's office, and in the library of any school.
- VI. Copies of the School Board rules shall be assigned to various positions within the District as determined by the Superintendent.

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- A. A copy of any rule change shall be made available by the Superintendent to each holder of the compilation who shall be responsible for entering all changes immediately upon receipt.
  - B. A copy of the School Board rules manual shall be available to all staff members either in hard copy or on the District's web site with a hard copy available in the principal's office or school library. The school principal shall maintain a hard copy compilation current.
  - C. The principal shall inform his/her staff members of the location of the School Board rules and any changes.
- VII. A School Board rule may be waived only to provide and implement overall goals and objectives of the School Board and to protect and preserve the health, safety, and welfare of the affected individual(s). Waiver of a School Board rule shall be addressed and a decision rendered regarding its waiver at a regular, special or emergency School Board meeting. A waiver of a School Board rule shall not render the policy void with respect to the continued implementation of the rule which is sought to be waived.
- VIII. Any citizen may appeal to the Board for a variation or waiver with regard to any policy. The appeal process shall be that a written request shall be made to the Superintendent who shall review the matter and present recommendations to resolve the problem at the next regular School Board meeting to which the item may be added as a part of the agenda. In cases where an appeal process has been developed for a specific policy, the appeal shall be made in accordance with that procedure.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED

Chapter 120.52 - .72; 1001.43, F.S.

*History:*

Adopted:

Revision Date(s): 3/23/2010

Formerly: BF

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHEDULE FOR LEGAL ADVERTISEMENTS

2.07

#### POLICY:

- A. The School Board shall inform the general public of certain actions through legal advertisements (e.g.; Notices of Public Hearing, Invitation to Bid, etc.) Items of interest to the public shall also be advertised.
- B. Notification to all appropriate agencies and individuals to amend, adopt, or repeal a School Board Rule shall be given twenty- eight (28) days prior to the date of intended School Board action.
- C. Annually the tentative budget shall be posted on the District's official website and advertised as required by law.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

120.54; 1001.43, 1011.03, F.S

#### History:

Adopted:

Revision Date(s): 3/23/2010, 3/22/2011, 2/28/2012



## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### COLLECTIVE BARGAINING AGREEMENTS

2.08

#### **POLICY:**

Any provision of a collective bargaining agreement which is ratified by the School Board and affects collective bargaining members shall prevail over any School Board rule conflicting with the agreement. The School Board rule shall be deemed to be amended during the term of the agreement. If such agreement expires prior to ratification of a subsequent agreement, the provisions of the expired agreement shall be in effect until ratification of a subsequent agreement or approval by the legislative body by a Resolution of Impasse.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

447.309(3); 1001.43, F.S.

#### **History:**

Adopted:

Revision Date(s):

Formerly: New

Reviewed by SCSB: 1/12/10

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL IMPROVEMENT AND EDUCATIONAL ACCOUNTABILITY

2.09

#### **POLICY:**

The School Board shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Florida Statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform with the provisions of planning and budgeting as required by sections 1008.385, 1001.42, 1010.01, and 1011.01, Florida Statutes. *School* as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, and satellite center.

The system shall include, but not be limited to, the following components:

I. School improvement plans which are adopted for each District school.

Each District school shall develop and present to the Superintendent, by the date set by the Superintendent, an individual school improvement plan for consideration by the School Board. The approved plan shall be implemented the next school year.

- A. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs assessment conducted pursuant to data collection requirements in Florida Statutes.
- B. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures including adequate measures of individual student performance. School safety and discipline strategies and other academic-related issues may be included.

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- C. The plan for each District school shall be approved annually and shall be implemented as a new, amended, or continued school improvement plan.
- D. The plan shall be developed by School Board employees in each District school in conjunction with the school advisory council.
- E. Each school plan shall meet the requirements of Florida Statutes.

### **II. An approval process**

The District process for initial approval and subsequent annual approvals of school improvement plans shall provide for each school improvement plan to be reviewed and approved or disapproved by the School Board. The Superintendent shall refer any disapproved school improvement plans to the Florida Commission on Education Reform and Accountability.

- III. A three -year individualized assistance and intervention plan for schools that do not meet or make adequate progress, as defined in Florida Statutes and State Board of Education rules, in satisfying the goals and standards of their approved school improvement plan.
- IV. The District notification procedures to the Florida Commission on Education Reform and Accountability and the State Board of Education to identify any school that has completed a two-year individualized assistance and intervention plan without making adequate progress in satisfying the goals and standards of its approved school improvement plan.
- V. A communication program, to inform the public about student performance and educational programs in District and school reports.
- VI. Funds for schools to develop and implement school improvement plans.

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- VII. A reporting procedure to provide the Florida Commission on Education Reform and Accountability with annual feedback on the progress of implementing and maintaining a system of school improvement and education accountability. Items specified in Florida Statutes, shall be included in all feedback reports.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 24.121(5)(c), 1001.10, 1001.42, 1001.43, 1001.452, 1003.413, 1008.33, 1008.345, 1008.385, 1010.01, 1011.01, F.S.

*History:*

Adopted:

Revision Date(s): 12/14/99, 3/23/2010

Formerly: BBA

## **CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

### **FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT**

**2.091\***

- I. The School District and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The District will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title IV, Title VI, Community Involvement Programs, Business Partnerships, and other community involvement activities.
- II. The District will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs, based on the National Standards for Parent/Family Involvement Programs, which include:
  - A. Communication between home and school is regular, two-way and meaningful.
  - B. Responsible parenting is promoted and supported.
  - C. Parents play an integral role in assisting student learning.
  - D. Parents are welcome in school and their support and assistance are sought.
  - E. Parents are full partners in the decisions that affect children and families.
  - F. Community resources are utilized to strengthen school programs, family practices and student learning.
- III. The District will communicate parental choices and responsibilities to parents.

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- IV. The District shall develop and distribute a parent guide to successful student achievement. The guide shall contain information that parents need to know about their child’s educational progress and how parents can help their child’s success in school.
- V. The District will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the District professional development plan.
- VI. The District, to the extent practicable, shall provide full opportunities for parents with disabilities, parents with limited English proficiency and parents of migratory children to participate in school and parental involvement activities and programs.
- VII. The District will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy
  - A. To determine the effectiveness in increasing parent participation;
  - B. To identify barriers to greater parent participation; and
  - C. To report the findings to the State Board of Education.
- VIII. The District will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1000.21, 1001.42, 1001.51, 1001.54, 1002.20,  
1002.23, 1003.33, 1006.07, 1008.25, 1012.72, 1012. 1012.98 F.S.  
NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110

*HISTORY:*

ADOPTED:

REVISION DATE(S): 3/23/2010

FORMERLY: NEW

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### PROGRAM OF AWARDS

2.10

#### POLICY:

The Superintendent shall establish a program of awards for approval by the School Board.

- I. Individuals who are eligible for receiving an award shall include:
  - A. Employees with long and meritorious service or distinguished service in the performance of duty.
  - B. Students who have excelled in scholarship, athletics, music, subject matter areas, citizenship, attendance, and any other areas recommended by the Superintendent and approved by the School Board.
  - C. School volunteers or advisory council members who have contributed outstanding and meritorious service.
- II. The criteria for awards granted at individual schools shall be established by the principal and the instructional staff, and shall be submitted in writing to the Superintendent.
- III. The criteria for awards distributed at the District level shall be developed by the Superintendent with the assistance of representatives of the supervisory, administrative, instructional, and non-instructional staffs.
- IV. Non-monetary awards may be in the form of a certificate, plaque, ribbon, photograph, medal, trophy, or any appropriate award.
- V. The amount of a monetary award shall be established by the School Board pursuant to Florida Statutes.

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### 2.10 (Continued)

STATUTORY AUTHORITY: 1000.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22, F.S.

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| <u>History:</u> | Adopted:<br>Revision Date(s);<br>Formerly: AGA<br>Reviewed by SCSB: 1/13/11 |
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## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### PARTICIPATION IN ACTIVITIES

2.11

#### **POLICY:**

Each member of the Board is encouraged to participate in the activities and programs conducted by state, regional and national associations of the School Board. The Superintendent shall include an amount in each proposed annual budget to cover expenses to support the participation of the Board in activities and programs conducted by the State and other organizations as the Board chooses.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.41; 1001.43, F.S.

#### *History:*

Adopted:

Revision Date(s):

Reviewed by SCSB: 1/12/2010

Formerly: BHBA

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### LEGAL COUNSEL – BOARD

2.12

#### POLICY:

The School Board shall obtain an attorney, from outside its own membership, who shall act as legal advisor to the Board and the Superintendent. The Board shall provide a written contract for its attorney which shall specify duties and responsibilities for the duration of the contract with renewal and termination provisions and compensation to be paid. Special counsel may be retained to assist the Board attorney in any litigation or other matter when specifically approved by the School Board.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.41; 1001.43; 1012.26, F.S.

#### *History:*

Adopted:

Revision Date(s):

Reviewed by SCSB: 1/12/2010

Formerly: BCG

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### LEGAL COUNSEL – SUPERINTENDENT

2.13

#### **POLICY:**

The Superintendent shall have the authority to obtain, after official notification and approval of the Board, at Board expense, an attorney to represent him / her in any legal matter regarding the performance of his / her duties, providing the Superintendent is not guilty of willful neglect of duty, gross negligence, or improper conduct.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.26, F.S.

#### *History:*

Adopted:

Revision Date(s): 3/23/2010

Formerly: New

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### LEGAL SERVICES FOR EMPLOYEES

2.14

#### **POLICY:**

- I. The School Board may provide legal services for any officer or employee of the School Board who is charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities.
- II. The School Board shall provide for reimbursement of reasonable expenses for legal services for an officer or employee of the School Board who is charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities upon successful defense by the employee or officer. However, in any case in which the officer or employee pleads guilty or nolo contendere or is found guilty of any such action, the officer or employee shall reimburse the district school board for any legal services which the school board may have supplied pursuant to this section.
- III. The School Board may also reimburse an officer or employee of the School Board for any judgment which may be entered against him or her in a civil action arising out of and in the course of the performance of his or her assigned duties and responsibilities. Each expenditure by a School Board for legal defense of an officer or employee, or for reimbursement pursuant to this section, shall be made at a public meeting with notice pursuant to §120.525(1), Florida Statutes. The provision of such legal services or reimbursement under the conditions described above is declared to be a district school purpose for which district school funds may be expended upon recommendation of the Superintendent and approval by the School Board.

**STATUTORY AUTHORITY:** [1001.41](#); [1012.22](#); [1012.23](#) F.S.

**LAWS IMPLEMENTED:** [1001.43](#); [1012.26](#), F.S.

**History:**

**Adopted:**

**Revision Date(s):** April 27, 2010

**Formerly:** New

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### SCHOOL BOARD ADOPTED PLANS

2.15

#### **POLICY:**

The School Board has plans, manuals, handbooks and codes which outline procedures to be followed relative to stated topics. The plans, manuals, handbooks and codes listed below are herein adopted by reference as part of these rules.

These include, but are not limited to:

- AIDS / HIV
- Approved List of Fees for use of facilities, equipment, district services, and materials
- Bloodborne Pathogens
- Collective Bargaining Agreements
- Dropout Prevention Program
- Employee Job Descriptions
- Exceptional Student Education
- Facilities Handbook
- Professional Education Competency Demonstration System
- Program of Awards
- Program of Studies
- Pupil Progression Plan
- Qualifications for Employment of Non-Degreed Full-time and Part-time Vocational and Part-time Adult Instructional Personnel Manual
- School Attendance Zones Guidelines
- School Board Transportation Employee Drug and Alcohol Testing Manual
- School Food Services Handbook
- School Improvement Plans
- Student Assignment Guidelines
- Student Code of Conduct
- Student Education Records Manual

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

- Student Services Plan
- Transportation Handbook

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43, F.S.

|                 |                                                                               |
|-----------------|-------------------------------------------------------------------------------|
| <i>History:</i> | Adopted:<br>Revision Date(s):<br>Reviewed by SCSB: 1/12/2010<br>Formerly: New |
|-----------------|-------------------------------------------------------------------------------|

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

2.16

#### I. Policy Against Discrimination

- A. No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law.
- B. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons or organizations protected by applicable law.
- C. The School Board shall admit students to District Schools, programs, and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap.

#### II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by

## **CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to nonemployee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School Board facilities.

### **III. Definition of Sexual Harassment**

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when
  - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
  - 2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
  - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.



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4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- B. Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to
1. Graphic verbal comments about an individual's body or appearance.
  2. Sexual jokes, notes, stories, drawings, pictures or gestures.
  3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
  4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
  5. Spreading sexual rumors.
  6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
  7. Cornering or blocking normal movements.
  8. Displaying sexually suggestive drawings, emails, pictures, written materials, and objects in the educational environment.

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### **IV. Definition of Other Forms of Prohibited Harassment**

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, citizenship, or genetic information or any other characteristic protected by law and that:
  - 1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
  - 2. Has the purpose or effect of interfering with an individual's work or academic performance; or
  - 3. Otherwise, adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
  - 1. Epithets, slurs or negative stereotyping;
  - 2. Threatening, intimidating or hostile acts, such as stalking; or
  - 3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment.

### **V. Retaliation Prohibited**

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- A. Any act of retaliation against an individual who files a complaint alleging a violation of the District’s antidiscrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
  - B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation of, or filing a complaint of, discrimination.
- VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment
  - A. Procedures for Filing Complaints
    - 1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the School District should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
    - 2. The complaint should be filed with the School Principal, Site Administrator or supervisor. Complaints filed with the Principal, Site Administrator, or supervisor must be forwarded to the District’s EEO Officer within five (5) days of the filing of the complaint. If the complaint is against the principal or site

## **CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

administrator, the complaint may be filed directly with the EEO officer.

3. If the complaint is against the District's EEO Officer, the Superintendent, or other member of the School Board, the complaint may be filed with the School Board Attorney.

### **B. Procedures for Processing Complaints**

1. Complaints filed against persons other than the Superintendent or member of the School Board
  - a. Upon receipt of the written complaint by the District EEO Officer, the District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the District EEO Officer as to whether there is reasonable cause to believe a violation of the District's antidiscrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the EEO officer along with the summary and recommendation.
  - b. If the complaint is against the EEO officer, the School Board Attorney shall appoint an investigator, who shall

## **CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

conduct an investigation in the manner set forth in section VI.B.1.a.

- c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to the EEO Officer within thirty (30) days, or to the School Board Attorney within thirty (30) days, if the complaint is against the EEO Officer. The EEO Officer, or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
- d. If the EEO Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The EEO Officer or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.
- e. If the EEO Officer or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by the EEO Officer or School Board Attorney be reviewed by the Superintendent within ten (10) days of receipt of this notice. The complainant shall provide a

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written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.

- g. If review by the Superintendent is not timely requested, the EEO Officer or School Board Attorney's determination of no reasonable cause shall be final.
- h. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the EEO Officer/School Board Attorney to present his or her position. The Superintendent and EEO Officer/School Board Attorney must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
- i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h., the Superintendent shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by

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the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within ten (10) days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be filed with and maintained in the office of the District EEO Officer and the Personnel Director.

2. Complaints against School Board Members or against the Superintendent
  - a. Complaints against School Board Members or the Superintendent shall be filed with the School Board Attorney. The School Board Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
  - b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her

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investigation, and a recommendation to the School Board Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have occurred.

- c. If reasonable cause is recommended by the investigator against a School Board Member or an elected Superintendent, the recommendation shall within twenty (20) days be forwarded to the Governor's office to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Governor's office will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official. The School Board shall receive and make the final determination if the Superintendent is appointed by the Board.
- d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Board Attorney shall be final. In compliance with Florida Statute, the investigation file shall become public record.

### C. Penalties for Confirmed Discrimination or Harassment

- 1. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the *Code of Student Conduct*.
- 2. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.



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### D. Limited Exemption from Public Records Act and Notification of Parents of Minors

1. To the extent possible, complaints will be treated as confidential and in accordance with Florida Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The District's obligation to investigate and take corrective action may supersede an individual's right to privacy.
2. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

**STATUTORY AUTHORITY:** 120.54, 1001.41, 1001.42, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 112.51, 119.07, 760.01 *et seq.*,  
1000.05, 1000.21, 1001.43, 1012.22, F.S.  
34 CFR 99, 34 CFR 108, 34 CFR 200.43(c), P.L.110-233

**STATE BOARD OF EDUCATION RULE(S):** 6A-19.001 *et seq.*

**HISTORY:**

**ADOPTED:** 3/23/2010

**REVISION DATE(S):** 8/24/2010, 4/24/2012, 12/15/2015

**FORMERLY:** Prohibition Against Harassment 2.201, Unlawful  
Discrimination, 2.21

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### REPORTING CHILD ABUSE

2.17

#### I. Definitions of Child Abuse, Abandonment or Neglect

- A. *Abuse* means any willful or threatened act that results in any physical, mental or sexual injury or harm that causes, or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
- B. *Abandonment* means a situation in which the parent or legal custodian of a child, or in absence of the parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.
- C. *Neglect* occurs when a child is deprived of or is allowed to be deprived of, necessary food, clothing, shelter or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability, unless actual services for relief have been offered and rejected. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.

#### II. Prohibition Against Child Abuse, Abandonment or Neglect

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The School Board strongly prohibits any action or omission constituting child abuse, neglect, or abandonment by any of its employees, agents, volunteers, or by other persons affiliated in any way with the School District. Further, all employees, agents, and volunteers of the School District must comply with Florida law requiring reporting of child abuse, neglect, or abandonment.

### **III. Notification of Responsibility**

A. A notice providing the following information shall be posted in a prominent place in a clearly visible location in a public area of each school:

1. All employees of the District have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect; immunity from liability if they report such cases in good faith; and the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect.
2. Statewide toll-free telephone number for the central abuse hotline.
3. Instructions for calling 911 for emergencies.
4. Directions for accessing the Department of Children and Families website for additional information on reporting abuse, neglect, and exploitation.

B. The information must be in English and Spanish, in large print, on an 11” by 17” sheet and posted at student eye level.

## **CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

### **IV. Requirements for Reporting Child Abuse, Abandonment or Neglect**

- A. Florida Statute requires that any person including, but not limited to, any
  - 1. Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care or treatment of persons;
  - 2. Health or mental health professional other than one listed in 1.;
  - 3. Practitioner who relies solely on spiritual means for healing;
  - 4. School teacher or other school official or personnel;
  - 5. Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker; or
  - 6. Law enforcement officer or judge who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Family Services.
- B. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. The teacher or staff member may also contact the principal, a school designee, district office or support person to let them know the case has been reported, and for their own documentation and protection file a District County Schools Child Abuse Incident Referral Report.

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- C. Reporters in the categories specified in A. above, will be required to provide their names to hotline staff. The extent of confidentiality of the reporter's name, with respect to the Department's records, is governed by Florida Statute.
- D. In accordance with state law, the Department of Children and Family Services, in conjunction with applicable law enforcement agencies, are responsible for investigating allegations of child abuse, abandonment, or neglect.
- E. Complaint Against School District Employee, Volunteer or Agent
  - 1. If a complaint is made against a School District employee, volunteer, agent or other person affiliated with the School District which, if true, would constitute child abuse, neglect or abandonment by that person, that complaint shall be immediately forwarded to the Superintendent. The Superintendent shall forward the complaint to the Department of Children and Family Services for investigation as provided by statute. The person accused of child abuse, abandonment or neglect shall be suspended from duties involving interaction with children pending investigation of the allegations. If the allegations are substantiated by the Department of Children and Family Services, the Superintendent shall take appropriate disciplinary action. School District staff shall in good faith cooperate with, and participate only as directed by, the Department of Children and Family Services and law enforcement during the investigation, and with respect to any subsequent criminal proceedings.
  - 2. Each school shall post in a prominent place at the school site and on each school's website the policies and procedures for

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reporting alleged misconduct by an instructional employee or school administrator which affects the health, safety or welfare of a student. The notice shall include the person to whom the misconduct should be reported and the penalties that will be imposed on instructional or school administrative staff who fail to report alleged or actual child abuse or misconduct.

- F. When a report of child abuse, neglect or abandonment has been made to the Department of Children and Family Services or law enforcement agencies, a teacher, staff member, volunteer or agent should not take it upon himself/herself to interview the child, talk with the suspected abuser, discuss the allegations with other potential witnesses or otherwise investigate the case. Nor should a teacher, staff member, volunteer or agent divulge information relating to the complaint to persons other than school officials, the Child Protection Team, the Department of Children and Family Services, law enforcement, the State Attorney or other court designee. If a parent, caregiver, or legal guardian desires information related to a complaint of child abuse, that person should be directed to contact the Department of Children and Family Services and/or the applicable local law enforcement agency.
- G. Florida Statute provides that a person required by state law to report child abuse, abandonment, or neglect, but who willingly and knowingly fails to do so, or prevents another from doing so, is guilty of a first degree misdemeanor. Likewise, knowingly and willingly filing a false report of child abuse, neglect, or abandonment or advising another to do so constitutes a third degree misdemeanor.
- H. Child Abuse Prevention Training for School District employees, staff, volunteers shall be provided in compliance with and as specified in Florida Statute.

**STATUTORY AUTHORITY:**

**120.54, 1001.41, 1001.42, F.S.**

## **CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION**

**LAW(S) IMPLEMENTED:** 39.0015, 39.01, 39.201, 39.202, 39.203,  
39.205, 39.206, 1001.43, 1006.061, F.S.

### **HISTORY:**

**ADOPTED: 3/23/2010**

**REVISION DATE(S): 12/15/2015**

**FORMERLY: NEW**

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### WELLNESS PROGRAM

2.20

#### I. Philosophy and Commitment

The School Board of Suwannee County believes that good health fosters student attendance and student achievement. The Board also believes that a healthy staff is a more effective staff and that healthy staff members can serve as role models for healthy lifestyles. The Board is, therefore, committed to provide school and worksite environments that promote and protect children's health, well being, and ability to learn and employees' health and well being by promoting and supporting healthy eating, physical activity and healthy lifestyles. The District shall implement a multifaceted wellness program with the involvement of students, staff, families and the community.

#### II. Nutrition Goals: Meals served through the National School Lunch and National School Breakfast Programs will endeavor to:

- A. Promote good nutrition for students and staff through a variety of means
- B. Provide appealing and attractive meals that are served in clean, pleasant settings.
- C. Provide meals that meet nutrition requirements established by federal, state and local laws and regulations.
- D. Serve low-fat and fat-free milk and nutritionally equivalent nondairy alternatives, to be defined by the USDA.
- E. Offer a variety of fruits and vegetables.
- F. Ensure that *a la carte* items meet or exceed recommended nutritional standards.



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- G. Provide and encourage participation in the school breakfast and lunch programs.
- H. Schedule meals at appropriate times and the lunch meal as close to the middle of the day as possible and allow adequate time to eat after being seated.
- I. Ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidelines issued by the United States Department of Agriculture (USDA).
- J. Encourage participation of eligible students in the free and reduced price meal program.
- K. Sponsor a summer nutrition program consistent with Florida Statutes.
- L. Encourage healthy, nutritious food choices for snacks, celebrations, and fund-raising activities, and discourage the use of foods as rewards.
- M. Provide nutrition education to students through a variety of classroom and lunchroom activities.
- N. Integrate nutrition education information into healthy education or core curricula such as mathematics, science, social studies and language arts.
- O. Provide opportunities for staff development activities for food service staff and teachers in the areas of nutrition and physical education.
- P. Provide nutrition education to families through one or more of the following: newsletters, parent meetings and other family activities, nutrition education on websites, web links, healthy snack ideas in menus, ideas for celebrations and rewards, best practices sharing sessions with parents/community.

### **III. Physical Activity Goals**

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To provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, participate in physical activities, and understand the short and long-term benefits of a physically active and healthy lifestyle.

- A To provide a physical education program that emphasizes physical fitness and healthy lifestyles.
- B To provide daily physical activity at elementary schools and encourage active participation to require 150 minutes per week in grades K-5 per HB 967; 2007.
- C To provide opportunities to integrate physical activity cross curricula throughout the school day. Movement can be made part of science, math, social studies, and language arts.
- D To encourage students to set personal fitness goals.
- E To provide opportunities for school-wide events that promote physical activity such as field day, interscholastic athletic events, etc.)
- F To encourage physical activities for staff.
- G To encourage parents to promote physical activity and to participate in physical activities with their children.
- H To avoid the use or withholding of physical activity(ies) as punishment.

### **IV. Health and Safety Goals**

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- A. To support the health of all students as demonstrated by providing health office staffed by professional health care providers, maintain state mandated health screenings, and, when appropriate, assist parents in enrolling eligible children in Medicaid and other state children's health insurance programs
- B. To maintain school level wellness committees (parents, family members, teachers, students, administration, health care providers) to plan, implement, and improve nutrition and physical activity in the school environment.
- C. To maintain safety procedures and appropriate training for students and staff to support personal safety and a violence and harassment free environment.
- D. To maintain a tobacco and drug-free school and work environment
- E. To provide safe traffic patterns at school sites for students and vehicles before and after school.
- F To provide a comprehensive health and safety education program for students.
- G. To provide career education awareness for careers in health and wellness related fields.
- H To provide bicycle safety training for students.
- I. To provide health screenings for staff and students (as mandated).
- J. To refer students, families and staff to health resources in the community.
- K. To promote and support health and safety programs in the community.

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### **L. Family and Community Involvement Goals**

- a. To promote the involvement of families in wellness activities.
- b. To promote nutritional awareness by families.
- c. To collaborate with community agencies and organizations to promote wellness activities in the community.
- d. To support and encourage participation in community activities such as organized walks, health screenings, and educational programs.

### **M. Wellness Coordinator and Worksite Contact Persons**

- a. The Superintendent shall appoint a District Wellness Coordinator to manage and coordinate the implementation of the program and serve as the District office Wellness Contact.
- b. Each principal shall appoint a Wellness Contact for his/her school.

### **N. Wellness Committee**

The Superintendent shall appoint a district Wellness Committee which will be part of the School Health and Safety Committee and shall include, but not be limited to, representatives from the following areas:

- a. School Board representative
- b. District Wellness Coordinator
- c. school administrator
- d. physical education teacher
- e. school food service representative
- f. guidance counselor
- g. health professional
- h. school resource officer or law enforcement representative
- i. social worker, if applicable

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- j. student
- k. parent
- l. community
- m. custodial representative, if applicable

### O. Implementation

- a. The Wellness Committee will conduct a baseline assessment of current nutrition education and guidelines, physical activity, and other wellness related topics.
- b. The Wellness Committee will develop a wellness program based on the adopted goals as identified by the results of the initial assessment.
- c. Program goals will be implemented in a progressive manner annually to provide partnerships to improve planning and implementation of health promotion projects/events within each school and throughout the community.
- d. Schools shall actively develop and support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.
- e. The program will be incorporated into existing parent involvement programs.
- f. The Wellness Coordinator will work with the Wellness Contacts regarding implementation of the program

### V. Oversight, Evaluation, and Modification

- A. The Wellness Committee will monitor the implementation of the wellness program.
- B. The program will be assessed annually and data compared to the

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baseline data and, in subsequent years, to the prior year's data.

- C. The committee shall report the results of the annual assessment to the Superintendent and the School Board.
- D. Recommendations for modifications in this policy and/or the program, if appropriate, shall be made after analyzing assessment data.
- E. The Wellness Program shall meet the requirements of the National School Lunch Act and the Child Nutrition Act of 1966.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAW(S) IMPLEMENTED:**

**P.L.108-265, SECTION 204**

**NATIONAL SCHOOL LUNCH ACT (42 USC 1751 *et seq.*)**

**CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*)**

**570.981, 570.982, 1001.43, 1003.42, 1003.453, F.S.**

### **STATE DEPARTMENT OF AGRICULTURE**

### **AND CONSUMER SERVICES RULE(S):**

**5P-1.001, 5P-1.002, 5P-1.003**

### **HISTORY:**

**ADOPTED: 10/23/07**

**REVISION DATES: 09/25/07, 10/23/12**

**REVIEWED BY SCSB 09/13/2011**

**FORMERLY: NEW**

## CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

### FOOD SAFETY - HACCP

2.22

- I. Background: Section III of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act requires school food authorities (SFA's) to implement a food safety program for the preparation and service of school meals served to children in the school year beginning July 1, 2005. The program must be based on Hazard Analysis and Critical Control Point (HACCP) principles and conform to guidance issued by the Department of Agriculture (USDA). All SFA's must have a fully implemented food safety program that complies with HACCP principles or with the optional guidance no later than the end of the 2005-2006 school year.
- II. Suwannee County Schools will implement a food safety program based on HACCP principles. This guidance may be used to develop a food safety program that meets the needs of each food production facility in the district. (School food safety inspections are a separate requirement.)
- III. HACCP is a systematic approach to a food safety program designed to reduce the risk of foodborne hazards by focusing on each step of the food preparation process --- from receiving to service.

Suwannee County will focus on three main points: sanitation, temperature control, and Standard Operating Procedures (SOPs).

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

P.L.108-265, SECTION 9(h)

NATIONAL SCHOOL LUNCH ACT (42 USC 1751 *et seq.*)

CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*)

1001.43, 1006.06, 1006.0606, F.S.

#### HISTORY:

ADOPTED: 5/23/06

REVISION DATES:

REVIEWED BY SCSB: 1/12/10

FORMERLY: NEW

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### RESPONSIBILITIES OF SUPERINTENDENT

3.01

#### POLICY:

- I. The Superintendent shall be responsible for the administration of the entire school system as provided by law, state board of education regulations and rules and policies of the School Board. The Superintendent shall keep the School Board informed regarding all phases of the District school system.
- II. The Superintendent serves as the secretary and executive officer of the School Board. He shall keep such minutes and records as may be necessary to set forth clearly all actions and proceedings of the School Board. When possible, any matter coming before the School Board shall first be presented to the Superintendent to be included on the agenda. The Superintendent shall inform the employees of the School Board and the schools and departments of any board action relating to them.
- III. All members of the instructional and non-instructional staff shall be under the general supervision of and subject to the direction of the Superintendent.

#### STATUTORY AUTHORITY

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.32; 1001.33 1001.42; 1001.43; 1001.464; 1001.48; 1001.49; 1001.51; 1006.08, F.S.

#### *History:*

Adopted:

Revision Date(s):

Reviewed by SCSB: 1/12/2010

Formerly: BFE, CB



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### PERFORMANCE GRADE SCHOOLS

3.011\*+

#### **POLICY:**

The Superintendent shall establish procedures which shall be approved by the board to give greater autonomy, including authority over the allocation of the schools' budget, to schools designated as performance grade category "A", making excellent progress and schools rated as having improved at least two performance grade categories as required by Florida Statutes.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.42; 1001.43; 1008.34, F.S.

#### **History:**

Adopted: 12/14/99

Revision Date(s): 3/23/2010

Formerly: New

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### RESPONSIBILITIES OF PRINCIPALS

3.02

#### **POLICY:**

The principal is assigned direct and primary responsibility for his / her school and serves as the administrative and supervisory head of the school. Each principal is responsible for the enforcing of Florida Statutes, State Board of Education Rules, School Board Rules and directives of the Superintendent. Each principal shall carry out all duties as reflected in the Board adopted job description.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.32; 1001.43; 1001.54; 1006.09,

1003.31,

1006.09, 1006.28, 1012.28, F.S.

#### **History:**

Adopted:

Revision Date(s): 3/23/2010

Formerly: CF, INH, JE, JGD

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### EMERGENCIES

3.03

#### POLICY:

- I. In case of an emergency involving the welfare and safety of students and employees, the Superintendent may suspend any part of these regulations; provided, that he shall report the fact of and the reason for suspension at the next meeting of the School Board; and provided further, that the suspension shall expire at the time of such report unless continued in effect by actions of the School Board.
- II. In case of an emergency, the Superintendent may close any school or all schools. The members of the School Board shall be informed immediately of any event or condition which requires the closing of a school or the schools of the District, and, where the public interest requires Board action, the Superintendent shall call a special meeting of the Board.
- III. In any case or condition not covered by these regulations, the Superintendent shall base the decision on his / her best judgment.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.33; 1001.43, F.S.

#### *History:*

#### *Adopted:*

*Revision Date(s): 3/23/2010*

*Formerly: New*

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### **DIRECTIVES, PROCEDURES, AND ADMINISTRATIVE MANUALS 3.04**

#### **POLICY:**

The Superintendent shall have authority to issue such directives and to prescribe such procedures as may be necessary to carry out the purposes of School Board Rules and the provisions of Florida Statutes and State Board of Education Rules. The Superintendent may issue such administrative manuals or booklets of instruction as he/she may deem necessary for the effective administration of the District school system and distribute them to the employees directly concerned. Insofar as the provisions of such manuals and directives are consistent with these School Board Rules, Florida Statutes, or State Board of Education Rules, the provisions thereof shall be binding upon all employees.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1001.51, F.S.

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| <i>History:</i> | Adopted:<br>Revision Date(s):<br>Reviewed by SCSB: 1/12/10<br>Formerly: New |
|-----------------|-----------------------------------------------------------------------------|

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### 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.

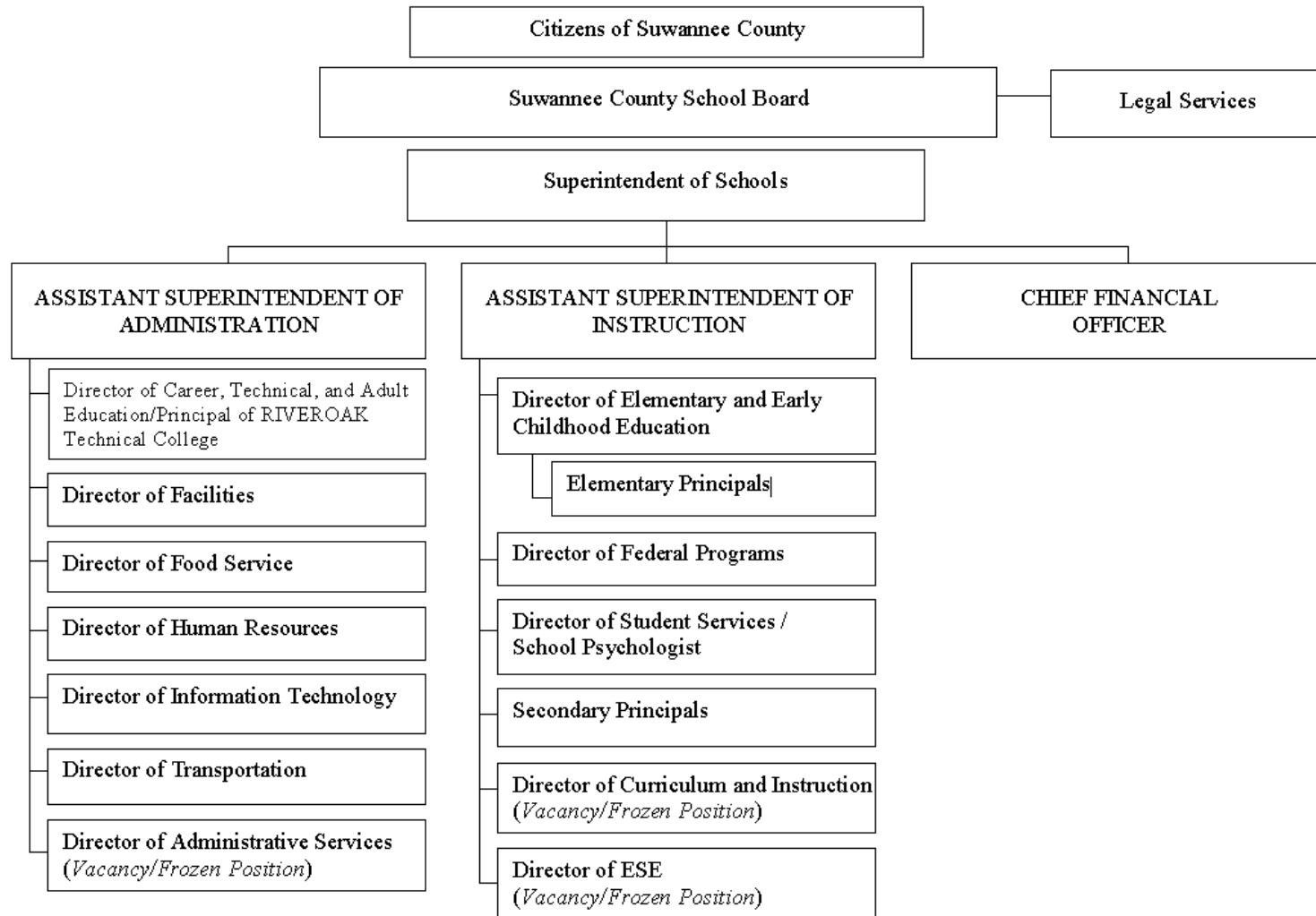
#### History:

#### Adopted:

Revision Date(s): 7/22/2014, 1/27/2015

#### Formerly:

**SUWANNEE COUNTY SCHOOL DISTRICT  
ADMINISTRATIVE ORGANIZATION CHART**



Effective: 07/01/2015

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SCHOOLS-WITHIN-A-SCHOOL

3.051

#### **POLICY:**

Each school that does not meet the definition of a small school as defined by Florida Statutes shall subdivide into Schools-Within-A-School as required by Statutes.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

235.2157; 1001.42; 1001.43; 1013.43(2), F.S.

#### **History:**

Adopted: 11/21/2000

Revision Date(s):

Formerly: New

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SAFE AND SECURE SCHOOLS

3.06

#### **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.
- D. 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



## **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

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.

- E. 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.
- F. No person except law enforcement and security officers may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

### **III. Safety – Emergency Plans**

- A. The Superintendent shall develop and present to the Board for review and approval appropriate school emergency management and preparedness plans.
- B. The Superintendent shall establish uniform guidelines for the development of schools' emergency management and preparedness plans.
- C. 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.

## **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

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

### **IV. 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, other disaster, and school bus) shall be held in compliance with state requirements. Each principal, site administrator or transportation official is responsible for
  - 1. Developing and posting emergency evacuation routes and procedures;
  - 2. Assigning and training 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.

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### V. 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.

### VI. 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. 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.
- D. Each school's emergency plan shall include security provisions including emergency lockdown procedures.
- E. Security trailers may be located on school property.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**316.614, 1001.43, 1001.51,**

**1006.062, 1006.07, 1006.145, 1006.21, 1013.13, F.S.**

#### **STATE BOARD OF EDUCATION RULE(S):**

**6A-1.0403, 6A-3.0171**

#### *History:*

*Adopted:*

*Revision Date(s): 12/17/02, 4/27/10*

*Formerly: Campus Disorders and Trespassing 3.06*

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### PHOTOCOPYING OF PUBLIC RECORDS

3.07

#### POLICY:

- I. Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 ½" x 14" in size shall be fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed by Florida Statutes. A dollar (\$1.00) fee shall be assessed for a certified copy of a public record.
- II. Charges for copies of audio, video and other materials shall be charged at rates established by the Superintendent/designee.
- III. Copies shall be made by the appropriate staff members and reproduced at a time which does not interfere with the normal work duty.
- IV. The Board authorizes the Superintendent to establish uniform charges for documents not covered in I. above.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

119.07, 1001.43; 1001.52, F.S.

#### *History:*

#### *Adopted:*

*Revision Date(s):* 12/14/99, 4/27/10

*Formerly:* AB

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### COPYRIGHTED MATERIALS

3.08

#### POLICY:

The District shall abide by all provisions of the copyright laws including software and technology products.

- I. Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.
- II. The School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.
- III. Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or District office.
- IV. Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the School Board.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

119.07; 1001.43, F.S.

#### History:

Adopted:

Revision Date(s): 4/27/10

Formerly: New

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### A MOMENT OF SILENCE

3.09

#### **POLICY:**

A moment of silence, not to exceed two (2) minutes, may be provided for students at the beginning of each school day.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1003.45, F.S.

#### History:

#### Adopted:

#### Revision Date(s):

#### Formerly:

## **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

### **FLAG DISPLAY AND PLEDGE**

**3.10**

#### **POLICY:**

- I. The pledge of allegiance to the flag shall be recited at the beginning of each school day in elementary, middle, and secondary schools.
  - A. A student may be excused from instruction and/or reciting the pledge of allegiance when his / her parent(s) or legal guardian as defined by Florida Statutes, files a written request with the school principal.
  - B. The form of the pledge of allegiance to the flag shall be pursuant to Section 233.065, Florida Statutes.
- II. The United States flag and the official flag of Florida shall be displayed daily when the weather permits on a suitable flag staff on the grounds of each school and upon every district school board building or grounds except when the schools are closed for vacation. If two or more buildings are located on the same or on adjacent sites, one flag may be displayed for the entire group of buildings. Flags shall be displayed according to established guidelines.
- III. Each classroom and auditorium shall display the United States flag.
- IV. All flags shall meet the requirements of Florida Statutes. The flag must be made in the United States, must be at least 2 feet by 3 feet, and must be properly displayed in accordance with Title 4 U.S.C. Each educational institution shall acquire the necessary number of flags to implement the provisions of this subsection. The principal, director, or president of each educational institution shall attempt to acquire the flags through donations or fundraising for 1 year prior to securing other funding sources or allocating funds for the purchase of flags.

## ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

### **3.10 (Continued)**

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 256.015; 1000.06; 1000.21, 1001.43;  
1002.20; 1003.42, 1003.44, F.S.  
Title V, U.S.C.

|                        |                                                                      |
|------------------------|----------------------------------------------------------------------|
| <u><i>History:</i></u> | Adopted:<br>Revision Date(s): 6/22/2010, 1/28/2014<br>Formerly: INDA |
|------------------------|----------------------------------------------------------------------|



## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### AGENTS, SOLICITORS AND SALESPERSONS

3.11

#### **POLICY:**

Because there are legitimate and necessary calls from business and professional representatives who provide supplies and services regularly used in the schools, agents, salespersons and delivery persons may visit schools at the discretion of the principal. All such persons shall sign in at school's main office upon arrival. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on school premises during school hours except as otherwise approved in writing by the Superintendent.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.42; 1001.43; 1013.43(2), F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: New

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### VISITOR IDENTIFICATION MEASURE

3.111

#### POLICY:

The Superintendent/designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school. In developing and implementing the plan, consideration shall be given to the organization and grade level of the school and to receive input from the principals as to the feasibility of implementing such safety measures.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, F.S.

*History:*

Adopted:

Revision Date(s): 4/27/10

Formerly: New

## ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

### **PUBLIC INFORMATION AND INSPECTION OF RECORDS**

**3.12**

#### **POLICY:**

All public records pursuant to Florida Statutes shall be available for inspection or copying at reasonable times during normal office hours of the District Office or other offices in which records are maintained.

- I. Photocopying or other reproduction of any record shall be performed upon a person's request. Charges for photocopying or reproducing shall be in accordance with the School Board Rule entitled "Photocopying of Public Records" (3.07).
- II. Records maintained by the District which are exempt from public inspection include, but are not limited to:
  - A. Personally identifiable records of students, pursuant to Florida Statutes and the Federal Family Educational Rights and Privacy Act (FERPA).
  - B. Portions of personnel records, pursuant to Florida Statutes;
  - C. All work products developed in preparation for collective bargaining, pursuant to Florida Statutes;
  - D. Appraisals, offers, and counter offers relating to purchase of real property, pursuant to Florida Statutes;
  - E. Legal records prepared by an attorney exclusively for civil or criminal litigation, pursuant to Florida Statutes, and litigation files regarding employees while the case is active;
  - F. A complaint of misconduct filed with the District against a District employee and information obtained in the investigation until the investigation is concluded with a finding to proceed or

### ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding;

- G. Data processing software obtained under a licensing agreement which prevents its disclosure, and data processing software designated by the School Board as “sensitive”, pursuant to Florida Statutes;
- H. Sealed responses to request for bids or proposals, until such time as they are publicly opened, pursuant to Florida Statutes.
- I. Personally identifiable records of dependent children of former or current employees who are insured by a District group insurance plan; and
- J. Employee and student health and medical records as prescribed by Florida Statutes and P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA).

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:** 119.07, 119.071, 447.605; 1001.43; 1002.22; 1008.24, 1012.31; 1002.221, 1013.14, F.S. 34CFR 99; P.L. 103-382, 104-191

#### **History:**

#### **Adopted:**

**Revision Date(s):** 2/23/2010, 7/23/13, 1/28/2014, 1/27/2015

**Formerly:** New

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SCHOOL VOLUNTEERS

3.13

#### 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. A school volunteer shall be accorded the same protection of Florida Statutes as accorded to certificated instructional personnel provided the school volunteer:
  1. Has been duly approved by the school principal as a school volunteer; and,
  2. Has officially recorded his / her attendance in the school where he / she is rendering services under an administrative or instructional staff member.
- 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), 440.02(15) (d) 6, 768.28,  
943.04351, 1001.43, 1012.01, F.S.

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

|          |                                                                              |
|----------|------------------------------------------------------------------------------|
| History: | Adopted:<br>Revision Date(s):<br>Reviewed by SCSB: 7/28/09<br>Formerly: IICC |
|----------|------------------------------------------------------------------------------|

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### DISRUPTIONS AT SCHOOL BOARD FUNCTIONS

3.14

#### POLICY:

No person shall knowingly disrupt or interfere with a School Board function. This includes persons who knowingly advise, counsel, or instruct any student or School Board employee to disrupt any function or activity. The School Board chairperson, Superintendent, or designee shall inform a person who is disrupting or interfering with a School Board function or activity that he / she may be found guilty of a second degree misdemeanor. The person shall be advised to immediately leave the school premises or facility where the function is being conducted.

- I. Any person who purchased an admission ticket to a school event shall forfeit his / her rights under this rule by having disrupted or interfered with the event.
- II. Any person who has been given notice by a school official and either fails to leave the premises or leaves the premises and subsequently returns to the premises shall be deemed a trespasser.

#### STATUTORY AUTHORITY:

1 001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

887.13; 1001.43; 1012.22; 1012.27, F.S.

#### History:

Adopted:

Revision Date(s): 4/27/2010

Formerly: New

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING SUBSTANCE ON BOARD PROPERTY

3.15

#### **POLICY:**

No person shall be in possession of (except as provided through the culinary arts program) or be under the influence of an intoxicating beverage or an illegal mood or behavior-modifying substance while on school property, at school-sponsored activities, or while on school trips involving students.

- I. All principals are hereby directed to advise an individual who has an alcoholic beverage in his / her possession to leave the school premises immediately.
- II. Any person having purchased an admission ticket to a school event shall forfeit his / her rights under this rule by having an alcoholic beverage in his / her possession at the event.
- III. Any person who has been given notice by a school official and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser.
- IV. While on school-sponsored trips, the following action may become necessary:
  - A. Alcoholic beverages in possession of minors will be seized.
  - B. Students and / or adults in possession of alcoholic beverages may be returned to school or home and / or other appropriate action taken.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1012.22; 1012.27, F.S.

*History:*

Adopted:

Revision Date(s): 4/27/2010

Formerly: New

## ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

### **CHARTER SCHOOLS**

**3.16**

#### **POLICY:**

Suwannee District Schools, pursuant to Florida Statutes, may sponsor charter schools for the purpose of increasing learning opportunities for students, with special emphases on low achieving students, increasing the use of innovative learning methods, increasing choices for students, and creating new professional opportunities for teachers.

#### **I. Responsibility of Suwannee District Schools' Administration:**

- A. Receive, review, and recommend to the School Board all charter applications, in a timely fashion as stipulated by Florida Statutes.
- B. Develop a charter in cooperation with the applicant.
- C. Monitor charter school contracts and make recommendations to the School Board.

#### **II. Eligibility for Charter Application**

The Board may sponsor one or more charters for schools which may serve any grade or combination of grades from kindergarten through grade twelve.

- A. Eligible proposers are:
  - 1. Any not-for-profit organization,
  - 2. A public school which requests to convert to a charter school with fifty percent or more support of parents voting provided that a majority of parents participate in the ballot process and fifty percent or more support of teachers.
- B. Private schools, parochial schools, and home education programs are not eligible to become charter schools.



## ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

### **III. Legal Entity and Requirements**

- A. Organize as a non-profit organization.
- B. Be non-sectarian.
- C. Charge no tuition or fees except those fees charged by other public schools.
- D. Meet health and safety standards of regular schools.
- E. Conduct background screenings and employment history checks on candidates for employment as required by law.
- F. Disclose to the District the name of employees who are related to the owner, board of directors, president, school administrator or other person with decision making authority at the charter school.
- G. Publish an annual progress report.
- H. Submit a monthly financial report to the School District.
- I. Provide an annual financial audit similar to that of the School District to the School Board.
- J. Analyze and compare student performance.
- K. No single organization may operate more than one elementary, one middle, and one senior high school.
- L. Comply with Florida Statutes applicable to public schools as they relate to civil rights, student health, safety, welfare, maximum class size, public records, public meetings, public inspections, and penalties.

### **IV. Student Eligibility**

- A. Participation and attendance of any student in a charter school is voluntary. If a public school converts to a charter school, parents may request nonparticipation and receive an assignment to a public school.

### ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

- B. All students attending a public school which converts to a charter school will be eligible to attend.
  - C. All students are eligible for participation. Students who are at risk of academic failure, as defined in the statute, shall be a priority. Equal opportunity shall be provided for exceptional education students and limited English proficient students.
- V. Charter School Boundaries
- A charter school shall be open to any student residing in the school district.
- VI. Student Selection for Charter Schools
- A. When a public school converts to charter status, enrollment preference shall be given to students who would have otherwise attended that public school.
  - B. The charter school shall enroll a student who submits a timely application.
  - C. If the number of eligible students exceeds the capacity of the program, class, grade level or building, a random selection of students will be made.
- VII. Student Assessment
- The charter school must implement a program to assess student achievement. At a minimum, the school must participate in State and local testing programs established to comply with the State-wide assessment program and District-required evaluations. The District will coordinate the administration of these instruments and will charge the school on an actual cost basis for this service.
- VIII. Student Records
- The charter school must maintain both active and archival records for current/former students. The District will assist the school in establishing appropriate record formats. All permanent (Category A) records of students leaving the school, whether by graduation, transfer to the public school system, or withdrawal to attend another school, must be transferred to the school system in accordance with State law. Records of student progress

### ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

(Category B) must be transferred to the school system if the student is returning to Suwannee County Public Schools.

#### **IX. FTE Reporting**

Funding for a charter school is based on the number of full-time-equivalent (FTE) students; therefore, it is essential that records of student attendance be maintained in a format consistent with State reporting requirements. The District will assist the charter school in establishing mechanisms for reporting FTE. The charter school will, however, be fully responsible for collecting and maintaining accurate and appropriate records and for reporting attendance in a timely manner to the District.

#### **X. Withdrawal and Transfer of Students**

- A. Parents may withdraw a student from a charter school at any time. The student either will return to the home school or to a school with an appropriate program, or, if the home school is the charter school, to a school agreed upon by the parent and the District.
- B. Charter schools may not withdraw or transfer a student involuntarily, unless the withdrawal or transfer is accomplished through established administrative procedures under present Board policy used by public schools.

#### **XI. Transportation and Food Services**

- A. Transportation and food services are the responsibility of charter schools, and must be provided according to District, State, and Federal rules and regulations.
- B. A charter school may contract with the school District for transportation and/or food service, or may contract with a private provider.

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### **XII. Application for Charters**

- A. Applications must be in compliance with the Application for Charter Schools format.
- B. The School Board shall receive and review all completed applications for a charter school received on or before August 1, the final application window period. The School Board shall by a majority vote of the full Board approve or deny a formal application no later than 60 days after receiving the completed application during the submission period, following a public hearing to ensure community input.
- C. The sponsor has 30 days after approval of the application to provide an initial proposed charter contract to the charter school. The applicant and the sponsor have 40 days thereafter to negotiate and notice the charter contract for final approval by the sponsor unless both parties agree to an extension. The proposed charter contract shall be provided to the charter school at least 7 calendar days prior to the date of the meeting at which the charter is scheduled to be voted upon by the sponsor.
- D. If the Board denies an application for a conversion charter, the Board shall provide notice of denial to the applicant in writing within 30 days after the meeting at which the Board denied the application. The notice must specify the exact reasons for denial and must provide documentation supporting those reasons.

### **XIII. Facility**

It is the responsibility of the applicant to have an appropriate facility consistent with all applicable Florida Statutes or provide evidence that one will be available for the beginning of the school year, consistent with the beginning day for students as listed on the approved public school calendar.

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### **XIV. Financial Status**

If a deteriorating financial condition is identified, the School District shall notify the governing board of the charter school within seven (7) business days. The governing board and District shall develop a corrective action plan and submit the plan to the Commissioner of Education within thirty (30) business days after notifying the charter school.

### **XV. Funding**

Funding for student enrollment in a charter school shall be the sum of District operating funds from the Florida Education Finance Program, including gross state and local funds, discretionary lottery funds, and discretionary operating millage funds divided by total district-funded, weighted, full-time-equivalent students times the weighted full-time-equivalent students of the particular charter school. Charter schools, if eligible, shall also receive their proportionate share of categorical program funds included in the Florida Education Finance Program.

- A. Any eligible student enrolled in a charter school shall be provided federal funds for the same level of service provided other eligible student in the schools operated by the School Board.
- B. Total funding shall be recalculated during the school year to reflect actual weighted FTE students reported by the charter school during the FTE student survey period.
- C. A charter school shall not levy taxes or issue bonds secured by tax revenue.
- D. Any administrative fee charged by the School District for a charter school shall be limited to no more than the actual cost of administering the contract or five percent of available charter school funds, whichever is less.
- E. When a charter is not renewed or terminated, any unencumbered funds from the charter school shall revert to the School Board. In that event, all School Board property and improvements, furnishings, and equipment purchased

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with public funds shall revert automatically to full ownership by the School Board.

- F. If a charter is not renewed or is terminated, the governing body of the charter school is responsible for all debts of the charter school.
- G. Payment shall be made to the charter school no later than thirty (30) working days after receipt of an invoice. Payment shall be on a monthly basis in arrears based upon the estimated number of FTE students in membership during the FTE survey periods. The final payment during any fiscal year shall be adjusted to reflect the number of actual FTE students in membership during the FTE survey periods.

#### **XVI. Insurance and Indemnification**

The governing body and employees of a charter school are governed by Section 768.28, Florida Statutes. In accordance with Section 768.28, the governing body and employees of charter schools shall be liable for tort claims in the same manner and to the same extent as a private individual under like circumstances, but liability shall not include punitive damages or interest for the period before the judgment. The governing body and employees of charter schools shall not be liable to pay a claim or judgment by any one person which exceeds the sum of \$200,000 or any claim or judgment or portions thereof, which, when totaled with all other claims or judgments paid by the charter school arising out of the same incident or occurrence, exceeds the sum of \$300,000, subject the amount set forth in sovereign immunity caps as set forth in 768.28, F.S.

The School Board of Suwannee County, Florida, will not be held liable for any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind of nature including, but not by way of limitation, attorney's fees and court costs arising out of injury to persons or damage to property arising out of any injury to persons or property damage as a result of the negligence of the charter school or its agents, employees, invitees, or

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contractors. The charter school must maintain appropriate Commercial General Liability Insurance, Automobile Liability Insurance, Workers' Compensation Insurance and Professional Liability Insurance. The School Board of Suwannee County, Florida must be listed as additional named insured on these policies.

#### **XVII. Students Rights, Discipline, and Safe Learning Environment**

Applicants must describe, in writing, the charter schools' rules applicable to student rights, discipline, and safe learning environment.

#### **XVIII. Employees of Charter Schools**

A charter school shall select its own employee and implement employees labor and other relations pursuant to the requirements of 228.056, Florida Statutes. A charter school may contract with the sponsor for the services of employees by the sponsor.

#### **XIX. Technical Assistance**

- A. It is the responsibility of the applicant to request technical assistance, in writing, from the Florida Department of Education. The School Board will provide application assistance to the extent feasible and, within present resources, consistent with assistance provided to other contractors.
- B. The rule is intended to be consistent with 1002.33, Florida Statutes. All other conditions, issues and procedures shall be in adherence with the Charter school legislation, intent and statute.
- C. The charter schools law is incorporated herein by reference and made a part of this Board rule.
- D. The Application for Charter Schools format is incorporated by reference in this rule.

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### **XX. Selection of Charter Schools**

- A. A public announcement will be made at least sixty (60) working days prior to the due date for applications for charter schools which intend to operate during the next school year. Applications, including instructions for obtaining technical assistance, will be provided to all requesters.
- B. All completed applications must be received in the appropriate District Office on August 1, no later than 5:00 P.M. All applications will be stamped with the date and time when they are received. Applications received after the prescribed due date may not be considered for a charter for the next school year.
- C. A committee shall review all applications and make recommendations to the School Board. The School Board must, by a majority vote, approve or deny all applications no later than sixty (60) days after the application is received.
- D. The review committee shall be comprised of at least the following persons: Superintendent, or designee; district-level administrator, and school-level administrator.
- E. The committee shall review all applications and, by majority vote, make a recommendation for acceptance or denial of each application.
- F. All applications will be submitted to the School Board with an explanation of acceptance or denial, including the committee vote.
- G. The School Board will vote on all applications.
- H. Procedures for appealing the School Board's decision to deny an application for a Charter School are set forth in Florida Statutes and State Board of Education Administrative Rules.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

**LAWS IMPLEMENTED:**

**1001.02; 1001.43; 1002.33, 1002.345, F.S.**



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STATE BOARD RULE:

6A-6.0781, 6A-6.0785, 6A-6.0787

HISTORY:

Adopted:

Revision Date(s): 11/21/2000, 2/23/2010, 3/22/2011,  
7/22/2014

## ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

### **OPENING AND CLOSING OF SCHOOL**

**3.17\***

#### **POLICY:**

The Suwannee County School Board shall set the opening and closing of schools and fix uniform dates; however, the opening date for schools in the district may not be earlier than 14 days before Labor Day each year.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.045111

#### ***History:***

Adopted:

Revision Date(s): 4/27/2010, 2/28/2012

Formerly: New

## ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

### **SCHOOL SITE DECISION MAKING**

**3.19\*+**

It is the Board's intent that each school have input in decisions made that affect the operation of each local school. The Superintendent shall develop procedures to implement this policy based on requirements of Florida Statutes.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**1001.43, F.S.**

|                 |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| <b>HISTORY:</b> | <b>ADOPTED: 2/28/06</b><br><b>REVISION DATE(S):</b><br><b>FORMERLY: NEW</b> |
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## ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

### **PLEDGE OF ALLEGIANCE AND SOLEMNIZING MESSAGE 3.20**

- I. In order to solemnize the proceedings of the Suwannee County School Board, it is the policy of the Suwannee County School Board to allow the Pledge of Allegiance to be recited and a voluntary solemnizing message to be expressed before its meetings for the benefit of the School Board.
- II. The solemnizing message may be listed or recognized on the Board agenda item for the meeting but not as part of the public business.
- III. No member or employee of the Suwannee County School Board or any other person in attendance at the meeting shall be required to participate in the Pledge or any solemnizing message that is offered.
- IV. The Pledge of Allegiance shall be led and a solemnizing message may be voluntarily delivered by a student from a Suwannee County school, scheduled on a rotating basis among all Suwannee County schools.
- V. The Pledge and voluntary solemnizing message shall be offered by a student representing one of the schools shown below in accordance with the following schedule:

| <b><u>Month</u></b> | <b><u>School</u></b>               |
|---------------------|------------------------------------|
| January             | Suwannee Intermediate School       |
| February            | Branford Elementary School         |
| March               | Suwannee Middle School             |
| April               | Branford High School               |
| May                 | Suwannee High School               |
| June                | Suwannee-Hamilton Technical School |
| July                | Branford High School               |
| August              | Sheriffs Youth Ranch               |
| September           | Suwannee Middle School             |
| October             | Suwannee High School               |

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|          |                            |
|----------|----------------------------|
| November | Suwannee Elementary School |
| December | Suwannee Primary School    |

- VI. An alphabetical list shall be maintained by the Secretary to the Board of all student organizations and clubs for each school. The president (or appropriate elected student leader with a similar title) of each club shall be offered the opportunity to lead the Pledge of Allegiance and to offer a voluntary solemnizing message before the commencement of School Board meetings on a rotating basis. The maintenance of this alphabetical list by the Secretary to the Board shall be strictly a clerical function with said Secretary having no power or discretion to alter the alphabetical ranking or take any action to change the foregoing selection process.
- VII. The opportunity shall be offered in alphabetical order based on the name of each school club or organization. The rotation of the selection process shall continue through the entire list of school clubs and organizations until the end of the list is reached, at which time selection shall continue from the beginning of the list. At the beginning of a new year, the rotation process does not reset to the beginning of the list, but rather continues from the point at which a student leader was last selected.
- VIII. If a school club or organization president (or appropriate elected student leader with a similar title) declines the opportunity to lead the Pledge before the meeting of the School Board, the opportunity shall be offered to the president (or appropriate elected student leader with a similar title) of the next school club or organization on the alphabetical list for that school. This process shall continue until the opportunity is accepted by a student leader. If no student from any student organization or club at the school selected for that monthly regular Board meeting is available to offer the Pledge and solemnizing message, then the opportunity shall be offered in the same alphabetical order based on the name of each school

### ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

club or organization to the next school shown on the schedule above without affecting that school club's or organization's opportunity to offer the Pledge and solemnizing message at the regular monthly Board meeting for which it has been scheduled. For example, if no student from a club or organization from the Branford Elementary School accepts the opportunity to offer the Pledge and solemnizing message for the month of July, the opportunity shall be offered to a student from a club or organization at Suwannee Elementary School which shall still have the opportunity to offer the Pledge and solemnizing message for the month of August.

- IX. The selected student shall deliver the Pledge and any voluntary solemnizing message in his or her capacity as a private citizen, and according to the dictates of his or her own conscience.
- X. No guidelines or limitations shall be issued regarding the content of a solemnizing message, except that the Suwannee County School Board shall request by the language of this policy that no solemnizing message should proselytize or advance any faith, disparage the religious faith or non-religious views of others, nor should the length of a solemnizing message exceed three (3) minutes. The student comments and conduct must be in compliance with the Student Code of Conduct for the student's school.
- XI. No member(s) of the Suwannee County School Board shall engage in any prior inquiry, review of, or involvement in, the content of any solemnizing message to be offered.

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- XII. After the opening gavel that officially begins the meeting and the agenda/business of the public, the Chairperson of the Suwannee County School Board shall introduce the student selected to lead the Pledge of Allegiance and to offer a voluntary solemnizing message.
- XIII. The Chairperson shall also invite those who wish to stand for the observance of these events to do so, and those who wish to be excused shall be excused for the duration of the pledge and solemnizing message.
- XIV. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the Suwannee County School Board with, nor express the Suwannee County School Board's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the Suwannee County School Board's respect for the diversity of religious denominations and faiths represented and practiced among the citizens of the Suwannee County, Florida.

STATUTORY AUTHORITY:

1001.41; F.S.

LAWS IMPLEMENTED:

U.S. Constitutional Amendment 1

|          |                                                                               |
|----------|-------------------------------------------------------------------------------|
| History: | Adopted: <a href="#">April 27, 2010</a><br>Revision Date(s):<br>Formerly: NEW |
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## **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

|                                                                                                         |              |
|---------------------------------------------------------------------------------------------------------|--------------|
| <b>GUIDELINES AND PROCEDURES CONCERNING HIV OR OTHER COMMUNICABLE DISEASES (STUDENTS AND EMPLOYEES)</b> | <b>3.201</b> |
|---------------------------------------------------------------------------------------------------------|--------------|

### **POLICY**

- I. It is the School Board's intent to protect employees and students from exposure to infectious diseases and from risk occasioned by infectious diseases and environmental hazards and to provide reasonable accommodations to infected students and employees.
- II. It is recognized that HIV-positive employees who are not debilitated or exhibiting symptoms that would facilitate transmission of the virus will remain in their current jobs if conditions permit.
- III. Reasonable accommodations are available to HIV positive employees.
- IV. It is recognized that students with any illness, including HIV infected persons, may continue to attend school as long as academic, behavioral, and medical evidence indicates that their condition is not a threat to themselves or to others. If it becomes necessary, reasonable accommodations within the school setting shall be made, or an alternative educational services delivery shall be implemented.
- V. All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.
- VI. School Board employees shall receive and review procedures governing Hepatitis B infection, HIV, AIDS, bloodborne pathogens, other communicable disease, and environmental hazards.
- VII. Staff members shall cooperate with public health authorities by practicing and promoting standard precautions, as deemed by the Centers for Disease Control and Prevention (CDC). Procedures for dealing with students who pose a threat of transmitting a bloodborne health condition are contained in the *Health Services Manual*.



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VIII. The district will follow the Office for Civil Rights guidelines for Placement of School Children with Acquired Immune Deficiency Syndrome (AIDS).

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **381.0098, 1001.42, 1001.43,  
1002.22, 1010.305, 1011.62, F.S**

**STATE BOARD OF EDUCATION RULE(S):** **6A-6.03020, 6A-6.0331**

**STATE DEPARTMENT OF HEALTH RULE(S):** **64E-16**

**HISTORY:**

**ADOPTED: 10/26/10**

**REVISION DATE(S): 3/22/11, 8/23/11**

**FORMERLY: 3.20**

## ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

### **RELIGIOUS FREEDOM AND TOLERANCE POLICY**

**3.21**

The Suwannee County School Board recognizes that employees and students have the right to freely practice their religion and engage in religious activities on their own time outside of school activities and functions. In order to assure the religious freedom of all, the School Board cannot sponsor, favor, disfavor, approve, disapprove, endorse, financially support, or be actively involved in religious activities. The School Board may neither promote nor denigrate any religion and should, where feasible, accommodate the religious beliefs and practices of students.

- I. This policy of neutrality on religion should not be perceived as conveying a message of endorsement or disapproval of any or all religions or religious organizations, or of those holding no religious beliefs.
- II. In keeping with this policy of neutrality, School Board employees cannot, in their official School Board capacities: encourage or discourage student participation in religious activities, clubs, education, or services; advance or disparage any religion or religious belief; or, grant or deny any grade, honor, or other recognition based upon a student's religious preference or lack of it.
- III. Because of their special relationship to their students, school administrators and employees must at all times be mindful of their roles and not use their position with the School Board to advance or disparage any religion or religious belief. School facilities and property may not be used in any manner which would be perceived as endorsement or disapproval by the School Board of any religion or religious belief.

**STATUTORY AUTHORITY:**

**1001.41; 1012.23, F.S.**

**LAWS IMPLEMENTED:**

**U.S. Constitutional Amendment 1**

**History:** Adopted: April 27, 2010  
Revision Date(s):  
Formerly: NEW

## ***CHAPTER 3.00 - SCHOOL ADMINISTRATION***

### **BACKGROUND SCREENING FOR CONTRACTORS**

**3.25+**

- I. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level two (2) screening requirements as described in Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with a school or the School Board. Each vendor, individual contractor or employee of a contractor as described in this section must provide verification that he/she has met the level two (2) screening requirements prior to accessing a school campus.
- II. The District shall issue a state identification badge that is valid for five (5) years to a contractor who meets level 2 screening requirements. The recipient of the badge shall be responsible for paying a fee established by the Department of Education. The badge shall bear the picture of the contractor and must be visible at all times the contractor is on school grounds.
- III. The District shall recognize the uniform statewide identification badge that has been issued by another school district.
- IV. A noninstructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present.
- V. Contractual personnel must also meet the level two (2) screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the District.
- VI. Each person under contract as described in sections I. and II. must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. The individual shall also be responsible for returning the badge within forty-eight (48) hours to the district that issued the badge. If it is found that a person under contract does not meet the level two (2) requirements, the individual shall be immediately suspended from working in a contractual position and

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shall remain suspended until final resolution of any appeals. A person who is working with an intern will not be allowed to continue in an unsupervised situation.

- VII. The following noninstructional contractors shall be exempt from level 2 screening:
- A. A contractor who is under direct, line of sight supervision of a District employee or contractor who has met level 2 screening requirements;
  - B. A contractor who is required by law to undergo level 2 screening for licensure, certification, employment, or other purpose and provides appropriate documentation;
  - C. A law enforcement officer who is assigned or dispatched to school grounds;
  - D. An employee or medical director of a licensed ambulance provider who is providing services;
  - E. A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or
  - F. A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.
- VIII. A noninstructional contractor, as described in section VIII., who is exempt from level 2 screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and the National Sex Offender Public Registry maintained by

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the U.S. Department of Justice. The District shall conduct the registry search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the District shall notify the vendor, individual or entity under contract within three (3) business days.

IX. The Superintendent shall develop procedures to implement this policy.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1003.496, 1012.32,  
1012.465, 1012.467, 1012.468, F.S.**

|                 |                                                                                     |
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| <b>HISTORY:</b> | <b>ADOPTED: 1/28/2014</b><br><b>REVISION DATE(S): _____</b><br><b>FORMERLY: NEW</b> |
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## **CHAPTER 3.00 - SCHOOL ADMINISTRATION**

### **AUTOMATIC EXTERNAL DEFIBRILLATORS**

**3.30+**

#### **POLICY:**

- I. The School Board authorizes the use of an automatic external defibrillator (AED) in a perceived medical emergency.
- II. All persons who are reasonably expected to use an AED shall be trained to use the device. Training shall include a course in cardiopulmonary resuscitation (CPR) or a basic first aid course which includes CPR and demonstrated proficiency in the use of an AED.
- III. Each school that is a member of the Florida High School Athletic Association shall have an operational AED on school grounds. The device shall be readily available for use. The location of the device shall be registered with the local emergency medical services director. All persons who are reasonably expected to use the device shall be notified of its location.
- IV. The Superintendent or designee shall develop procedures to implement this policy.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**401.2915, 768.1325, 1001.42,  
1001.43, 1006.165, F.S.**

#### **HISTORY:**

**ADOPTED: 2/28/2012  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: NEW**

## CHAPTER 3.00 - SCHOOL ADMINISTRATION

### SERVICE ANIMALS

3.41+

- 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.
- 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;

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- 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;



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- 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**

## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### STUDENT PROGRESSION PLAN

4.01

#### ***POLICY:***

The School Board shall approve the *Student Progression Plan* and copies shall be maintained in the District Office and at each school. The Plan shall be pursuant to Florida Statutes and shall be comprehensive to include student performance standards and promotional and graduation requirements for Grades K-12, adult and general education, exceptional student education, dual enrollment, job entry, and vocational education including programs and courses in agriculture, business, marketing, health occupations, public service, home economics, industrial, and compensatory education. The plan shall include options for virtual instruction, academic acceleration and early high school graduation. After School Board approval, the District *Student Progression Plan* shall be made a part of this rule. The Area Vocational-Technical Center shall be authorized to add courses / programs during the school year in addition to those listed in the Student Progression Plan. These courses / programs shall be added on the basis of business, industry, or community needs.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.43, 1002.3105, 1002.321, 1003.4156,  
1003.4281, 1003.4295, 1003.437, 1003.49, 1008.25, F.S.

#### ***History:***

#### **Adopted:**

Revision Date(s): 11/20/01, 4/27/2010, 4/24/12, 10/23/12,  
7/22/2014, 1/27/2015

Formerly: IA, Pupil Progression Plan 4.01

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

|                                     |
|-------------------------------------|
| <b>EARLY HIGH SCHOOL GRADUATION</b> |
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|----------------|
| <b>4.017*+</b> |
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- I. A student who earns twenty-four (24) credits and meets the graduation requirements stated in Florida Statutes in fewer than eight (8) semesters or the equivalent may elect early graduation. The District shall notify the parent and student who qualifies for early graduation.
- II. Procedures for the implementation of this policy and relevant law shall be established.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.428, 1003.4281, F.S.**

**HISTORY:**

**ADOPTED: 1/27/2015**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: NEW**

## **CHAPTER 4.00 – CURRICULUM AND INSTRUCTION**

### **THE CURRICULUM**

**4.02\***

#### **POLICY:**

- I. The District curriculum shall be determined by:
  - A. Student performance standards, curriculum frameworks, and assessment tests;
  - B. Students' needs as determined by studies, assessments and surveys;
  - C. Continuous evaluation of curriculum effectiveness in meeting students' needs in the District; and
  - D. Florida Statutes, State Board of Education Rules, and the School Board.
- II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.
- III. The Superintendent shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.
- IV. The program of instruction shall include, but not be limited to
  - A. Elementary Level Curriculum - reading, language arts, social studies, science, health, physical education, music, art, mathematics, character education, and such other disciplines that may be considered necessary to a comprehensive elementary school program. The curriculum shall include instruction in study and work habits, critical thinking skills, health and hygiene, citizenship, career orientation, the establishment of purposes, and the development of character and morality;

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- B. Middle Level Curriculum - Mathematics, language arts, reading, science, social studies, music, art, health, physical education, exploratory career education, computer literacy if resources are available, and critical thinking skills. Activities which offer desirable experiences such as consumer education, band, drama, creative writing, athletics, and student government shall be promoted. Instruction in the use of the library and counseling services shall be provided;
- C. Senior Level Curriculum - Will consist of courses which meet the needs of all students. Both college preparatory and terminal courses shall be offered at levels which will challenge each student to perform in accordance with his/her ability.
  - 1. Library instruction and counseling services shall be provided.
  - 2. A program of student government, student publications, drama, music, social activities, and athletics shall be provided for the development of well-rounded citizens.
- D. A student's progression from one grade to another shall be determined, in part, upon proficiency in reading, writing, science, and mathematics.
- V. The Superintendent or designee shall make an annual report to the School Board each year, giving the status of the instructional program in meeting the District's educational goals and objectives and recommendations for improving the curriculum.
- VI. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his / her own conclusions.

- VII. A course description shall be presented for School Board approval before any course or unit in the objective study of the Bible or a comparative study of religion, as provided in Section 1003.45, Florida Statutes, is initiated in any school. The description shall detail the purpose of the course, the materials to be used, grade location, length of the course, and credit value. No teacher shall present or permit to be presented any material which ridicules any religious sect, belief, or faith.
- VIII. Prior to initiating any course or unit of instruction in human growth and development, a course outline and complete description shall be presented for School Board approval. This rule does not preclude the teaching of personal cleanliness in health and physical education classes or in the elementary grades, or the teaching of matters relating to sex education as provided in state-adopted textbooks, or information relating to sex education as required in other course using duly-adopted textbooks and materials where sex education is an incidental part of the course.
- IX. It shall be the responsibility of the school to make students aware of the dangers and consequences of sexually transmitted diseases. The manner, scope, and levels at which this information will be presented shall be determined by the Superintendent or designee in consultation with instructional supervisors and principal(s). Prior to initiating any such unit of instruction, the proposed program, the materials to be used, and other essential information shall be presented to the School Board for approval. When any questionable information is to be viewed by mixed groups, the sexes may be separated for presentation of materials.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- X. Age-appropriate information about Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and other sexually transmissible diseases shall be taught in Grades K-12. Instruction shall address causes, transmission, and prevention and shall be approved by the School Board.
- XI. The Superintendent or designee shall review curriculum frameworks which are prepared and distributed by the Florida Department of Education and related to AIDS education. If the curriculum frameworks are inconsistent with locally determined curriculum for AIDS education or are not reflective of local values and concerns, the Superintendent shall advise the School Board and provide recommendations for instructional activities.
- XII. A student shall be exempt from instructional activities on reproductive health or Acquired Immune Deficiency Syndrome (AIDS) provided his / her parent(s) or legal guardian files a written request with the school principal.
- XIII. In compliance with Florida Statute 1003.46, throughout instruction in Acquired Immune Deficiency Syndrome, sexually transmitted diseases, or health education, when such instruction and course material contains instruction in human sexuality, a school shall:
  - A. Teach abstinence from sexual activity outside of marriage as the expected standard for all school-age children while teaching the benefits of monogamous heterosexual marriage.
  - B. Emphasize that abstinence from sexual activity is a certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and other associated health problems.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- C. Teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others.
  - D. Provide instruction and material that is appropriate for the grade and age of the student.
- XIV. The Superintendent or designee shall develop a physical education program to implement the requirements of Florida Statutes.
- XV. The Superintendent or designee shall develop procedures to implement the provisions of the Florida Secondary School Redesign Act. Requirements of the Act shall be incorporated into the *Student Progression Plan*.
- XVI. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis. Partisan political literature will not be distributed in schools. However, schools may give out information relating to school district taxes or the need for construction bonds.
- XVII. All course materials and verbal or visual instruction shall conform to the requisites and intent of all Florida law and the State constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents or guardians of the children engaged in such classes.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21, 1001.43;, 1003.42; 1003.4203, ,1003.45; 1003.455; 1003.46;1006.28; 1006.29; 1008.25; 1010.305, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.09412; 6A-1.09414



## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

*History:*

Adopted:

Revision Date(s): 12/14/99, 4/27/10, 4/24/12, 7/22/2014

Formerly: IGA, INB

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **PHYSICAL EDUCATION**

**4.021\*+**

The School District of Suwannee County believes that physical education is an important component of the total educational program. Physical activity is essential to the development and maintenance of good health. The physical education program shall focus on providing students with the knowledge and skills to make healthy lifestyle decisions.

- I. The physical education program shall be consistent with the standards of the National Association for Sport and Physical Education and with state standards. It shall be an integral part of the District Wellness Program.
- II. The physical education curriculum shall be a continuum from prekindergarten through grade 12. Activities shall be appropriate for the grade level and capabilities of the students and shall be of sufficient intensity and duration to provide a health benefit.
- III. Goals of the physical education program shall include
  - A. Competency in motor skills and movement patterns;
  - B. Understanding of human movement as it relates to physical activities;
  - C. Understanding of the benefits of regular participation in physical activity;
  - D. Regular participation in physical activity;
  - E. Achievement of a health-enhancing level of physical fitness;
  - F. Knowledge of safety in physical activities;
  - G. Knowledge of first aid and cardiopulmonary resuscitation (CPR);
  - H. Demonstration of responsible personal and social behavior in physical activity;

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- I. Recognition and acceptance of the differing abilities of people;
  - J. Recognition of the values of physical activity for health, enjoyment, challenge, self-expression, and social interaction; and
  - K. Increase in health and wellness.
  - L. Provide a continuum of services designed to meet the needs of students with disabilities as determined by the students' Individualized Education Plan.
- IV. The District shall develop a comprehensive physical education plan with input from teachers, parents, students, and representatives from the medical and sports fields. The plan shall be reviewed annually by the Wellness Committee and modified as appropriate. The plan shall adhere to the requirements of Florida Statutes.
- V. The District shall notify parents annually that counseling concerning the benefits of physical education is available at each school. The District shall also inform parents, prior to scheduling a student for physical education, that the requirement for participation in physical education may be waived under certain circumstances as specified in law.
- VI. Any student who is unable to participate in the physical education program may be excused by action of the School Board as provided in the District Student Progression Plan.
- VII. A note from a student's parent(s) or legal guardian shall excuse a student temporarily at the discretion of the principal from active involvement in physical education after an absence due to an illness or injury.
- VIII. A student who by reason of illness or physical disability is unable to participate in the more vigorous forms of physical education activities shall

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

be assigned to modified activity upon the recommendation of the attending physician. Work completed under a modified program shall be granted with full credit.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1003.41, 1003.42,  
1003.453, 1003.455, F.S.**

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| <b>HISTORY:</b> | <b>ADOPTED:</b><br><b>REVISION DATE(S): 7/28/09, 7/22/2014, 1/27/2015</b><br><b>FORMERLY: Exemption from Physical Education</b> |
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## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **SUMMER SCHOOL**

**4.022**

#### **POLICY:**

- I. The School Board authorizes an annual summer school program. The Superintendent shall determine the building site(s).
- II. It shall be the responsibility of the summer school principal to complete payroll and attendance reports and to maintain proper accounts of all funds. Registration fees as determined by the School Board shall be charged for students who do not generate FTE funds.
- III. All summer school requirements are contained in the Student Progression Plan.

#### **STATUTORY AUTHORITY:**

1001.42; 1001.43, F.S.

#### **LAWS IMPLEMENTED:**

1001.42; 1001.43, F.S.

#### ***History:***

***Adopted:***

***Revision Date(s): 4/27/10***

***Formerly: IGCA***

## **CHAPTER 4.00 – CURRICULUM AND INSTRUCTION**

### **ACADEMIC AND CAREER PLANNING**

**4.025**

- I. Middle grade students shall participate in a career and education planning course during the seventh or eighth grade. Career exploration shall be included in the curriculum. The purpose of this course shall be to enable students and parents to develop realistic academic achievement and career goals for postsecondary experience. By the end of the course, each student shall have completed a four (4) to five (5) year academic and career plan (ePersonal Education Planner) based on postsecondary and career goals.
- II. The academic and career plan shall include
  - A. A destination;
  - B. A major area of interest;
  - C. A list of courses to meet the requirements of the destination and major area of interest.
- III. Destinations shall include
  - A. Four (4) year college or university, community college plus university, or military academy degree;
  - B. Two (2) year postsecondary degree;
  - C. Postsecondary career certificate;
  - D. Immediate employment or entry level military; or
  - E. A combination of any of these destinations.
- IV. The destinations shall accommodate the needs of exceptional education students to the extent appropriate for individual students. These students may follow the courses outlined in the *Student Progression Plan*.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- V. Completion of the academic and career plan shall be required for promotion to grade nine (9).
- VI. Secondary schools shall ensure that students and parents are aware of the destinations and the process of developing and revising academic plans.
- VII. The District shall encourage the business community to support career preparation by providing internships and apprenticeships.
- VIII. Each high school principal shall
  - A. Designate an instructional or administrative staff member to serve as a specialist who will:
    - 1. Coordinate the use of student achievement strategies;
    - 2. Assist teachers in integrating academic and career curricula, using technology, providing feedback about student achievement and implementing career and technical preparation programs;
    - 3. Coordinate the review of academic plans; and
    - 4. Coordinate the collection and retention of signed academic plans.
  - B. Implement strategies to improve reading, writing and mathematics skills and eliminate deficiencies in these areas.
  - C. Ensure that each student shall have an academic advisor if parental involvement is not evident.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1003.4156, 1003.491, F.S.**

**HISTORY:**

**ADOPTED: 4/27/10**

**REVISION DATE(S): 7/22/2014**

**FORMERLY: NEW**

## **CHAPTER 4.00 – CURRICULUM AND INSTRUCTION**

### **EXCEPTIONAL STUDENT EDUCATION**

**4.03**

#### **POLICY:**

Definition: An exceptional student shall mean any child who requires special instruction or related services to take full advantage of or to respond to educational programs and opportunities because of a physical, mental, emotional, social or learning exceptionality, as determined by a multi-disciplinary team which includes psychological, educational, and / or physical evaluation results provided by specialists qualified under State Board of Education Rules. Exceptional Students include children with specific learning disabilities or children who are mentally handicapped, speech and language impaired, hearing impaired, visually impaired, physically impaired, emotionally handicapped, socially maladjusted, profoundly handicapped, or gifted.

- I. Upon recommendation of the Superintendent, the Board shall annually adopt a plan for the provision of exceptional student education programs for all exceptional students.
- II. The annual plan for special programs and procedures for exceptional students shall include: screening procedures; pre-referral activities; referral procedures; eligibility criteria; program placement; program dismissal; and descriptions of program organization and operations.
- III. The annual plan for exceptional student education shall be subject to the approval of the State Commissioner of Education.
- IV. The exceptional student education program shall conform to the provisions adopted by the Board and approved by the Commissioner and shall function in accordance with the provisions of law, State Board of Education Rules, and other applicable provisions of Board Policy.



## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- V. Every parent, as defined by Florida Statutes, of an exceptional student shall be informed about the services that are available and appropriate for the student's disability.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.42; 1001.43; 1003.01;  
1003.57; 1006.07, F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.0131; 6A-6.03411

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| History: | Adopted:<br>Revision Date(s): 7/28/09<br>Formerly: IGBA |
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## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### DROPOUT PREVENTION PROGRAM

4.04

#### POLICY:

The Superintendent or designee shall develop, for the School Board's approval, a Dropout Prevention Program pursuant to Florida Statutes. The Program shall be incorporated and made a part of the District's Student Progression Plan. This Program shall be established so that guidelines are met for requesting state funding for program implementation, whenever applicable.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.53 F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.0523

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| <i>History:</i> | Adopted:<br>Revision Date(s): 4/27/10<br>Formerly: |
|-----------------|----------------------------------------------------|

## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### EXTRACURRICULAR PROGRAM

4.05

#### POLICY:

Interscholastic extracurricular activities shall be defined as a planned secondary school-sponsored competitive activities, which exists or is performed between students representing schools, school districts, regions, or the state. The extracurricular program shall be considered an essential part of the total school program and shall be under the principal's direction and general supervision. The principal shall select the personnel to direct and to act as advisors for the various extracurricular activities. Care shall be exercised to limit the load assigned to any one teacher.

- A. The principal shall be responsible for determining each participant's eligibility in interscholastic extracurricular activities pursuant to the Bylaws of the Florida High School Activities Association, Inc. Any school which allows an ineligible student to participate shall be subject to the penalties set forth by the By-laws of the Florida High School Activities Association, Inc.
- B. All extracurricular activities shall be self-supporting, when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. Students who are spectators of extracurricular activities may be charged admission.
- C. Funds derived from extracurricular activities shall be processed according to the District's accounting procedures.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1006.15; 1006.20(9); 1012.22. F.S.

#### History:

Adopted:  
Revision Date(s):  
Formerly: IGD

## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### CHAPERONES FOR SCHOOL FUNCTIONS

4.051

#### POLICY:

All school functions including field trips and extracurricular events and recreational activities such as picnics, parties, excursions, and similar activities under the sponsorship of the school shall have one (1) sponsor for the first twenty-five (25) students and one (1) additional chaperone for each fifteen (15) students. A sponsor is a School Board employee who holds a valid Florida Educator's Certificate. Chaperones are volunteers and shall be approved by the principal in compliance with procedures outlined by the Superintendent. The principal may use his / her discretion in determining whether additional chaperones are necessary. Activities sanctioned by the Florida High School Activities Association, Inc., shall be governed by the regulations of that association. Activities of vocational student organizations shall be governed by rules of the State Board of Education.

Overnight chaperones must be approved volunteers in accordance with Policy 3.13, *School Volunteers* and shall be subject to background checks including fingerprinting with the costs paid as determined by the School Board. Overnight chaperones shall meet level two (2) screening requirements.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1003.31, F.S.

*History:*

Adopted:

Revision Date(s): 8/24/99, 4/27/10

Formerly: IGDC

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **SCHOOL FUNCTIONS**

**4.052**

#### **POLICY:**

- A. Any school social function shall be chaperoned by an instructional staff member and shall be approved by the principal prior to scheduling.
- B. Faculty members shall be encouraged to attend social functions.
- C. Dances sponsored by the school or held on school property shall be subject to the following conditions. Dances shall be:
  - 1. Attended by the principal or designee; and,
  - 2. Well chaperoned with at least (1) chaperon being a parent.
- D. A school shall lose all privileges under this rule if students are unable to behave in a pleasant and wholesome manner.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42; 1001.43, F.S.

#### **LAWS IMPLEMENTED:**

1001.42; 1001.43, F.S.

#### **History:**

**Adopted:**

**Revision Date(s):**

**Formerly:** IGDC

## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### **BAND ACTIVITIES**

**4.054**

#### **POLICY:**

Band instruction shall be a component of the District curriculum. Any school band shall observe the following rules:

- A. Saturday and Sunday performances shall be limited to those approved by the principal.
- B. There shall not be more than one (1) band appearance on a night preceding a school day during any one (1) week.
- C. Uniformed band appearances shall cease on the closing day of school for any school year except by special permission of the School Board.
- D. A school band may not play where alcoholic beverages are being served.
- E. A school band may not play for a partisan political rally or for religious sponsored activities of a denominational nature.
- F. Adequate insurance shall be carried on all school-owned instruments.
- G. The rules of the Florida High School Activities Association, Inc., and the Florida Bandmasters Association shall be observed.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.42; 1001.43, F.S.

#### **History:**

**Adopted:**

**Revision Date(s): 12/14/99**

**Formerly: IGDD**

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **CONTESTS**

**4.055**

#### **POLICY:**

The Superintendent shall approve upon the principal's request contests and other activities involving the participation of students or the granting of awards or prizes to students which are sponsored by a non-school agency, including all announcements and promotional items relating to the contests, awards, or prizes.

#### **STATUTORY AUTHORITY:**

1001.41, F.S.

#### **LAWS IMPLEMENTED:**

1001.51; 1003.31, F.S.

#### **History:**

Adopted:

Revision Date(s):

Formerly: IGDH

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **STUDENT CLUBS AND ORGANIZATIONS**

**4.06**

#### **POLICY:**

- I. All student clubs and organizations shall be approved by the principal before they can operate within a school center.
- II. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.
- III. All student clubs and organizations shall comply with the following:
  1. The charter and/or constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.
  2. The decision of the members of an organization shall not be one of the factors in selecting additional members.
  3. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health and safety.
  4. Dues shall be reasonable and not prohibitive.



## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

5. All meetings shall be held on School Board property. This may be waived for special meetings and events upon the faculty sponsor's request and principal approval.
6. A faculty sponsor shall be present at all meetings.
7. All social events shall be adequately chaperoned and include at least one school employee in attendance.
8. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.
9. A school club or organization shall not conduct any activity or act which violates Florida Statutes, School Board Rules, or the policies of the school.
10. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the principal.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.07; 1006.09; 1006.135, 1006.14 F.S.

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| <i>History:</i> | Adopted:<br>Revision Date(s): 4/27/10<br>Formerly: JFCE, JFCF |
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## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### STUDENT PUBLICATIONS

4.07

#### POLICY:

The school principal may approve establishment of a school newspaper or magazine for students and their parent(s) or legal guardian, as defined by Florida Statutes, as a part of the school curriculum.

- A. The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school. Publications shall conform with School Board Rules relating to communications with the public.
- B. The principal shall allow no advertisements in school publications which promote the sale of intoxicants or tobacco.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1000.21; 1001.43; 1006.28, F.S.

*History:*

*Adopted:*

Revision Date(s): 4/27/10

Formerly: New

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **PUBLIC APPEARANCE OF SCHOOL GROUPS**

**4.08**

#### **POLICY:**

No school group may make a public appearance without the administrator's approval.

- A. Requests for the school band or any school organization to make a trip or a personal appearance shall be directed to the administrator for approval.
- B. School groups may participate in or perform for a political function by parading or playing instruments provided it is a community rally.
- C. School groups may be used for school activities, civic programs, and community benefit programs.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1006.07, F.S.

#### **History:**

Adopted:

Revision Date(s): 12/14/99

Formerly: IGDD

## **CHAPTER 4.00 – CURRICULUM AND INSTRUCTION**

### **ATHLETICS**

**4.09**

#### **POLICY:**

- I. Athletic programs shall be under the control of the school principal.
- II. All District high schools shall be members of the Florida High School Athletic Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements established by FHSAA and the School Board.
- III. Students practicing or participating in any type of interscholastic athletics shall be required to have student accident insurance which is available to the parent(s) or legal guardian(s) through the School Board. The principal shall be responsible for maintaining an accurate roster of all student athletes and for assuring that no student athlete will practice or participate who is not properly covered. The portion of the premium to be paid by the student athlete will be the same for all sports, with the balance of the premium being equally shared between the athletic department of the school and the School Board.
- IV. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) or legal guardian being on file.
- V. No student shall be a candidate for an athletic team or a participant in athletic competition without filing an informed consent signed by his/her parent(s). The consent must explain the nature and risk of concussion and head injury as required by law. The consent must be filed annually prior to participating in any physical activity related to athletic competition or candidacy for an athletic team.
- VI. A student athlete who is suspected of sustaining a concussion or head injury in a practice or competition shall be removed from play immediately. The athlete may not return to play without a clearance from appropriate medical personnel.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- VII. Pursuant to Section 768.135, Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- VIII. An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest and at every FHSAA state championship series contest. Staff will be trained to use such equipment.
- IX. All students shall be subject to all School Board Rules and to the Codes of Student Conduct while attending athletic events and practices.

### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 768.135; 943.0438, 1001.43; 1006.07; 1006.15;  
1006.16; 1006.20, F.S.

|                 |                            |
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| <u>History:</u> | Adopted:                   |
|                 | Revision Date(s): 10/23/12 |
|                 | Formerly: IGD, JHA         |

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **ADULT EDUCATION**

**4.10**

#### **POLICY:**

The School Board shall establish and maintain an Adult Education Program which is based on a needs assessment and is designed for basic skills education, secondary education, or life-long learning pursuant to Florida Statutes and State Board of Education Rules. This program shall be the direct responsibility of the Director of Career and Technical Education. Course and credit requirements for the GED Diploma and the Adult General Education Program shall be approved by the School Board and incorporated into the Student Progression Plan.

- I. The program shall be designed for:
  - A. An individual who has reached the compulsory school age and has legally withdrawn from the elementary or secondary school of last attendance.
  - B. A high school student who can be more effectively served in this program and who needs a course(s) required for high school graduation; and,
  - C. Any adult resident who desires to further his / her education.
- II. Tuition shall be assessed for the Adult General Education Program as required by law.
- III. A student who withdraws from the regular high school program and subsequently enrolls in the Adult General Education Program shall be permitted to re-enter the regular high school program with the written permission of the regular high school administrator and the adult education principal administrator.

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- IV. A student who is enrolled in the Adult General Education Program is expected to attend every scheduled class. Attendance shall be kept and reported for each class period by the teacher. Absences shall be counted effective the first scheduled class meeting. An excused absence may be allowed in accordance with the school attendance policy.
- V. An official transcript showing acceptable course work or credit completed by a student shall be placed in the student's record. An official transcript is one received directly from the school or school district.
- VI. Any student enrolled in the area technical center may withdraw from courses to enter active military duty without penalty. Students may reenroll in accordance with Florida Statutes.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.04; 1001.42; 1001.43; F.S.

STATE BOARD OF EDUCATION RULES: 6A-6.011; 6A-6.014; 6A-6.021

History:

Adopted:

Revision Date(s): 12/14/99, 4/27/10, 2/28/2012

Formerly: New

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **ALLOCATION OF INSTRUCTIONAL MATERIAL**

**4.11\***

#### **POLICY:**

- A. The distribution of all textbooks, library resources, and other instructional materials shall be made on an equitable basis to District schools. The allocation of these materials shall be based solely on student full-time equivalent membership funds, school enrollment and membership, or similar indicators of the schools' student population and needs.
- B. Student fees may be charged only for special need areas when recommended by the Principal and approved by the Superintendent.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1006.28, 1006.40 F.S.

#### **History:**

#### **Adopted:**

**Revision Date(s): 1/27/2015**

**Formerly: JN**



## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **INSTRUCTIONAL MATERIALS SELECTION**

**4.12**

#### **POLICY:**

The School Board shall be legally responsible for all materials relating to the operation of District schools.

- I. Selection of State-adopted Textbooks and Instructional Materials - A District council shall be appointed to review textbooks and instructional materials which are being considered for state adoption.
  - A. Council members shall complete a training program developed by the Florida Department of Education prior to involvement with the review and selection process. The training shall develop skills to assist council members in making valid and objective decisions regarding the content and rigor of instructional materials.
  - B. The District council may not be composed of fewer than three (3) persons. One (1) member shall be a lay person and two (2) members shall be appropriately certificated instructional staff members when the council is composed of three (3) members. A council with more than three (3) members shall include at least one (1) lay person and appropriately certificated instructional staff members to constitute at least fifty percent (50%) of the composition.
- II. Selection of District-adopted Textbooks and Instructional Materials - The primary objective for District-wide adoption of textbooks and instructional materials, which may include state-adopted and nonstate-adopted textbooks and instructional materials, is to unify the curriculum of the total District educational program and to place a new and current instructional materials in schools within the first two (2) years of the state-adoption cycle. The selection process shall be in accordance with these provisions.
  - A. Selected instructional staff members shall evaluate textbooks and instructional materials for potential use in District Schools and shall

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

provide recommendations and concerns to the Superintendent regarding the evaluation results. The Superintendent may appoint lay citizens to assist instructional staff members in evaluating textbooks and instructional materials.

- B. The evaluation results of instructional staff members shall be reviewed by District curriculum staff members who shall determine the acceptability of the recommendations. District curriculum staff members shall advise the Superintendent after concluding their review. Unacceptable recommendations of instructional staff members shall be returned for further deliberation and consideration of textbooks and instructional materials.
  - C. Recommendations on textbooks and instructional materials which are accepted by District curriculum staff members shall be presented to the Superintendent.
  - D. The School Board shall consider and approve or disapprove the Superintendent's recommendations.
- III. Selection of Nonstate Adopted Textbooks and Instructional Materials - The Superintendent shall establish the same procedures for evaluating and placing non-state adopted textbooks and instructional materials on the District-adopted list as described in section II. herein.
- IV. District-adopted Textbooks and Instructional Materials - A District-adopted list identifying all School Board approved textbooks and instructional materials shall be prepared and distributed to schools. Schools may have access to one (1) textbook for each student for each subject area or course and other instructional materials deemed necessary to supplement the basic textbook.
- V. Selection of Textbooks and Supplementary Materials for Vocational-Technical Education - The coordinator for vocational-technical education shall review new textbooks and supplementary materials for technical content and accuracy. The coordinator for curriculum may consult with the

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

appropriate occupational advisory committee to review and make recommendations on new textbooks or supplementary materials. Recommendations for new textbooks and supplementary materials shall be submitted by the coordinator to the Superintendent who shall bring before the School Board for approval.

- VI. Term of District-Adopted Textbooks and Instructional Materials - The following provisions shall apply to adoption terms:
- A. Textbooks and instructional materials on the State-adopted and District-adopted lists shall remain for the period of the State-adoption cycle plus two (2) additional years.
  - B. Non-consumable textbooks and instructional materials only on the District-adopted list shall remain for a maximum of three (3) years or until the next adoption cycle for that particular subject area begins.
  - C. Consumable textbooks and instructional materials only on the District-adopted list shall remain for a maximum of three (3) years.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.28, 1006.29; 1006.31, F.S.

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|-----------------|--------------------------------------------------------|
| <i>History:</i> | Adopted:<br>Revision Date(s): 4/27/10<br>Formerly: New |
|-----------------|--------------------------------------------------------|

## **CHAPTER 4.00 – CURRICULUM AND INSTRUCTION**

### **EDUCATIONAL MEDIA MATERIALS SELECTION**

**4.13**

#### **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. Materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students 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 representative of the many religious, ethnic, and cultural groups and their contributions to the American heritage.
  - E. A comprehensive collection appropriate for the users of the media center which places principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.
- II. Criteria for Selection of Educational Materials -
  - A. The standards to determine the propriety of the educational materials shall be pursuant to Section 1006.34, Florida Statutes.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- 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, etc.; and, format and price.
- D. 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.

### **III. Procedures for Selection**

- A. In selecting materials for purchase, the school media specialist shall evaluate the existing collection and shall consult with:
  - 1. Reputable, unbiased, professionally prepared selection aids such as those published by companies generally accepted by the educational media profession.
  - 2. Media staff, curriculum consultants, faculty, students, and community representative.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

3. Media committee appointed by the principal to serve in an advisory capacity in the selection of materials.
- B. In specific areas, the media specialist shall follow these procedures:
  1. Purchase materials which are outstanding and frequently used;
  2. Replace periodically worn or missing basic items;
  3. Withdraw out-of-date or unnecessary items from the collection; and,
  4. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21, 1001.43; 1006.28; 006.34(2) (B); F.S.

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| <i>History:</i> | Adopted:<br>Revision Date(s): 4/27/10<br>Formerly: IIAC |
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## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **NON-SCHOOL- RELATED TRAVEL**

**4.14**

#### **POLICY:**

The following provisions shall apply to trips in which students and teachers voluntarily and individually participate and which are not sponsored, endorsed, or supported by the School Board or within the scope of the regular instructional program.

- A. Trips shall be organized between the individual participants and any sponsoring agency and that relationship shall be expressed in descriptive literature.
- B. The School Board shall not be involved in the curriculum, itinerary, or selection of advisors for the trip.
- C. Promotional activities and literature shall not include the name of the individual school or School Board nor distributed through the school.
- D. School employees, acting as individuals, may be permitted to meet prospective student travelers during non-school hours on school premises by following the regular procedures for lease of facilities by outside agencies.
- E. Participation in such travel by employees and students shall be subject to the District's leave and attendance policies.
- F. Chaperones/organizers of trips by groups of students planning to travel under the auspices of an individual or non-school agency must advise the parents/guardians and emancipated students in writing that the travel is neither authorized nor sponsored by the school.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- G. Under no circumstances may school activity accounts (internal accounts) be used as a depository/disbursement source for funds for non-school sponsored trips.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.41; 1001.43, F.S.

History:

Adopted:

Revision Date(s): 2/28/2012

Formerly: New



## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### EDUCATIONAL FIELD TRIPS AND EXTRACURRICULAR TRIPS 4.141

#### **POLICY:**

- A. Special school trips shall be classified as follows:
  - 1. Educational Field Trips - Any trip which is directly related to a unit of instruction being studied by a particular group of students.
  - 2. Extracurricular Trips - A trip which is not directly related to the instructional program, but is related to a school-sponsored or connected activity.
- B. Each school shall develop a program of field trips which are suitable to each grade level and provide for a variety of experiences. A list of suitable educational trips shall be submitted to the Superintendent for approval; out-of-state trips, excluding Georgia, must be approved by the School Board.
- C. Written permission of the student's parent(s) or legal guardian shall be required for any student who attends an educational trip. The written permission shall be kept on file.
  - 1. Proper arrangements shall be made for any student(s) who does not attend a field trip.
  - 2. No fee shall be charged to a student for the cost of an educational field trip.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, F.S.

History:

Adopted:

Revision Date(s): 3/22/05

Formerly: IICA

## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM

4.15

#### POLICY:

- I. Provisions of the District and state-wide testing program for students shall be set forth in the *Student Progression Plan*. No student shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any District testing program on the basis of race, color, gender, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, pregnancy, disability, genetic information, or religion. Test modifications shall be made for students with disabilities and Limited English Proficiency (LEP) consistent with state and federal requirements.
- II. Measurement of student performance shall be the responsibility of the District for subjects and grade levels that are not measured under the statewide standardized assessment program.
- III. The statewide standardized end of course assessment shall be used as the final cumulative examination for the relevant course. A local assessment may be required as the final cumulative examination for a course that is not assessed under the statewide assessment program.
- IV. The uniform calendar of assessment and reporting schedules, provided by the Department of Education, shall be published on the District website. The District assessment schedule and required information shall be incorporated into the uniform calendar.
- V. The parent, as defined by Florida Statutes, of each student must be notified regarding the progress of the student towards achieving state and District expectations for proficiency in reading, science, writing and mathematics. A student's state assessment results and the results of district-required local assessments must be reported to the parent or guardian.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- VI. The District shall provide student performance results on statewide standardized assessments and district-required local assessments to instructional personnel for the purpose of improving instruction.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21, 1001.11(5); 1001.43; 1008.22; 1008.34, F.S.

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|-----------------|-----------------------------------------------------------------------------------------|
| <i>History:</i> | Adopted:<br>Revision Date(s): 12/14/99, 4/27/10, 1/27/2015, 12/15/2015<br>Formerly: New |
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## CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

### SECURITY OF TESTS

4.16

#### **POLICY:**

All mandatory tests administered by or through the State Board of Education, District administered national norm-referenced achievement tests, and local assessments adopted under the provisions of §1008.22, F.S. shall be secured pursuant to Florida Statutes, and State Board of Education Rules

- I. District and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.
  - A. The testing coordinator shall instruct school test coordinators and principals on test security measures.
  - B. Principals shall be responsible for informing their faculty of test security measures.
- II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the District shall be reported to the Florida Department of Education pursuant to provisions in State Board of Education Rule 6A-10.042.
- III. The testing coordinator shall coordinate the return and/or destruction of test materials as directed by the Florida Department of Education.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.11(5); 1001.43;

1008.22; 1008.23, 1008.24; 1008.34, F.S.

#### STATE BOARD OF EDUCATION RULE:

6A-10.042

#### History:

#### Adopted:

Revision Date(s): 4/27/10, 1/27/2015

#### Formerly:

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

### **CHALLENGED MATERIALS**

**4.17**

#### **POLICY:**

- I. The following procedures shall be followed when the appropriateness of District-adopted books or materials is questioned:
  - A. School-community citizens may register their concerns with the Superintendent or principal of the school where material is being challenged.
  - B. All concerns shall be presented in writing on a printed form that is available in each school office or the Superintendent's office or on the District website. 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:
    1. Author, compiler, or editor;
    2. Publisher;
    3. Title;
    4. Reason for objection;
    5. Page number of each item challenged; and,
    6. Signature, address and telephone number of person making the complaint.
  - C. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing on all petitions received during the thirty-day time period. The petitioner(s) shall be

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notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing.

- D. The contested material shall be made available to the public online at least seven (7) days before the hearing.
  - E. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.
- II. The following procedures shall be followed for other objections to instructional materials:
- A. 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.
  - B. 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.
  - C. 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.
  - D. School-level Appeals
    - 1. A committee of teachers, educational media specialists, and other qualified personnel shall be appointed by the principal to

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

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.

2. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.
3. 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.
4. The complainant shall be informed in writing concerning the committee's recommendations.

### **E. District level Appeals**

These procedures shall be appropriate for District level appeals and shall be followed when the complainant disagrees with the decision rendered from the school-level appeal.

1. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the instructional materials coordinator 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.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- a. The following shall serve as a review committee for elementary schools:
  1. The Chairperson of the School Advisory Council or designee;
  2. Elementary media specialist;
  3. Elementary principal;
  4. A curriculum supervisor;
  5. Three (3) instructional staff members at the elementary level; and,
  6. Two (2) parents of elementary age students.
- b. The following shall serve as a review committee for secondary schools:
  1. The Chairperson of the School Advisory Council or designee;
  2. Secondary media specialist;
  3. Secondary principal;
  4. A curriculum supervisor;
  5. Three (3) instructional staff members at the secondary level; and,
  6. Two (2) parents of secondary age students.
2. The committee's review shall be treated objectively, unemotionally, and in a business-like manner and shall be conducted in the best interests of the student, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.

The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Superintendent.



## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

- F. 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.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21, 1001.41; 1001.43, 1006.28, F.S.

History:

Adopted:

Revision Date(s): 4/27/10, 1/27/2015

Formerly: KLB

## **CHAPTER 4.00 – CURRICULUM AND INSTRUCTION**

### **HOME EDUCATION PROGRAM**

**4.18**

#### **POLICY:**

- A. Home education programs shall adhere to the provisions of Section 232.02, Florida Statutes. The Superintendent shall be responsible for assuring that the home education programs are in compliance with Florida Statutes.
- B. The following provisions shall govern home education programs offered by a student's parent(s) or legal guardian. The parent(s) or legal guardian shall:
  - 1. Notify the Superintendent or designee in writing within thirty (30) days of the establishment of a home education program. The notice shall be signed by the parent(s) or legal guardian, and include the names, addresses, and birth dates of all children who shall be enrolled in the program. Copies of Section 1003.01(13), Florida Statutes, and the home education policy will be given to the parent(s) or guardian and a conference to discuss the requirements will be held with the parent(s) or guardian.
  - 2. Maintain a portfolio of records and materials for a period of two (2) years. Contents of the portfolio shall include:
    - a. A log made contemporaneously with the instruction, which designates by title the reading material being used.
    - b. Samples of any writings, worksheets, workbooks, and creative materials used or developed by the student.
    - c. Copies of any testing or other appropriate evaluations of skills taught, and,
    - d. A log of daily instructional and study times.

## ***CHAPTER 4.00 – CURRICULUM AND INSTRUCTION***

3. Portfolios will be inspected by a District employee upon 15 days written notice.
4. Parents shall provide an annual educational evaluation to their student(s) being home educated. The annual educational evaluation shall document the student's demonstration of educational progress at a level commensurate with his / her ability. A copy of the evaluation shall be filed annually with the School Board. The annual educational evaluation shall be conducted in accordance with Florida Statutes.
5. The Superintendent shall determine if the student has demonstrated educational progress commensurate with his / her ability. If such progress has not been achieved, the parent(s) or legal guardian shall be notified in writing and have one (1) year from the receipt of written notification to provide remedial instruction. Continuation in the home educational program shall depend upon the student's educational progress at the end of the one (1) year probationary period.
6. Home Education families are to provide written notice to the Superintendent's office of an address change or of their intention to terminate the home education program.

STATUTORY AUTHORITY: 1001.41; 1001.42; 1003.01(13), F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1002.41; Chapter 490, F.S.

|                 |                   |
|-----------------|-------------------|
| <u>History:</u> | Adopted:          |
|                 | Revision Date(s): |
|                 | Formerly: New     |

## **CHAPTER 4.00 – CURRICULUM AND INSTRUCTION**

### **PARTICIPATION OF HOME EDUCATION AND PRIVATE SCHOOL STUDENTS IN EXTRACURRICULAR ACTIVITIES**

**4.22**

#### **POLICY:**

##### **I. Home Education**

Home education students currently enrolled in home education programs registered with the School District, as well as students entering grades nine (9) through twelve (12) in a public school from a home education program, are eligible to participate in extracurricular activities, provided they meet all Florida Statutes, requirements and rules established by the School Board, and Florida High School Athletic Association (FHSAA) and Florida School Music Association bylaws.

##### **II. Private School**

A private school student is eligible to participate in an interscholastic or intrascholastic sport at a public high school, a public middle school or a six (6) through twelve (12) public school that is zoned for the physical address at which the student resides provided:

- A. The private school in which the student is enrolled is not a member of the FHSAA and does not offer an interscholastic or intrascholastic athletic program ,and
- B. The student meets all Florida Statutes, requirements and rules established by the School Board, and FHSAA bylaws.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**1001.43, 1006.15, F.S.**

**HISTORY:**      **ADOPTED: 3/28/06**  
                     **REVISION DATE(S): 2/28/2012**  
                     **FORMERLY:**

## ***CHAPTER 5.00 – STUDENTS***

### **CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**©EMCS Page 1 of 2 NEFEC 4.25**

**New: 03/13/16**

#### **VIRTUAL INSTRUCTION 4.25**

**I. At least one (1) course required for graduation must be earned through online**

**learning. A student shall not be required to take an online course outside the regular school day or in addition to the courses in which a student is registered in a given semester.**

**II. The District shall provide various options for eligible students to participate in**

**part-time or full time virtual instruction. Options may include**

**A. Courses in the traditional school setting taught by certified personnel who provide instruction through virtual instruction;**

**B. Blended learning courses taught by certified personnel that consist of traditional classroom and online instructional techniques;**

**C. Online courses offered by the District;**

**D. Online courses offered by another Florida school district;**

**E. Enrollment in MyDistrict Virtual School;**

**F. Enrollment in Florida Virtual School; and**

**G. Enrollment with a virtual instruction provider approved by the Florida Department of Education.**

**III. To participate in virtual instruction, a student must meet the eligibility requirements set forth in state law.**

**IV. At the beginning of each school year, the District shall notify parents and students regarding the right and choice to participate in virtual instruction.**

**Notification shall include eligibility requirements, the options available to the student, and the courses offered by Florida Virtual School and MyDistrict Virtual**

**School.**

### **CHAPTER 4.00 - CURRICULUM AND INSTRUCTION**

**©EMCS Page 2 of 2 NEFEC 4.25**

**CHAPTER 5.00 – STUDENTS**

**New: 03/13/16**

**STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED: 1000.04, 1001.20, 1001.42, 1002.20, 1002.321, 1002.37, 1002.45, 1002.455, 1003.02, 1003.428, 1003.498, 1006.29, 1007.27, 1011.62, F.S.**

**STATE BOARD OF EDUCATION RULE(S): 6A-6.0981, 6A-6.0982**

**HISTORY: ADOPTED: \_\_\_\_\_**

**REVISION DATE(S): \_\_\_\_\_**

**FORMERLY: NEW**

|                              |              |
|------------------------------|--------------|
| <b>STUDENT SERVICES PLAN</b> | <b>5.01*</b> |
|------------------------------|--------------|

**POLICY:**

The School Board shall support school-based student services plans. Student services plans shall be nondiscriminatory in nature in regard to race, color, sex, national origin, disability, marital status or religion. Services delivered through guidance and counseling programs, school health, and individual testing shall be available to students equally. Student services plans will reflect and support Suwannee County's school-to-work plan and school improvement plans.

**STATUTORY AUTHORITY:** 1001.42; 1001.43, F.S.

**LAWS IMPLEMENTED:** 1001.42(6), F.S.

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| <b>HISTORY:</b> | Adopted:<br>Revision Date(s): 5/25/10<br>Formerly: New |
|-----------------|--------------------------------------------------------|

## ***CHAPTER 5.00 – STUDENTS***

### **NON-DISCRIMINATORY ADMISSION OF STUDENTS**

**5.02**

#### **POLICY:**

The School Board shall admit students to District schools and programs without regard to race, color, sex, national origin, disability, marital status, or religion.

STATUTORY AUTHORITY: 1001.41(20); 1001.42(17), F.S.

LAWS IMPLEMENTED: 1000.05; 1001.43(6)(8), F.S.

STATE BOARD OF EDUCATION RULE: 6A-19.001 ET. SEQ.

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|-----------------|--------------------------------------------------------|
| <i>History:</i> | Adopted:<br>Revision Date(s): 5/25/10<br>Formerly: JFH |
|-----------------|--------------------------------------------------------|

## ***CHAPTER 5.00 – STUDENTS***

### **HOMELESS STUDENTS**

**5.021**

#### **POLICY:**

Homeless children who live within the county shall be admitted to school in the District, shall have access to free public education including preschool, shall be given the opportunity to meet local and state academic achievement standards, and shall be included in state and District assessments and accountability systems.

#### **I. Definitions**

##### **A. Homeless Child**

One who lacks a fixed, regular and adequate nighttime residence and includes children and youth who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. Are living in emergency or transitional shelters, abandoned in hospitals or awaiting foster care placement;
4. Have a primary nighttime residence that is:
  - a. A supervised shelter designed to provide temporary living accommodations;
  - b. An institution providing temporary residence for persons who are to be institutionalized; or



## ***CHAPTER 5.00 – STUDENTS***

- c. A public or private place not designed or normally used as a regular sleeping accommodation for human beings;
  - 5. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
  - 6. Are migratory children who qualify as homeless because the children are living in circumstances described in I.A.1. through I.A.5.
- B. Unaccompanied Youth - A youth is a person up to the age of 21. The term unaccompanied youth includes a youth not in the physical custody of a parent or guardian.
- C. Certified Homeless Youth – A minor, homeless child or youth, including an unaccompanied youth, who has been certified as homeless or unaccompanied by a school district homeless liaison, the director of an emergency shelter program funded by the U. S. Department of Housing and Urban Development or designee, or the director of a runaway or homeless youth basic center or transitional living program funded by the U. S. Department of Health and Human Services or designee, a licensed clinical social worker, or a circuit court.
- D. School of Origin - The school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- E. Enroll and Enrollment - Attending classes and participating fully in school activities.

## ***CHAPTER 5.00 – STUDENTS***

- F. Immediate – Without delay.
  - G. Parent – Parent or guardian of a student.
  - H. Liasion – The staff person designated by the District as the person responsible for carrying out the duties assigned to the liasion by the McKinney-Vento Homeless Assistance Act.
- II. The District shall identify homeless students as defined by federal and state law. If the District liaison for homeless children and youth determines that the minor is an unaccompanied homeless youth, the liaison shall issue to the youth a certificate documenting his/her status as required by law.
  - III. The District shall seek to remove barriers to the enrollment and retention of homeless children and youth.
  - IV. The District shall ensure the immediate enrollment of homeless students.
    - A. The District shall assist homeless children to provide documentation to meet state and local requirements for entry into school.
    - B. A homeless child shall be given a thirty (30) school day exemption to provide proof of age, certification of a school- entry healthy examination, proof of immunization, and other documentation required for enrollment.

## ***CHAPTER 5.00 – STUDENTS***

- V. Each homeless student shall be provided the services that are available for all other students including transportation, school nutrition programs, before and after school programs, and education services for which the child meets the eligibility criteria such as exceptional education, gifted education, vocational and technical programs, preschool programs, Title I, and limited English proficiency programs.
- VI. Alternatively, if requested by a child's or youth's parent or guardian, a homeless child or youth may enroll in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- VII. The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.
- VIII. If the child or youth needs to obtain immunizations or immunization records, the enrolling school shall immediately refer the parent or guardian of the child or the youth to the homeless liaison who will assist in obtaining necessary immunizations or records.
- IX. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records are available, in a timely fashion, when the child or youth enters a new school or school district.
- X. If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian of the child or the youth shall be provided with a written explanation of the school's decision regarding school selection or

## ***CHAPTER 5.00 – STUDENTS***

enrollment, including the rights of the parents, guardian or youth to appeal the decision.

- XI. Homeless students and/or parents have the right to dispute school assignment is placement if other than the school of origin. The district shall ensure that the parents of homeless students are notified of the right to remain in the school of origin and the dispute process.
- XII. If requested by the parent of a homeless child or by the liaison on behalf of an unaccompanied youth, the District shall be responsible for providing transportation to and from the school of origin throughout the duration of homelessness. The District shall share the responsibility of transportation if a homeless student begins living in another district in a homeless status and continues to attend the school of origin.
- XIII. Homeless students shall not be stigmatized, segregated, or separated in any education program on the basis of their homeless status.
- XIV. The District shall follow the requirements of the McKinney-Vento Homeless Assistance Act and Florida Statutes.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, 1003.21, F.S.**

**LAW(S) IMPLEMENTED:** **382.002, 743.067, 1000.21, 1001.43, 1003.01, 1003.21, 1003.22, F.S.**

**MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, P.L.100-77  
NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110**

**HISTORY: ADOPTED:** 10/28/08

**REVISION DATE(S):** 7/2009, 5/25/2010, 7/23/13, 1/27/2015

**FORMERLY:** Homeless Education

## ***CHAPTER 5.00 – STUDENTS***

### **STUDENT ASSIGNMENT**

**5.03**

#### **POLICY:**

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is defined as the residence of his / her parent(s), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the State of Florida. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee.

- I. A student residing with a person who is not the student's parent(s), legal guardian, legal custodian, or other such person designated by any order issued by a court of competent jurisdiction of the State of Florida to be responsible for the student shall be allowed to attend a District school under these conditions:
  - A. The person with whom the student resides shall complete a notarized statement as required by the Superintendent.
  - B. No student shall be permitted to transfer, enroll, or be admitted to a school when he / she has been expelled from another school district. This prohibition shall be effective for the period of time in which the student was expelled from another district. Such students shall be accorded the same appeals procedure which is available to District students.
- II. A student may be permitted to attend a school in another residential attendance zone pursuant to guidelines adopted by the School Board. Guidelines shall be issued annually.

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- III. Any student whose legal residence is outside the boundaries of the County may not be enrolled in any District school without the approval of the School Board except under the provisions of Florida Statutes.
- IV. No student shall be permitted to cross district lines for the purpose of attending school in the school district or outside the school district, except under a written agreement as provided in section 1001.42(4) (d), Florida Statutes. Any such agreement between the School Board and any other Florida school district shall be duly recorded in the official School Board minutes. Such transfers shall be on a non-discriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.
  - A. The assigned school for an out-of-district student shall be designated on the basis of space available. Such assignment shall not occur after the February FTE (full-time equivalency) count, except under the provisions of the contract with another District school system.
  - B. The Board shall specify conditions for admitting students from other Florida school districts.
- V. Any student(s) who has been attending a school that has been designated as performance category “F”, failing to make adequate progress for two school years in a four year period may choose to attend a higher performing school in the district or an adjoining district consistent with Florida Statutes and State Board of Education rule.
- VI. Students enrolled in a Home School Program must annually apply for admission consideration to the Superintendent. Granting of admission will be based on space and program availability.

STATUTORY AUTHORITY:

1001.41; 1001.42 F.S.

## ***CHAPTER 5.00 – STUDENTS***

LAWS IMPLEMENTED: 1000.21; 1001.41; 1001.42; 1001.43; 1001.51;  
1002.31; 1002.38; 1002.41; 1006.15 F.S.

|                 |                                                                                                 |
|-----------------|-------------------------------------------------------------------------------------------------|
| <u>History:</u> | Adopted: 09/25/07<br>Revision Date(s): 08/28/07, 5/25/10, 1/27/2015<br>Formerly: JC, JECC, JECB |
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## CHAPTER 5.00 – STUDENTS

### STUDENT ATTENDANCE

5. 04\*

- I. A student who is absent without the principal's approval shall have his/her parent(s) or legal guardian as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the *Code of Student Conduct*.
- II. The *Code of Student Conduct* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.
- III. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rule.
- IV. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
- V. Student absences must be tracked on a daily basis and parents contacted as required by law.
- VI. A person designated by the Superintendent or his/her designee shall investigate truancy problems.
- VII. A student who may be exhibiting a pattern of non-attendance or who has fewer absences than the number required by s. 1003.26 (1) (b), at the discretion of the principal, may be referred to a Child Study Team to determine if early patterns of truancy are developing.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.



***CHAPTER 5.00 – STUDENTS***

LAW(S) IMPLEMENTED: 1001.43, 1003.21, 1003.23, 1003.24, 1003.26, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.09514

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| <u><i>History:</i></u><br>Adopted: 08/22/06<br>Revision Date(s): 5/25/10<br>Formerly: |
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## ***CHAPTER 5.00 – STUDENTS***

### **REQUIREMENTS FOR ORIGINAL ENTRY**

**5.05**

#### **POLICY:**

- I. Any student who initially enrolls in the District shall be required to present certification of immunization for those communicable diseases required by Florida Statutes.
  - A. Students who are under twenty-one (21) years of age and are attending adult education classes shall present certification of immunization for communicable diseases.
  - B. Immunization shall be as required by the State of Florida. The Superintendent shall maintain a current list of required immunizations.
  - C. A transfer student from another Florida district may be granted thirty (30) days to provide documentation of school entry health examination and certificate of immunization prior to school attendance.
  - D. Exceptions may be granted as provided in Florida Statutes.
- II. Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.
  - A. Any student who was previously enrolled in a Florida school and who seeks admission may be granted thirty (30) days to secure documentation of a school health examination.
  - B. The Superintendent may grant exceptions to this rule pursuant to Florida Statutes.

## ***CHAPTER 5.00 – STUDENTS***

- C. The health examination shall be completed by a health professional licensed in Florida or in the state where the examination was performed.
- III. Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the County, except as provided in this Rule.
- IV. A student entering a District school from a private or non-public school shall be assigned to a grade based on placement tests, age, and previous school records.
- V. Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had. The District may waive or honor the final order of expulsion or dismissal of a student if an act would have grounds for                   expulsion according to the receiving District School Boards Code of Student Conduct.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.01; 1003.21; 1003.22, F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.024

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| <u>History:</u> | Adopted:<br>Revision Date(s): 12/15/98, 11/20/01, 5/25/10<br>Formerly: JEC, JHCA |
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## CHAPTER 5.00 – STUDENTS

### ADMISSION TO KINDERGARTEN

5.06

#### POLICY:

Any child shall be eligible for admission to kindergarten if he / she has attained the age of five (5) years on or before September 1 of the school year. Provided, however, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he / she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of:

- A. The child's date of birth in the manner provided by Florida Statutes;
- B. An up-to-date immunization record; and,
- C. A school-entry health examination conducted within one (1) year prior to enrollment in school in accordance with State Board of Education Rule 6A-6.024.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1003.21; 1003.22; F.S.

#### STATE BOARD OF EDUCATION RULE:

6A-6.024

#### History:

Adopted:

Revision Date(s): 5/25/10

Formerly: JEC

## CHAPTER 5.00 – STUDENTS

### ADMISSION TO FIRST GRADE

5.07

#### POLICY:

- A. For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year and shall satisfy one (1) of the following requirements:
1. Previous enrollment and attendance in a Florida public school.
  2. Satisfactory completion of kindergarten requirements in a non-public school; or,
  3. Previous attendance in an out-of-state school in which he / she was admitted on the basis of age requirement established by the state of residency.
- B. First grade students shall progress according to the District Student Progression Plan.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1003.21; 1003.22, F.S.

#### STATE BOARD OF EDUCATION RULE:

6A-6.024

#### History:

Adopted:  
Revision Date(s):  
Formerly: JEC

## ***CHAPTER 5.00: STUDENTS***

### **ADMISSION TO POST-SECONDARY VOCATIONAL PROGRAM 5.08\***

#### **POLICY:**

- I. The Superintendent or designee shall develop written procedures to implement Florida Statutes, and State Board of Education Rule which pertain to impaired or learning disabled students who enter post-secondary programs in vocational-technical education centers. The procedures shall include, but not be limited to:
  - A. A method for identifying students who meet the definition of hearing impaired, visually impaired, or learning disabled pursuant to State Board of Education Rule.
  - B. Development of reasonable substitutions for admission and graduation requirements for post-secondary programs offered at a vocational-technical center.
  - C. A plan for advising students about eligibility criteria and substitution requirements.
  - D. Individualized counseling for students who may qualify for substitution requirements.
  - E. An appeal process for students who do not qualify for substitution requirements.
- II. A high school or adult student who has a documented disability and in completing a post-secondary vocational program may be exempted from meeting the career basic skills required for completion of the program. The District shall establish exit criteria for disabled students who have not achieved the basic skills levels on the posttest.
- IV. A student who attends the Area Vocational-Technical Center shall be classified as either a high school student or an adult student.

## ***CHAPTER 5.00: STUDENTS***

- A. A high school student is a tenth, eleventh, or twelfth grade student who is age sixteen (16) or older and is concurrently enrolled in a regular high school and the Vocational-Technical Center for one (1) to six (6) hours daily. Ninth graders are admitted into vocational-technical home economics programs designed for exceptional education students.
  - B. An adult student is a person who is sixteen (16) years or older and has withdrawn from a regular school program.
- IV. The Superintendent or designee shall maintain records on students who apply for and who are permitted to enter post-secondary programs on the basis of Florida Statutes and State Board of Education Rules. Data collected shall be in accordance with of Education Rule.
- V. Upon the recommendation of the Superintendent, the Board may approve plans and agreements with institutions of higher education for dual enrollment and / or early admissions programs.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1004.91; 1007.264, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-10.040, 6A-10.041

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| <u>History:</u><br><br><br> | Adopted:<br>Revision Date(s): 5/25/10<br>Formerly: New |
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## ***CHAPTER 5.00: STUDENTS***

### **GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL CAMPUS**

**5.09**

#### **POLICY:**

- I. No student shall be permitted to leave the school grounds during the school day for school business / activities without the principal's prior approval or written consent from the student's parent(s) or legal guardian, as defined by Florida Statutes, provided an acceptable reason is established.
- II. The principal or the teacher shall definitely establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the principal or teacher concerned shall not release the child without the verified authorization of the parent or guardian who has custody of the child.
- III. The provisions of this sub-section shall not apply to a law enforcement officer, court official, other authorized agency officials or proper school employee provided, that the person's identity and authority are clearly established.
- IV. A senior attending Suwannee High School and Branford High School may leave the school grounds during the lunch period with written permission. The written permission shall be submitted to the principal by the student's parent(s) or legal guardian for consideration of approval.
- V. If a student is eighteen (18) years old or otherwise identified by statutes as being treated as having achieved majority status, and having verified this with school officials, he/she shall be considered as acting as his/her own guardian



## ***CHAPTER 5.00: STUDENTS***

for purposes of this policy if he/she provide proper written documentation, if feasible, that his/her parents/guardians have been informed of the decision.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21 1001.43; 1006.07, F.S.

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| <u>History:</u> | Adopted:<br>Revision Date(s): 11/21/2000, 5/25/10<br>Formerly: JEDB |
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## ***CHAPTER 5.00: STUDENTS***

### **STUDENT CONTROL**

**5.10**

#### **POLICY:**

All students enrolled in school shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the Code of Student Conduct and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during the time they are on School Board premises for school attendance and authorized activities.

- I. The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.
- II. The teacher, other members of the instructional staff or bus driver shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.
  - A. No student may be suspended from school, from school bus transportation or from class, nor may corporal punishment be administered except as provided by law and the policies of the Board.
  - B. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the Code of Student Conduct.
- III. The School Board shall review the provisions for corporal punishment at a School Board meeting every three (3) years and shall take public testimony at the meeting.

## ***CHAPTER 5.00: STUDENTS***

- IV. The School Board shall not be held liable for the safety of students being transported by private citizens to and from school sponsored activities and events. However, any student representing the District shall be subject to the Code of Student Conduct during transport and while they are at such activities and events.
- V. The Code of Student Conduct for Elementary, Middle, High School and Post-secondary Schools are hereby incorporated by reference and made a part of this Rule. The Code of Student Conduct and any revisions shall be approved and adopted by the School Board. The Code of Student Conduct shall:
  - A. Be developed by School Board members, appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.
  - B. State grounds for disciplinary action procedures and the rights of students.
  - C. Be distributed to all teachers, school personnel, students, and students' parent(s) or legal guardian(s) at the beginning of each school year.
  - D. Be filed in the Superintendent's office.
- VI. The Code of Student Conduct shall be discussed with students, school advisory committees, and parent/teacher associations at the beginning of each year.
- VII. Any School Board decision which conflicts with provisions in the Code of Student Conduct shall prevail until revisions are adopted.
- VIII. The principal shall use the Code of Student Conduct to familiarize students with School Board Rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.

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- IX. The principal or any instructional staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board rules.
- X. If at any time probable cause arises that a student is unlawfully concealing any stolen or illegal property, an alcoholic beverage or liquor, illegal drugs, or any weapon, an administrative staff member may temporarily detain such student with the use of reasonable physical force, and may search the detained student and his / her locker for the purpose of disclosing the presence of items herein provided.
- A. If a search of a student or his / her locker reveals stolen or illegal property or items prohibited by Florida Statutes or School Board rules, the items shall be seized and, when appropriate, turned over to law enforcement authorities. Action taken against the student shall be pursuant to Florida Statutes and School Board rules.
- B. The search may involve a “pat-down” of the person while clothed; the disrobing of the student shall not be permitted. Such search shall be made by an instructional staff member. The student may be searched only by a member of the same sex.
- XI. This rule shall apply to all official school trips.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.57(1); 1000.21, 1001.43; 1003.04; 1003.21; 1003.31; 1003.32; 1006.08, 1006.09, 1006.10, 1006.13, F.S.

STATE BOARD OF EDUCATION RULE:

6A-1.04040

History:

Adopted:

Revision Date(s) 2/23/2010

Formerly: J, G, JGD, JFC

## **CHAPTER 5.00: STUDENTS**

### **CORPORAL PUNISHMENT**

**5.1001**

#### **I. Definition**

“Corporal punishment” means the moderate use of physical force or physical contact by a teacher or principal as may be necessary to maintain discipline or to enforce school rule. However, the term “corporal punishment” does not include the use of such reasonable force by a teacher or principal as may be necessary for self-protection or to protect other students from disruptive students.

#### **II. Procedures**

In accordance with s.1003.32, it is the policy of Suwannee County School Board that if the use of corporal punishment is deemed necessary, the following procedures will be followed:

- A. The use of corporal punishment shall be approved in principle by the principal before it is used, but approval is not necessary for each specific instance in which it is used. The types of punishable offenses for which it is used are listed in the District approved Student Code of Conduct. The principal will designate specific personnel on the school staff authorized to administer corporal punishment.
- B. A principal or his/her designee may administer corporal punishment only in the presence of another certificated school representative who is informed beforehand, and in the student’s presence, of the reason for the punishment.
- C. A principal or his/her designee who has administered corporal punishment shall provide the student’s parent with a written explanation of the reason for the punishment and the name of the other adult who was present.

#### **STATUTORY AUTHORITY:**

**1003.32, F.S.**

**HISTORY:** Public Testimony 7/9/09; 8/25/09, 1/28/2014

**ADOPTED:** 9/22/09

**REVISION DATE(S):** 3/22/11

**FORMERLY:** NEW

## CHAPTER 5.00: STUDENTS

### **BULLYING AND HARASSMENT**

**5.101\***

#### **I. Statement Prohibiting Bullying and Harassment**

- A. It is the policy of the Suwannee County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited
  - 1. During any education program or activity conducted by a public K- 12 educational institution;
  - 2. During any school-related or school-sponsored program or activity;
  - 3. On a school bus of a public K-12 educational institution; or
  - 4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; . or
  - 5. Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the

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education process or orderly operation of a school. School staff is not required to monitor any nonschool-related activity, function, or program.

### II. Definitions

A. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing;
2. Social Exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Physical violence;
7. Theft;
8. Sexual, religious, or racial harassment;
9. Public or private humiliation; or
10. Destruction of property.

The term *bullying* shall include cyberbullying whether or not specifically stated.

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- B. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.
- C. Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that
  - 1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
  - 2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
  - 3. Has the effect of substantially disrupting the orderly operation of a school.
- D. Bullying and harassment also encompass
  - 1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.



## CHAPTER 5.00: STUDENTS

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
  - a. Incitement or coercion;
  - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;
  - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
- E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

### III. Behavior Standards

- A. The Suwannee County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators,

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faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

- C. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.
- D. Student rights shall be explained in the *Student Code of Conduct*;
- E. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the *Student Code of Conduct*.

### IV. Consequences

- A. Committing an act of bullying or harassment
  - 1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
  - 2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
  - 3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.

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4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
- B. Wrongful and intentional accusation of an act of bullying or harassment
1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the *Code of Student Conduct*.
  2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.
  3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
- V. Reporting an Act of Bullying or Harassment
- A. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
  - B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
  - C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to

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report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.

- D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
- F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### **VI. Investigation of a Report of Bullying or Harassment**

- A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at school bus stop.

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- B. The principal or designee shall select an individual(s), employed by the school to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
- C. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to
  - 1. Description of incident(s) including nature of the behavior;
  - 2. Context in which the alleged incident(s) occurred;
  - 3. How often the conduct occurred;
  - 4. Whether there were past incidents or past continuing patterns of behavior;
  - 5. The relationship between the parties involved;
  - 6. The characteristics of parties involved, *i.e.*, grade, age;
  - 7. The identity and number of individuals who participated in bullying or harassing behavior;
  - 8. Where the alleged incident(s) occurred;
  - 9. Whether the conduct adversely affected the student's education or educational environment;
  - 10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and

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11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
  - E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include
    1. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
    2. A written final report to the principal.
  - F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
  - G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
- A. The principal or designee will assign an individual(s) to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.
  - B. The investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
    1. If it is within the scope of the District, a thorough investigation shall be conducted.
    2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.

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3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.
- C. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

### **VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment**

- A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
  2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states “. . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”
- B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

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The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

- C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

### IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

- A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, *e.g.*, school counselor, school psychologist), to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.
- B. School personnel or the parent/legal guardian may refer a student to the school intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.
- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.



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- D. A school-based component to address intervention and assistance shall be utilized by the intervention team. The intervention team may recommend
  - 1. Counseling and support to address the needs of the victims of bullying or harassment;
  - 2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
  - 3. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.
- X. Reporting Incidents of Bullying and Harassment
  - A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included within the bullying incidents category. The report shall also include in a separate section each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
  - B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as incident codes as well as bullying-related as a related element code.
    - 1. SESIR Definitions
      - a. Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive

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environment; or unreasonably interfere with the individual's school performance or participation.

- b. Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.
- 2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.
  - 3. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are:
    - a. Alcohol
    - b. Arson
    - c. Battery
    - d. Breaking and Entering
    - e. Disruption on Campus
    - f. Drug Sale/Distribution Excluding Alcohol
    - g. Drug Sale/Possession Excluding Alcohol

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- h. Fighting
  - i. Homicide
  - j. Kidnapping
  - k. Larceny/Theft
  - l. Robbery
  - m. Sexual Battery
  - n. Sexual Harassment
  - o. Sexual Offenses
  - p. Threat/Intimidation
  - q. Trespassing
  - r. Tobacco
  - s. Vandalism
  - t. Weapons Possession
  - u. Other Major (Other major incidents that do not fit within the other definitions)
- C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.
- E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat /

## **CHAPTER 5.00: STUDENTS**

intimidation incidents as well as any bullying-related incidents that have as a basis sex, race, or disability shall include the incident basis. Victims of these offenses shall also have the incident basis (sex, race, or disability) noted in their student records.

### **XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment**

- A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.
- B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying or harassment in schools.
- C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.
- D.

### **XII. Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim**

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy

## CHAPTER 5.00: STUDENTS

to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

### XIII. Publicizing the Policy

- A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- B. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.
- C. The Superintendent shall also make all contractors contracting with the District aware of this policy.
- D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.
- E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

### XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

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**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1003.04, 1003.31, 1003.32, 1006.07,  
1006.08, 1006.09, 1006.10, 1006.147, F.S.,  
20 USC 1232g

**STATE BOARD OF EDUCATION RULE(S):** 6A-10.081

|                 |                                                          |
|-----------------|----------------------------------------------------------|
| <b>HISTORY:</b> | <b>ADOPTED: 12/16/2008</b>                               |
|                 | <b>REVISION DATE(S): 1/28/2014, 8/25/2015, 6/28/2016</b> |
|                 | <b>FORMERLY: NEW</b>                                     |

## CHAPTER 5.00 – STUDENTS

### VEHICLE USE BY STUDENTS

5.102

#### **POLICY:**

- A. A student shall be permitted to drive his / her automobile, motor scooter, or motorcycle to school provided a written consent of his / her parent(s) or legal guardian and a written agreement to comply with all the School Board rules relating to student vehicles is filed with the principal. Any student violating this rule shall be denied permission to bring his / her vehicle to school until such time as the principal restores the privilege.
- B. The Superintendent shall develop guidelines to be used at schools to implement this policy.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1006.07, F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: JHFD

## CHAPTER 5.00 – STUDENTS

### DATING VIOLENCE AND ABUSE

5.105\*

It is the policy of the Suwannee School District that all of its students and school employees have an educational setting that is safe, secure, and free from dating violence and abuse. The District shall not tolerate dating violence and abuse of any kind. Dating violence or abuse by any student is prohibited on school property, during any school related or school sponsored program or activity, or during school sponsored transportation.

#### I. Definitions

- A. *Teen dating violence* is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a teenager.
- B. *Abuse* is mistreatment which may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner.

#### II. Reporting Teen Dating Violence or Abuse

- A. The principal or designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or designee.
- C. All other members of the school community, including students, parents as defined by Florida Statutes, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or designee.
- D. The principal shall establish and prominently publicize to students, staff, volunteers, and parents how a report of dating violence and abuse may be filed either in person or anonymously and how this report will be acted upon.



## ***CHAPTER 5.00 – STUDENTS***

- E. The victim of teen dating violence or abuse, anyone who witnesses an act of dating violence or abuse, and anyone who has credible information that an act of dating violence and abuse has taken place may file a report of dating violence and abuse.
- F. Submission of a good faith complaint or report of teen dating violence or abuse will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- G. Any written or oral report of an act of dating violence and abuse shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- H. Incidents of teen dating violence and abuse shall be filed within ten (10) school days of the alleged incident or having knowledge of the incident.

### **III. Investigations**

- A. The principal or designee shall select a staff member employed at the school and trained in investigative procedures to initiate the investigation. The staff member may not be the accused perpetrator or victim.
- B. Documented interviews of the victim, alleged perpetrator and witnesses shall be conducted privately and separately. All interviews are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- C. The investigative process shall be completed within ten (10) school days from the time the report is filed.
- D. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of teen dating violence and/or abuse and the investigative procedures that follow.

## ***CHAPTER 5.00 – STUDENTS***

- E. If it is determined that inappropriate behavior(s) has occurred, the investigator will make recommendations for disciplinary action to the principal or Superintendent.

### **IV. Discipline**

- A. Immediate action shall be taken to eliminate the behavior.
- B. Disciplinary action shall be taken based on the circumstances of the behavior(s).
- C. Discipline shall be consistent with the provisions of the *Code of Student Conduct*.
- D. If a crime has been committed, the appropriate law enforcement agency shall be immediately notified.

### **V. Restraining Orders**

- A. If an order of protection has been issued, the student or his/her parent(s) should inform the school immediately.
- B. The investigator will contact the abuser and his/her parent(s) to initiate a contract to stay away from the victim, consistent with the terms of the order, with penalties for known violations of the contract.
- C. The principal or district administrator will notify law enforcement immediately if he/she has a reasonable belief that a criminal or civil restraining order has been violated.
- D. The school resource officer and/or security officer will respond immediately to a report of a violation of a criminal or a civil restraining order.

### **VI. Support Services for the Victim**

The school shall provide a victim of dating violence and abuse with support services that may include but are not limited to:

- A. A contract with the offender to stay away from the victim while on school grounds, on school transportation and during school sponsored programs and events;
- B. Reasonable accommodations, such as class schedule changes;

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- C. Security protection, such as safe egress/regress from school and within the school;
- D. Timely and comprehensive investigation of dating violence and abuse complaints.
- E. Referrals for outside support and/or counseling.

### **VII. Curriculum**

- A. The health education curriculum for students in grades 7 through 12 shall include dating violence and abuse. The teen dating violence and abuse component shall include, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.
- B. The curriculum shall have an emphasis on prevention based education.

### **VIII. Training**

- A. Teachers, administrators, counselors, instructional assistants, school nurses and other nonteaching staff such as bus drivers, custodians, and cafeteria workers shall receive training about teen dating violence and abuse.
- B. Students, parents and school volunteers shall also be given instruction related to teen dating violence and abuse.
- C. Training on the District's policy prohibiting dating violence and abuse and related procedures shall be conducted, at a minimum, on an annual basis.
- D. The instruction shall include evidence based methods of preventing dating violence and abuse and how to effectively identify and respond to incidents of dating violence and abuse within the scope of the school.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

***CHAPTER 5.00 – STUDENTS***

**LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1003.42, 1006.07, 1006.148, F.S.**

**HISTORY:**

**ADOPTED: 3/22/11**

**REVISION DATE(S):**

**FORMERLY: NEW**

## ***CHAPTER 5.00 – STUDENTS***

### **HAZING**

**5.107\*+**

The Suwannee County School District shall not tolerate hazing of any form. Conduct that constitutes hazing, as defined herein, is prohibited. The District expects students to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and the educational purpose underlying all school activities.

#### **I. Definition of Hazing**

Hazing means any action or situation endangering the mental or physical health or safety of a student at a school with any of grades six (6) through twelve (12) for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school with any of grades six (6) through twelve (12). Hazing shall include, but is not limited to,

- A. Pressuring, coercing, or forcing a student into violating state or federal law; consuming any food, liquor, drug, or other substance; or participating in physical activity that could adversely affect the health or safety of the student.
- B. Any brutality of a physical nature such as beating, whipping, branding, or exposure to the elements.

#### **II. Reporting an Act of Hazing**

- A. At each school with any of grades six (6) through twelve (12), the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
- B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
- C. All other members of the school community, including students, parents as defined by Florida Statutes, volunteers, and visitors are encouraged to report

### ***CHAPTER 5.00 – STUDENTS***

any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.

- D. The principal of each school that includes any of grades six (6) through twelve (12) in the District shall establish and prominently publicize to students, staff, volunteers, and parents, how a report of hazing may be filed either in person or anonymously and how this report will be acted upon.
- E. The victim of hazing, anyone who witnessed the hazing, and anyone who has credible information that an act of hazing has taken place may file a report of hazing.
- F. A school employee, school volunteer, student, parent or other person who promptly reports in good faith an act of hazing to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
- G. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
- H. Any written or oral reporting of an act of hazing shall be considered an official means of reporting such act(s).
- I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### **III. Investigation of a Report of Hazing**

- A. The investigation of a reported act of hazing is deemed to be a school-related activity and shall begin with a report of such an act.
- B. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator or victim.

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- C. Documented interviews of the victim, alleged perpetrator(s), and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
- D. The investigator shall collect and evaluate the facts including but not limited to:
  - 1. Description of incident(s) including nature of the behavior;
  - 2. Context in which the alleged incident(s) occurred;
  - 3. How often the conduct occurred;
  - 4. Whether there were past incidents or past continuing patterns of behavior;
  - 5. The relationship between the parties involved;
  - 6. The characteristics of parties involved, *i.e.*, grade, age;
  - 7. The identity and number of individuals who participated in hazing;
  - 8. Where the alleged incident(s) occurred;
  - 9. Whether the conduct adversely affected the student's/students' health or safety;
  - 10. The date, time, and method in which the parents of all parties involved were contacted.
- E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include
  - 1. Recommended remedial steps necessary to stop the hazing; and

## ***CHAPTER 5.00 – STUDENTS***

2. A written final report to the principal.

F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of hazing and the investigative procedures that follow.

### **IV. Investigation to Determine Whether a Reported Act of Hazing is Within the Scope of the District**

A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of hazing is within the scope of the School District.

B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of hazing falls within the scope of the District.

1. If it is within the scope of the District, a thorough investigation shall be conducted.

2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.

3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents of all students involved.

### **V. Notification to Parents of Incidents of Hazing**

A. Immediate notification to the parents of a victim of hazing.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of hazing as



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defined by this policy to the parent(s) of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **B. Immediate notification to the parents of the perpetrator of an act of hazing.**

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of hazing as defined by this policy to the parents of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **C. Notification to local agencies where criminal charges may be pursued.**

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator(s), all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

## **VI. Referral of Victims and Perpetrators of Hazing for Counseling**

When hazing is suspected or when a hazing incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents.

- A. The teacher or parent may request informal consultation with school staff, *e.g.*, school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents are included.
- B. School personnel or the parent may refer a student to the school intervention team for consideration of appropriate services. Parental involvement shall be required when the student is referred to the intervention team.
- C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for

## ***CHAPTER 5.00 – STUDENTS***

determination of counseling support and interventions. Parental involvement shall be required.

### **D. The intervention team may recommend**

1. Counseling and support to address the needs of the victims of hazing;
2. Research-based counseling or interventions to address the behavior of the students who haze others; and/or
3. Research-based counseling or interventions which include assistance and support provided to parents, if deemed necessary or appropriate.

### **VII. Disciplinary Action**

If the incident is determined to be within the scope of the District, disciplinary action will be consistent with the *Code of Student Conduct*.

### **VIII. Reporting Incidents of Hazing**

- A. Incidents of hazing shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of hazing and the resulting consequences, including discipline and referrals. The report shall also include each reported incident of hazing that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
- B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report hazing incidents.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1001.54, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.135, F.S. 20 USC 1232g**

***CHAPTER 5.00 – STUDENTS***

**HISTORY:**

**ADOPTED: 1/27/2015**

**REVISION DATE(S): \_\_\_\_\_**

**FORMERLY: NEW**

## ***CHAPTER 5.00 – STUDENTS***

### **STUDENT DETENTION, SEARCH AND SEIZURE**

**5.11**

#### **POLICY:**

- I. Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board Rules. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first detected or the immediate vicinity thereof.
- II. If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his / her person, or within his / her locker or other student storage space, including electronic devices, an administrative staff member may search the personal property of the temporarily detained student or his / her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.
- III. Stolen or illegal property which is seized during a search of the personal property of the student or his / her locker or other student storage area including electronic devices shall be given to law enforcement authorities, when appropriate.
- IV. Each principal shall place a sign which is clearly visible to students and in a prominent location(s) within the school. The sign shall contain the following text:

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**Notice to Students**

School authorities may search student lockers, backpacks, cell phones or other electronic devices, purses, duffle bags, or similar storage bag or other areas when reasonable suspicion that a prohibited or illegally possessed substance or object is contained within the area Pursuant to Florida Statute 1006.09(9).

- V. The following provisions shall apply to canine searches for screening for illegal substances:
  - A. Canine sniffers shall be used randomly to identify students who are found to be in possession of illegal substances, which may result in disciplinary action.
  - B. Students shall be informed that automobiles, trucks, vans, or other transportation means located or operated on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.
  - C. The Superintendent or designee shall determine at what times and in which schools the canine sniffers shall be utilized. The school principal or designee shall be notified each time the canine sniffers are brought on campus.
    - 1. The canine sniffers shall be controlled and directed at all times by qualified handlers from the Sheriff's Department or local police departments.

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2. Searches shall be conducted at the qualified handler's direction in cooperation with the School Board's administrative personnel.
  3. School Board administrative personnel shall be responsible for necessary parental notification, student disciplinary action, student due process, and public relations related to such searches.
  4. Custody, analysis, and disposal of the illegal substance shall be the responsibility of law enforcement.
- VI. The circumstances in some cases may make it advisable to refer that case to police authorities due to the serious nature of the offense, dangerous nature or sizable amount of the contraband seized, past school disciplinary or criminal record of the suspect, or serious disruption of school that has occurred or is likely to occur. The decision to refer a case to police authorities shall be made by the school principal, after consultation with the qualified handler and Superintendent or designee.

### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

### LAWS IMPLEMENTED:

1001.43; 1003.31; 1006.07;  
1006.09(9); 1006.13, F.S.

### History:

Adopted:

Revision Date(s): 5/25/10

Formerly: New

## ***CHAPTER 5.00 – STUDENTS***

### **EXPULSION OF STUDENTS**

**5.12**

#### **POLICY:**

The school principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct including, but not limited to: willful disobedience; open defiance of authority of the School Board employee; violence against persons or property; giving or selling intoxicating beverages, controlled substances, drugs or counterfeit drugs to any person on school grounds or at any school-sponsored activity; threatening or using a weapon against any person; conviction of a felony; and any other act which substantially disrupts the orderly conduct of the school.

- A. The following procedures shall be observed when a student is suspended with a recommendation of expulsion:
  - 1. The Superintendent or designee shall receive and review recommendations for expelling a student from the school principal or designee who is directly charged with the supervision of the student concerned. These recommendations shall be submitted in writing to the Superintendent by the individual and shall indicate the grounds for the recommendation. The student's parent(s) or legal guardian or the adult student shall be notified in writing to inform them of the recommendation and to provide a reasonable opportunity to meet with the principal to discuss the recommendation and shall receive a copy of the recommendation submitted to the Superintendent. Such notification shall be sent by certified mail or by regular mail if the parent(s) or legal guardian(s) or the adult student has been notified in person.
  - 2. A preliminary investigation shall be conducted in accordance with the following.

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- a. The Superintendent shall direct an investigation based on the school's recommendation within five (5) school days of receipt of a recommendation for expulsion. The student's parent(s) or legal guardian or adult student shall be informed that the investigation is being conducted in a manner reasonably calculated to notify them. The Superintendent or designee may extend an existing school suspension pending the results of the investigation when reasonable belief exists that the student's return to school or continued attendance at school is detrimental to the student, school staff, and other students or tends to interrupt the orderly conduct of the educational process.
- b. The Superintendent shall inform the student's parent(s) or legal guardian or adult student by certified mail of the suspension or extended suspension. If requested, the student's parent(s) or legal guardian or adult student shall be given a hearing with the Superintendent or his / her staff to challenge the extension or imposition of a suspension. Such hearing shall be informal in nature and shall be granted upon an oral or written request.
- c. All interested parties shall be immediately informed in an appropriate manner when the Superintendent's investigation reveals that no reasonable basis exists for an expulsion recommendation to the School Board. The student shall immediately be readmitted to school with no penalty imposed for absences related to the investigation; this does not include the initial school suspension if reasonable in nature. Student records shall be properly annotated to indicate that grounds for expulsion were insufficient.
- d. All necessary school personnel shall cooperate in the investigation. Inquiries shall be made into alternatives to



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expulsion before further proceedings are initiated. The student's parent(s) or legal guardian or adult student shall be informed of any feasible alternatives and appropriate changes shall be made in the student's assignment or program to avoid expulsion proceedings. Any changes shall be based upon sound educational reasons and upon a reasonable belief that such a change will alleviate the problems leading to the school expulsion recommendation.

- e. The Superintendent may develop routine procedures and forms for gathering data relating to expulsions. Such forms and procedures shall be internal administrative matters.
  - f. Investigations shall be conducted with deliberate speed, considering the nature of the facts underlying the school's recommendation and the characteristics of the student and his / her program.
3. Charges and the notice of the right to a hearing shall be governed by the following:
- a. Charges shall be made when a preliminary investigation is completed and there is reason to believe grounds exist for expulsion. The basis of the charges shall be specified with the Superintendent's recommended action, including specific allegations of fact to support the recommendation.
  - b. Charges shall be served upon the student's parent(s) or legal guardian or adult student in a manner reasonably calculated to inform him/her of the charges. Certified mail addressed to the last known address of the parent(s) or legal guardian or adult student shall be considered sufficient notice.

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- c. The student's parent(s) or legal guardian or adult student shall be notified, in writing, of a proposed hearing date and of the right to an administrative hearing, in accordance with the provisions of chapter 120.57(1), Florida Statutes, before the School Board, if they desire to dispute the material allegations of fact contained in the charges and the recommendation of expulsion. To request a hearing, the parent(s) or legal guardian or adult student shall file a written request for a hearing with the Superintendent's office at the specified address and before a certain date and time identified in the notice. Failure to timely request a hearing, in writing, shall be considered a waiver of the student's right to a hearing to contest the charges.
  - d. The student's parent(s) or legal guardian or adult student who timely requests a hearing shall be notified in a manner calculated to inform him / her of the time, place, and nature of the hearing, including a statement of the legal authority and jurisdiction under which the hearing is to be held, a reference to the particular sections of the Florida Statutes and State Board of Education Rules involved, and specific references to School Board Rules.
4. A hearing shall be conducted pursuant to the following:
- a. The hearing shall be governed by Florida Statutes relating to administrative procedures.
  - b. The School Board chairperson may direct the Superintendent, an administrative staff member, or the School Board attorney to present the evidence and testimony to the School Board in support of the Superintendent's recommendation for expulsion.

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- c. Reasonable flexibility in method or order of presentation shall be permitted. No parent, legal guardian, or adult student shall be prohibited from presenting reasonable matters to the School Board because of unsubstantiated procedural irregularities.
  - d. No parent, legal guardian, or adult student shall be prohibited from being represented at the hearing by an adult, whether as legal counsel or qualified representative.
  - e. The School Board shall be the finders of fact and shall make conclusions of law based on competent substantial evidence presented at the hearing. Nothing herein shall prevent the School Board from seeking the advice or counsel of the attorney assisting it at the hearing. The School Board may indicate its finding of facts and conclusions of law to a School Board employee who shall write a final order for submission to the School Board for approval or modification.
5. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:
- a. A written copy of the charges against the student;
  - b. The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;
  - c. The right to cross-examine witnesses;
  - d. The right to defend the student's actions;

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- e. Legal counsel at the student's expense to assist the student in presenting a defense; and,
  - f. A written copy of the School Board's findings or action.
6. The following shall apply to informal proceedings on undisputed facts:
- a. The student's parent(s) or legal guardian or the adult student may request, in writing, that an informal proceeding be conducted before the School Board when the facts alleged in the charges upon which the Superintendent's recommendation is based are not disputed. The student's parent(s) or legal guardian or the adult student shall file a written request for informal proceeding before a date and time certain with the Superintendent's office as provided in the notice. Failure to timely file a written request for an informal proceeding shall be deemed a waiver of the student's rights to an informal proceeding before the School Board.
  - b. Notification of the right to informal proceedings shall be given in the same manner as in the notice of right of hearings of disputed fact. The Superintendent, acting for the School Board, may establish a date for the informal proceeding to provide timely information on proceedings of the charges. Acceptance of the informal proceeding date by the student's parent(s) or legal guardian or the adult student shall be deemed waiver of the notice requirements as to time. The hearing shall not be held in a manner calculated to cause inadequate preparation time. Fourteen (14) days shall be deemed sufficient preparation time unless an objection is timely raised; the days shall be calculated from the day immediately following the actual personal notice or posting of the notice by certified mail.

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- c. An informal proceeding shall be held before the School Board on the date proposed in the notice of right of informal proceeding when a timely request for an informal proceeding is filed. At the informal proceeding before the School Board, the student's parent(s) or legal guardian, the adult student, or the legal counsel or representative may present written or oral evidence in opposition to the Superintendent's recommendation for expulsion is based. The School Board shall consider any oral testimony or written statements submitted by the parties and render a final order in the same manner as in formal hearings of disputed fact.
- 7. The Superintendent shall notify the student's parent(s) or legal guardian or the adult student of the official School Board action by certified mail with reasonable speed and include a copy of the School Board's final order. The notice shall inform the student's parent(s) or legal guardian or the adult student of his / her right to appeal the School Board's final order to the District Court of Appeal.
- 8. Other provisions for dismissal proceedings shall include the following:
  - a. The School Board may establish a set hearing time for routine consideration of matters of expulsion.
  - b. Any student who commits an act on school grounds or on a school bus which results in suspension during the last week of school shall be suspended for the remaining number of days of the suspension period when school opens the following year.

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- c. Any student who is suspended for the fourth (4<sup>th</sup>) time in a school year may be referred to the Superintendent for possible expulsion. After a student receives the third (3<sup>rd</sup>) suspension, the principal shall notify the parent(s) or legal guardian by telephone, conference, or by certified letter and explain the next suspension may result in a recommendation for dismissal. In all cases, telephone conferences shall be documented in writing.
- 9. A student who is expelled from the District by School Board action shall not be afforded a rehearing before the School Board unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for rehearing shall be made by the parent(s) or legal guardian to the Superintendent or designee. The Superintendent's office shall determine whether the expulsion shall be reheard by the School Board.
- B. The Superintendent may recommend to the School Board expulsion of a student who is found guilty of a felony. Provided, however, any student subject to discipline or expulsion for the unlawful possession or use of any substance controlled under chapter 893, Florida Statutes, shall be entitled to a waiver of the discipline or expulsion if he / she divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if he/she voluntarily discloses the unlawful possession of such controlled substance prior to arrest.
- C. Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct.
  - 1. The dismissal of an exceptional education student shall not result in a complete cessation of educational services; the District is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

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2. The following procedures shall be followed for the expulsion of exceptional education students:
  - a. The principal shall adhere to State Board of Education Rules when recommending expulsion of exceptional students and shall be responsible for convening a disciplinary review committee. The disciplinary review committee membership shall comply with State Board of Education Rule 6A-6.0331(2) and shall include, but not be limited to, the District administrator of exceptional students or designee, the school psychologist, the exceptional student education teacher, and the principal or designee. The disciplinary review committee shall review the student's IEP and shall determine whether the student's behavior bears a relationship to his / her exceptionality. A disciplinary review committee that determines the student's behavior is in relation to his / her exceptionality may modify the student's IEP in accordance with current needs and expulsion may not be applied. Procedures in subsection C.2.c. herein shall apply when a student's conduct does not bear a relationship to his / her exceptionality.
  - b. An IEP meeting shall be conducted in compliance with State Board of Education Rule 6A-6.0331(3) and in conjunction with the disciplinary review committee meeting. The decision of the disciplinary committee shall be recorded on the IEP and shall be used in determining the adequacy of the current special program and related services. The student's IEP may be revised to reflect:
    - (1) A modification of the current special program or an alternative placement;

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- (2) An indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in the District's Code of Student Conduct.
  - c. The principal is responsible for taking appropriate action consistent with School Board Rules and the Special Programs and Procedures for Exceptional Student Education Manual.
  - d. The parent(s), legal guardian, or custodian of an exceptional education student shall be provided a copy of the suspension and expulsion procedures regarding discipline of exceptional education students at the initial placement meeting or at the first IEP meeting held in the District.
3. Additional requirements for the expulsion of exceptional education students may be set forth in the Special Programs and Procedures for Exceptional Student Education Manual.
- D. This rule shall prevail over any District procedure which is contrary to or conflicts with these rule provisions.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.57(1); 1001.43; 1001.54; 1003.31; 1006.07; 1006.08; 1006.09; 1012.28, F.S.

STATE BOARD OF EDUCATION RULE:

6A-6.0331

History:

Adopted:

Revision Date(s):04/26/05

Formerly: JGE



**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. 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 and State Board Rule 6A-1.040.
- 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:
  - 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
    6. kidnapping or abduction;
    7. arson;

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8. possession, use or sale of any firearm or weapon;
9. possession, use or sale of a controlled substance;
10. possession, use or sale of any explosive device;
11. threat or false report to do harm related to bombs or weapons, or
12. 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 against the offender. School personnel shall

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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

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school safety and obtaining assistance from the appropriate law enforcement agency.

- 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;

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- 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. 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:
- 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.
- VII. 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.

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- VIII. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.
- IX. 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.
- X. 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.
- XI. 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.
- XII. 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, 1006.07, 1006.08, 1006.09, 1006.13, 1006.135,

1006.14, 1012.28, F.S.

**STATE BOARD OF EDUCATION RULE(S):** 6A-1.0404, 6A-6.03311

**HISTORY:**

Adopted:

Revision Date(s): 11/21/2000, 2/23/10, 3/22/2011

Formerly: New

**STUDENT WITH AIDS OR HIV DISEASE**

**5.14**

**POLICY:**

**A. Statement of Purpose**

All students diagnosed as having Human Immunodeficiency Virus Infection (HIV) Disease or Acquired Immune Deficiency Syndrome (AIDS), including clinical evidence of infection with the AIDS - associated virus (HIV) and receiving medical attention, are able to attend regular classes unless their condition is a threat to themselves or others. Federal and State laws also mandate, pursuant to the laws protecting disabled individuals, that those individuals not be discriminated against on the basis of their handicaps, and that if it becomes necessary, some reasonable accommodations be made to enable qualified students to continue to attend school.

**B. Confidentiality**

1. Only persons with an absolute need to know should have medical knowledge of a particular student's case. In individual situations, the Superintendent may notify one or more of the following:
  - a. Principal
  - b. School Nurse
  - c. Student's teacher
2. Notification should be made through a process that would maximally ensure patient confidentiality. Ideally, this process should be direct person-to-person contact. Persons who become so informed will be expected to maintain strict confidentiality.
3. All procedural safeguards required by the Section 504 regulation apply to students handicapped solely by reasons of

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AIDS. The procedural safeguards include notice, an opportunity for the parents or guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents or guardians and representation by counsel, and a review procedure.

### **C. Conditions which may warrant convening of Advisory Panel**

All children diagnosed as having Human Immunodeficiency Virus Infection (HIV) Disease or Acquired Immune Deficiency Syndrome (AIDS), including clinical evidence of infection with the AIDS-associated virus (HIV) and receiving medical attention, are able to attend regular classes. However, if a child so diagnosed evidences any one of the following conditions, the Superintendent of Schools will convene an Advisory Panel for the purpose of making recommendations on the most appropriate educational placement of the student:

1. Manifestations of clinical signs and / or symptoms which indicate progression of the illness from HIV Disease to AIDS.
2. Demonstration of “risky or harmful” behavior to self or others.
3. Unstable or decompensated neuropsychological behavior.
4. Presence of open wounds, cuts, lacerations, abrasions, or sores on exposed body surfaces where impervious occlusion cannot be maintained.
5. Impairment of gastrointestinal and / or genitourinary function such that control of internal body fluids cannot be maintained.

### **D. Advisory Panel Composition**

The Advisory Panel shall be composed of:

1. Superintendent of Schools of Suwannee County.



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2. County Health Officer of HRS, Suwannee County Public Health Department.
3. Attending physician of the student with HIV infection.
4. Secretary to the Superintendent, to serve ex-officio as official recorder of the Panel's review meeting.
5. Parent(s) of the HIV-infected student, when and as appropriate or requested.
6. Infectious disease specialty physician, when and as determined by the Superintendent as appropriate.
7. Legal counsel for School Board, when and as determined by the Superintendent as appropriate.
8. Legal counsel of HIV-infected student, when and as appropriate or requested.
9. Other School District staff when and as appropriate.
10. Persons listed in 1 through 3 shall constitute the Advisory Panel.
11. Persons listed in 4 through 9 may participate at the invitation of the Superintendent or at their request.

### **E. Advisory Panel Responsibilities**

1. The general intent of the Advisory Panel is to serve as an expert professional resource to advise the Superintendent in special situations where information about appropriate environment may not be available, complete, clear, or readily amendable to lay interpretation. It is expected that recommendations of the Advisory Panel shall be based solely upon current medical information consistent with established ethical guidelines and considerations in accordance with Guidelines of the Centers for Disease Control and other scientific and relevant professional bodies.

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2. Responsibilities of Advisory Panel shall include:
  - a. Review student's medical history, and current status, social data, and prior school assignments.
  - b. Assess risk-benefit options.
  - c. Reduce findings, options, and recommendations to writing and review draft report before submission to Superintendent, focusing on key issues, unresolved problems, if any, and summary recommendations.
  - d. Submit written report to Superintendent and remain available as needed.
  - e. Re-evaluate all Panel cases on a continuing basis at least once every six months and more often as circumstances change in the categories listed in Number 3 above.

### **F. Advisory Panel Protocol**

If the Superintendent determines that any one of the conditions in Number 3 exists, the student in question will be placed on Homebound Instruction.

1. The Superintendent shall have 15 work days (equivalent to three calendar weeks) to collect data relevant to the case. He must also schedule and notify Advisory Panel members of the initial review meeting, date, time and location.
  - a. The Superintendent shall obtain written consent from parents of students for release of medical information and past medical history, laboratory tests and other relevant records.
  - b. Critical medical tests and other procedures will be conducted during this period as requested by the student's physician, the County Health Officer, or other medical practitioners as warranted.

## ***CHAPTER 5.00 – STUDENTS***

2. The Advisory Panel shall have 10 additional work days (two more calendar weeks) to review the data collected and to make a recommendation to the Superintendent.
  - a. If a medical review indicates that continuation of special placement is not indicated, the Advisory Panel will recommend that the student return to school.
  - b. If a medical review indicates that continuation of special placement is indicated, the Advisory Panel will recommend that risk-benefit options and placement options will be discussed with the student's parents. If a student's Individualized Education Plan needs to be revised, a Staffing Committee Meeting shall be convened.

### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

### LAWS IMPLEMENTED:

1000.05; 1000.21; 1001.03; 1001.41;  
1001.42; 1001.43; 1002.22; F.S.

### STATE BOARD OF EDUCATION RULES: 6A-6.03020; 6A-6.0331; 6A-6.0341

|                 |                                                |
|-----------------|------------------------------------------------|
| <u>History:</u> | Adopted:<br>Revision Date(s):<br>Formerly: JHC |
|-----------------|------------------------------------------------|

**ADMINISTRATION OF MEDICATION**

**5.15**

**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. Medication must be transported to and from school by the parent/guardian or a responsible adult designated by the parent or guardian.
- IV. 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.
- V. 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;

## ***CHAPTER 5.00 – STUDENTS***

G. Approximate duration of medication to include beginning and ending date;

H. Allergies; and

I. Side effects;

### **VI. 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 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);

## ***CHAPTER 5.00 – STUDENTS***

- 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.

### **VII. 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.

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

- IX. 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,

## ***CHAPTER 5.00 – STUDENTS***

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.

- X. District school board personnel/school staff can accept no more than a 30-day supply of prescription medications.
- XI. 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.
- XII. 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.

## ***CHAPTER 5.00 – STUDENTS***

- 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.

### **XIII. 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.

### **XIV. 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.

### **XV. 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.

**STATUTORY AUTHORITY:**

**1001.41, 001.42, F.S.**



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

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

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| HISTORY: | ADOPTED: 7/25/06<br>REVISION DATE(S): 10/26/10, 8/25/2015<br>FORMERLY: |
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## CHAPTER 5.00 – STUDENTS

### PSYCHOTROPIC MEDICATION

5.151

#### ***POLICY:***

- I. Psychotropic medication is a prescription medication used for the treatment of mental disorders and includes, without limitation, antihypnotics, antipsychotics, antidepressants, anxiety agents, sedatives, psychomotor stimulants, and mood stabilizers.
- II. The School Board of Suwannee County shall not deny a student access to programs or services because the parent, as defined by Florida Statutes, has refused to place the student on psychotropic medication.
- III. A teacher, administrator, or other District employee shall not require that a student take psychotropic medication; not shall any District employee compel or attempt to compel a parent to administer psychotropic medication to his/her child.
- IV. A teacher, administrator, or other District employee may discuss school based observations of a student's academic, functional, and behavioral performance with the student's parent. The employee may offer options for programs and services that are available to the parent and student: however the parent shall be responsible for selecting programs and services, if any, for the student.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1000.21; 1001.43; 1006.0625; F.S.

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| <i>History:</i> | Adopted: 5/25/2010<br>Revision Date(s):<br>Formerly: New |
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## CHAPTER 5.00 – STUDENTS

### EYE PROTECTION DEVICES

5.16

#### **POLICY:**

The principal shall inform all teachers concerned with instruction in courses specified in Florida Statutes, of the requirements relating to the wearing of eye protection devices. The principal shall direct such teachers to continuously follow provisions of Florida Statutes without exceptions.

- I. The School Board shall provide protective devices for School Board employees, students, and visitors.
- II. The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities listed under the Eye Protection Device Law. The student's failure or refusal to wear the device shall be cause for his / her suspension or dismissal from the course.
- III. Any teacher who fails to carry out the provisions of this rule shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1006.063; 1006.07, F.S.

#### **History:**

Adopted:

Revision Date(s): 5/25/10

Formerly: JHF

**STUDENT INJURIES**

**5.17**

**POLICY:**

The following procedures shall be followed when a student is injured at school:

- I. First aid shall be administered by the nearest person with first-aid training.
- II. The student's parent(s) or legal guardian shall be notified immediately.
- III. The family physician shall be notified and his / her instructions followed if the parent(s) or legal guardian, or a responsible adult member of the family cannot be reached.
- IV. A physician who has agreed to handle school emergencies shall be called if the parent(s) or legal guardian, adult member of the family, or the family physician cannot be reached.
- V. A student shall be taken to the emergency room of the nearest hospital when a life threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.
- VI. A student who is suspected of sustaining a concussion or head injury shall be immediately removed from physical activity. Approved guidelines contained in the *Health Services Manual* shall be followed.
- VII. A serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the Superintendent or designee.
- VIII. An accident report shall be filed when an injury occurs, including a detailed description of the accident and a list of witnesses.
- IX. An insurance report shall be prepared if an injury is covered by insurance.

## ***CHAPTER 5.00 – STUDENTS***

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.07; 1006.08, F.S.

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| <u>History:</u><br>Adopted:<br>Revision Date(s): 10/23/12<br>Formerly: JHFE |
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## CHAPTER 5.00 – STUDENTS

|                       |      |
|-----------------------|------|
| LEGAL NAME OF STUDENT | 5.18 |
|-----------------------|------|

### **POLICY:**

When a parent or guardian of any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or guardian or other person shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence, as provided by law, will be used on all official records until such time as a final court order verifying a legal change is received.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1003.21, F.S.

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| <u>History:</u><br>Adopted:<br>Revision Date(s): 5/25/10<br>Formerly: New |
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**STUDENT RECORDS**

**5.19**

**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 No Child Left Behind 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.

## ***CHAPTER 5.00 – STUDENTS***

- VII. 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.
- VIII. 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

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| <u>History:</u> | Adopted:<br>Revision Date(s): 5/25, 2010, 3/22, 2011, 1/27/2015<br>Formerly: JO |
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**DIRECTORY INFORMATION**

**5.20**

**POLICY:**

- I. Students’ parent(s) as defined by Florida Statute, /or legal guardian shall be notified annually in the Code of Student Conduct that the School Board may release “directory information” to the general public.
  - A. Directory information includes the following data about a student:
    1. Name;
    2. Address;
    3. Telephone number, if listed;
    4. Participation in officially recognized activities and sports;
    5. Weight and height, if an athletic team member;
    6. Name of the most recent previous school or program attended;
    7. Dates of attendance at schools in the District and degrees and honors received; and,
    8. Date and place of birth.
  - B. Information described in subsections A1, 4, 5, 6, and 7 herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
  - C. Directory information requested in writing by agencies identified in section 1002.22(2)(b), Florida Statutes, may be released subsequent to written notification to the student’s parent(s) or legal guardian or a student who is eighteen (18) years or older. The written notification to the student or the student’s parent(s) or legal guardian shall be by certified mail receipt and shall be addressed to the most current address on file at the school or District office.
  - D. Directory information shall not be published when the student’s parent(s) as defined by Florida Statute or legal guardian submits written notification to the principal within thirty (30) days of distribution of the Code of Student Conduct. Failure to advise the student’s principal shall

## ***CHAPTER 5.00 – STUDENTS***

be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1002.22, 1002.222, F.S.  
20 USC 1232g

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| <u>History:</u> | Adopted:<br>Revision Date(s): 5/25/10, 1/27/2015<br>Formerly: New |
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## CHAPTER 5.00 – STUDENTS

### STUDENT ILLNESS

5.21

- I. The teacher, principal or nurse shall isolate a student who becomes ill while at school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.
- II. A student who has had a serious communicable disease shall present a statement from a physician licensed by the state of Florida before being readmitted to classes. A student not attended by a physician may be readmitted if the principal, in his/her judgment, finds the student has met the criteria for readmission as established by the County Health Unit.
- III. No internal medicine of any kind may be given to a student without the written permission of the parent(s), as defined by Florida Statutes / or legal guardian(s).

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

1000.21; 1001.43, 1006.07, F.S.

#### HISTORY:

ADOPTED: 3/28/06

REVISION DATE(S): 5/25/10

FORMERLY: NEW

## **CHAPTER 5.00 – STUDENTS**

### **TEACHER REMOVAL OF STUDENTS FROM CLASSROOM 5.22**

- I. Appropriate action will be taken to remove or make special provisions for a disruptive student. Disruptive behavior will include: assault on staff or students, threat(s) or violence, disrespect, willful disregard of a teacher's directions, malicious vandalism, possession of weapons of any type, continuing use of profane language or obscene gestures, and instigation of violence or mass disobedience to legitimate directions.

When a teacher sends a disruptive student to the office, the principal or his/her representative will provide oral and/or written feedback to the teacher with regard to present and/or future action concerning the student's behavior. The teacher may request a conference with the principal or his/her representative and the student's parent(s), as defined by Florida Statutes, prior to the student being returned to his/her classroom. A disruptive student will not normally be returned to the classroom where he/she exhibited the disruptive behavior until the teacher has received the feedback.

- II. A teacher may remove a student from his/her class whose behavior the teacher determines interferes with the teacher's ability to effectively communicate with other students in the class or with the ability of the student's classmates to learn.
- III. The principal may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent, unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The teacher and Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.
- IV. Each school shall establish a Placement Review Committee(s) to determine if a student is to be returned to a teacher's class after that student has been removed by the teacher and the teacher has withheld consent for that student to be returned to the teacher's class.
  - A. Committee membership shall include the following:

## ***CHAPTER 5.00 – STUDENTS***

1. Two (2) teachers selected by the instructional staff of the school.
  2. One (1) member of the school staff selected by the principal.
  3. One (1) teacher selected by the instructional staff of the school to serve as an alternate member of the committee.
- B. A teacher, who removed a student from his/her class and who has withheld consent from the return of that student to his/her class, shall not serve on the committee when the committee makes the decision regarding the return of the student.
- C. The Placement Review Committee(s) will be selected during preschool planning. Each school's faculty shall also determine the following during preschool planning:
1. If a current school committee(s) meets the criteria contained herein for the Placement Review committee(s) and if the faculty wishes that the committee to perform duties of the Placement Review Committee(s).
  2. The number of Placement Review Committees needed at each school.
  3. The terms of office of the members of the Placement Review Committee(s).
  4. The method the instructional staff will use in the selection of the Placement Review Committee(s) members.
  5. The appropriate form a teacher is to use to document the behavior which resulted in the teacher having the student removed from his/her classroom.
- D. Any teacher who removes twenty-five percent (25%) of his/her total class enrollment shall be required to complete professional development to improve classroom management skills. Any required training under this provision shall be free of cost to the teacher.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21; 1001.43, 1003.32, F.S.

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| <u><b><i>HISTORY:</i></b></u> | <b>ADOPTED:</b> 5/25/10<br><b>REVISION DATE(S):</b><br><b>FORMERLY:</b> NEW |
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## CHAPTER 5.00 – STUDENTS

### REPORT CARDS

5.23\*

#### ***POLICY:***

Policies relating to the content and issuance of student report cards shall be set forth in the Student Progression Plan.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1003.33, F.S.

#### ***History:***

**Adopted:**

**Revision Date(s): 5/25/10**

**Formerly: New**

## CHAPTER 5.00 – STUDENTS

### TECHNOLOGY ACCEPTABLE-USE POLICY FOR STUDENTS 5.24

#### POLICY:

- A. Student access to district technology resources is authorized exclusively for academic purposes.
  - 1. Such resources include, but are not limited to, electronic mail, Internet access, electronic records and databases, and computer software and hardware;
  - 2. Students shall not use any such resource for private business, personal use or gain, non-curricular related computer gaming, and or non-curricular related Internet browsing.
- B. The Superintendent shall establish guidelines which detail the accepted standards of behavior for students while using District Technology.
  - 1. Violation of this policy or the guidelines required by this policy, may result in disciplinary action.
  - 2. A student's access to district technology shall be contingent upon a signed written acknowledgment that the student will comply with the District's acceptable-use guidelines, and that the parent or legal guardian has read and agreed to the consent and waiver form.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.31, F.S.

#### HISTORY:

Adopted: 12/15/1998  
Revision Date(s):  
Formerly: New



## CHAPTER 5.00 – STUDENTS

### PARENTAL ACCESS TO INFORMATION

5.241

#### ***POLICY:***

- I. The Board shall incorporate into the Board approved Student Services Plan, rules and procedures required by the No Child Left Behind Act relating to the student privacy, parental access to information and administration of physical examinations to minors.
- II. The Superintendent shall develop procedures to ensure that this policy is carried out in each of the District schools.
- III. The parents, as defined by Florida Statutes, of each student shall be notified at a minimum, at least annually at the beginning of the year, regarding the rules and procedures relating to this policy. Parents shall be notified within a reasonable period of time of any substantive change made to this policy.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

20 USC 1232g; 1000.21; 1001.43; 1002.22, F.S.

#### *History:*

Adopted: 5/25/10

Revision Date(s):

Formerly: New

## **CHAPTER 5.00 – STUDENTS**

### **STUDENT USE OF CELL TELEPHONES, PAGERS AND OTHER COMMUNICATION DEVICES**

**5.25\***

- I. Personal telephones and other communication devices may be brought to school with the following conditions applying:
  - A. Devices / Phones must be turned off and concealed from view during school hours.
  - B. If emergency calls to or from students are necessary they should be placed through the school office and not to or from the student's telephone.
  - C. Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.).
- II. Violation of these provisions shall result in the confiscation of the personal telephone or other communication devices and its return only to the parent or guardian. If the student is of majority age, then he/she may be prohibited from possessing a phone or other communication devices on campus.
- III. The school staff is not responsible for preventing loss, damage or vandalism to electronic devices brought onto its property, including any device confiscated due to inappropriate use.
- IV. Examples of serious misconduct which will lead to disciplinary consequences include, but are not limited to the following: cyberstalking, sexting, gang participation or display of gang-like behavior, video recording or posting to the internet any recordings/images of inappropriate sexual nature, fighting or acts of bullying, assault, or battery, whether staged or real,
- V. The use of personal telephones or other communication devices at school events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

## ***CHAPTER 5.00 – STUDENTS***

LAW(S) IMPLEMENTED:

1000.21, 1001.43, 1003.04, 1003.31,  
1006.07, 1006.08, 1006.09, 1006.145, F.S.

History:

ADOPTED: 2/28/06

REVISION DATE(S): 5/25/2010

FORMERLY: NEW

**GRIEVANCE PROCEDURES FOR STUDENTS**

**5.251**

**POLICY:**

The Suwannee County School board acknowledges the right of all students to expect that neither their persons nor their characters will be violated by other students, school personnel, or campus visitors. When a student or applicant for admission feels that he/she has a complaint, every effort shall be made to resolve the problem on an informal basis. However, if this cannot be achieved, the following formal procedures shall be implemented:

**A. Definitions:**

1. Grievance shall mean any dispute or disagreement involving the interpretation or application of School Board policy or established practice, including claims of harassment and discrimination.
2. Grievant shall mean the student directly affected by the alleged violation.
3. School Board shall mean the Suwannee County School Board and its representatives.
4. Day shall mean a school work day.

**B. Procedures:**

1. Informal Discussion – If a student believes he/she has a basis for a complaint/grievance, he/she shall discuss the grievance with the school principal or appropriate district-level administrator within sixty (60) days of the occurrence of the alleged violation. If the complaint involves charges of harassment or discrimination, the person receiving the complaint shall notify the Equity Coordinator of the complaint within 48 hours. In turn, the Equity Coordinator will notify the student in writing of receipt of the complaint within (5) working days.
2. If the student is not satisfied with the informal resolution, he/she may, within ten (10) school days, file a formal grievance on the appropriate form and present it to the school principal or appropriate district-level administrator. The administrator receiving the complaint shall

## ***CHAPTER 5.00 – STUDENTS***

communicate his/her answer in writing to the student within ten (10) school days after receipt of the grievance. A copy of the answer shall be sent to the Equity Coordinator when appropriate.

3. If the student is not satisfied with the resolution in (b), he/she may file within ten (10) school days of receipt of the answer a copy of the grievance with the Superintendent. Within ten (10) working days of receipt of the grievance, the Superintendent or designee shall indicate his/her disposition in writing to the grievant, with a copy to the Equity Coordinator when appropriate.
  4. If the student is not satisfied with the Superintendent's decision, he/she shall have the right to appeal the Superintendent's decision to the School Board, provided the student files a written request to be placed on the Board's meeting agenda.
  5. In the event the student fails to exhaust all remedies under the above procedures, or to abide by the time limits with respect to each step, the grievance shall be considered abandoned. In the event the District fails to give its answer within the prescribed time limits, the grievant shall have the right to immediately proceed to the next step.
  6. Any time limit may be extended by mutual written agreement of all parties.
- C. Any interference in the investigation or any retaliation against the grievant will result in disciplinary action.

### STATUTORY AUTHORITY:

1001.41(2), F.S.

### LAW IMPLEMENTED:

1001.42(6); 1001.431; 1001.51; 447.401, F.S.

### History:

Adopted: 3/26/02

Revision Date(s): 2/28/06

Formerly: New

## CHAPTER 5.00 – STUDENTS

### SCHOOL HEALTH SERVICES

5.28+

- I. The School Board shall collaborate with the County Health Department and the District school health advisory committee to develop and implement a health services plan. This plan shall be contained in the *Health Services Manual*.
- II. The plan shall include, but not be limited to, provisions for all aspects required by law.
- III. At the beginning of each school year, the principal shall inform the parent(s) as defined by Florida Statutes, in writing, that students will receive specified health services as provided in the health services plan. A student shall be exempt from any of these services when his/her parent(s) requests an exemption in writing. When invasive screening is one (1) of the specified services, written consent of the student's parent(s) shall be obtained prior to any such screening.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.

#### HISTORY:

ADOPTED: 12/15/2015  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: NEW

## CHAPTER 5.00 – STUDENTS

### NOTIFICATION OF INVOLUNTARY EXAMINATION

5.29\*+

- IV. The principal or designee shall immediately notify the parent, as defined by law, of a student who is removed from school, school transportation, or a school-sponsored activity and taken to a receiving facility for an involuntary examination.
- V. The principal or designee may delay the notification to the parent for up to twenty-four (24) hours if the delay is considered in the student's best interest and if a report has been submitted to the central abuse hotline due to knowledge or suspicion of abuse, abandonment, or neglect.
- VI. The Superintendent shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the *Health Services Manual*.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED: 381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.**

**HISTORY:**

**ADOPTED: 12/15/2015**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: NEW**

## CHAPTER 5.00 – STUDENTS

### SPECIAL DIETARY NEEDS

5.30

- I. School food service staff shall make substitutions or modifications for students with disabilities. Such substitutions or modifications shall be based on a written prescription from a licensed physician.
- II. Students with food allergies that may result in severe, life threatening reactions shall be provided with food substitutions as prescribed by a licensed physician.
- III. The principal shall ensure that all appropriate staff are knowledgeable about a student's special dietary needs. Confidentiality of medical information shall be maintained.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 570.981, 1001.43, 1002.20, F.S.  
20 USC § 1232g (FERPA)  
P.L. 108-446 (IDEIA)

STATE DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES RULE(S) 5P-1.001, 5P-1.002, 5P-1.003

*History:*

ADOPTED: 5/25/10

REVISION DATE(S): 10/23/12

FORMERLY: NEW



## CHAPTER 5.00 – STUDENTS

### FOREIGN EXCHANGE STUDENTS

5.35+

- I. A foreign exchange student may be enrolled in a Suwannee County school provided that the student:
  - A. Is sponsored by a program approved by the Council on Standards for International Educational Travel (CSIET).
  - B. Is at least fifteen (15) years or age but has not attained the age of eighteen and one-half (18 ½) years of age at the time of enrollment. Proof of age must be documented by a birth certificate or passport.
  - C. Will be living with an American host family that resides in the county and has been approved by the sponsoring program.
  - D. Shall gain legal entry into the United States with a J-1 Exchange Visa.
  - E. Provides an academic transcript from the home school with English translation.
  - F. Provides evidence of sufficient English proficiency to function successfully in the academic level in which he/she is enrolled.
  - G. Meets immunization requirements in accordance with Florida statutes.
  - H. Has health, accident and liability insurance coverage that is valid in the United States.
- II. A student shall be enrolled for a semester or a complete school year [two (2) semesters].
- III. The student shall be subject to the *Code of Student Conduct*.
- IV. Eligibility for participation in athletics shall be consistent with Florida High School Athletic Association and School Board rules.
- V. The Superintendent or designee shall approve the admission of each foreign exchange student.

## ***CHAPTER 5.00 – STUDENTS***

- VI. The Superintendent shall develop procedures for implementing the foreign exchange student program.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1006.07 F.S.**

|                 |                                                                           |
|-----------------|---------------------------------------------------------------------------|
| <b>HISTORY:</b> | <b>ADOPTED: 3/22/2011</b><br><b>REVISION DATE(S):</b><br><b>FORMERLY:</b> |
|-----------------|---------------------------------------------------------------------------|

## ***CHAPTER 6.00 – PERSONNEL***

### **EMPLOYMENT DEFINED**

**6.10**

#### **POLICY:**

- A. Full-time. A regular full-time employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Board for that position or job.
- B. Part-time. A part-time employee is a person who is employed to render less than the number of hours each day as established by the Board for a regular full-time employee.
- C. Temporary. A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or a full-time employee.

#### **STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1012.22, F.S.

#### **History:**

**Adopted:**

**Revision Date(s):**

**Formerly: GB**

## ***CHAPTER 6.00 – PERSONNEL***

### **DEFINITION OF PERSONNEL**

**6.101**

#### **POLICY:**

Instructional, Administrative, non-certificated, Career Services, Educational Support Employees, Manager, Instructional Specialist, and Instructional Support personnel shall be defined in accordance with the provision of Florida Statutes.

#### **STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1012.01, F.S.

#### **History:**

Adopted:

Revision Date(s): 6/22/10

Formerly: GB; GD

## ***CHAPTER 6.00 – PERSONNEL***

### **EMPLOYMENT OF PERSONNEL**

**6.102\*+**

#### **POLICY:**

- I. All personnel shall be appointed or reappointed as prescribed by Florida Statutes and in conformance with applicable State Board of Education Rules and School Board Rules.
- II. The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all personnel consistent with Florida Statutes, State Board of Education Rules, and federal requirements and School Board Rules.

#### **STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F.S.

#### **LAWS IMPLEMENTED:**

1001.42; 1001.43; 1012.22;  
1012.27; 1012.32; 1012.335; 1012.39, F.S.

#### **STATE BOARD OF EDUCATION RULES:**

6A-1.0502  
6A-1.064; 6A-4.0081; 6A-4.0082; 6A-4.0083

#### **History:**

**Adopted:**

**Revision Date(s):** 6/22/10, 2/28/2012

**Formerly:** GCD; GDD

## ***CHAPTER 6.00 – PERSONNEL***

### **APPOINTMENT OR EMPLOYMENT REQUIREMENTS**

**6.103\***

Any person desiring employment shall file a completed application on the form provided by the Superintendent.

#### **I. Qualifications**

- A. Must be of good moral character.
- B. Must have attained the age of eighteen (18) years with the exception of students employed by the Board.
- C. Must not be ineligible for employment under 1012.315, F.S., if applying for an instructional, administrative or any other position requiring direct contact with students.

#### **II. Certificate Requirements**

Each applicant for an instructional or a certificated administrative position shall hold a certificate, have a receipt from the Florida Department of Education acknowledging that an application has been filed and that issuance of the certificate is pending, or have the proper license to perform services.

- A. To be considered for a position, an applicant shall be duly qualified for that position in accordance with state law, regulations of the Florida Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the annual contract of employment as approved by the School Board.
- B. Any person not holding a valid Florida certificate at the time of employment shall be required, upon initial employment, to make application to the Florida Department of Education for such a certificate, through the Human Resources office of the District. When such certificate is received, it must be filed with the office of the

## ***CHAPTER 6.00 – PERSONNEL***

Superintendent. If the Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

### **III. Interviews and Appointments**

- A. Interview teams shall reasonably reflect the District's diverse racial, ethnic, and gender composition. Administrative, instructional and non-instructional employees, including community representatives, may be assigned to serve on interview teams.
- B. The Superintendent or designee shall monitor and ensure that appointments and assignments are consistent with the District's intent of maintaining a diverse work force.
- C. The Superintendent's designee, other than a school principal, may be given the authority to make a "conditional offer" for a teaching position; consistent with requirements found in current School Board Policy.

### **IV. Driving Record**

- A. The driving record of each applicant for the position of school bus operator or for any position that would require the person to drive a School Board vehicle shall be reviewed to determine if the record contains any infractions of the driving code that would make the applicant unqualified for the position in accordance with the District safe driver plan.
- B. The driving record of each current school bus operator shall be reviewed prior to the first day of the fall semester and periodically during the school year to determine if the record contains any infractions of the driving code that would make the operator unqualified for the position in accordance with the District safe driver plan. The

## ***CHAPTER 6.00 – PERSONNEL***

driving record of any employee who is required to drive a School Board vehicle shall also be reviewed periodically during the year to determine whether the employee may continue in the position.

### **V. Criminal Background Check**

#### **A. Initial Employment**

1. Any offer of employment with the School District is conditioned on submission of fingerprints as required by Florida Statute and a background investigation by the Superintendent or designee and District Criminal Background Check (CBC) committee. After a job offer, but prior to beginning employment with the District, all candidates for all positions must undergo a criminal and employment background check to determine suitability for employment. The application for employment shall inform applicants they are subject to criminal background checks, and advise applicants that failure to be truthful on the application about prior criminal history will be grounds for ineligibility or dismissal from employment.
2. As a condition of employment and prior to beginning work, an applicant who has received a conditional job offer must file a complete set of fingerprints taken by an authorized law enforcement officer or an employee of the District trained to take fingerprints. The fingerprints shall be processed by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The applicant shall be required to pay for full costs of processing at the time of fingerprinting.
3. A Criminal Background Check (CBC) committee shall be established to review the criminal history of all persons nominated for initial employment. The CBC committee shall obtain criminal background information for applicants through requests to the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The CBC



## ***CHAPTER 6.00 – PERSONNEL***

committee shall include, but not be limited to, the Director of Human Resources, the District EEO Officer, and a representative of the County Sheriff's Department.

4. When the fingerprint or background check reports are returned, the committee shall review both the application and the report(s) concerning the individual. The CBC committee will compare the information provided by the new employee with the information received from the FDLE and/or the FBI pursuant to Florida Statute.
5. The Superintendent or designee shall conduct employment history checks of applicants for instructional, administrative or any other positions requiring direct contact with students. The employment history check shall include, but not be limited to, screening through the use of educator screening tools described in law and contact with each previous employer. All findings shall be documented. If the Superintendent is unable to contact a previous employer, he/she shall document all efforts to contact the previous employer. For all other applicants, the CBC committee or its designee shall contact or attempt to contact all prior employers for a minimum of the past ten (10) years and all private or public educational institutions by which the applicant was previously employed while age eighteen (18) or older. The committee shall document all attempts to contact previous employers.
6. No applicant who has received a conditional job offer shall begin work before his/her fingerprints are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.
7. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are, or have been convicted of certain serious offenses may be denied employment by the School District. As used in this section the

## ***CHAPTER 6.00 – PERSONNEL***

term conviction is defined as a finding of guilt, a plea of guilty, or a plea of *nolo contendere*, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial intervention or pre-trial diversion shall not be considered an exception to this section. Other information derived from the pre-employment investigation, which indicates the applicant may not be suitable for employment by the School District, may be grounds for denying employment to an applicant.

8. An applicant shall be disqualified from employment in any position requiring direct contact with students if he/she is ineligible for employment under 1012.315, F.S.
9. Any instructional or noninstructional persons under contract to the School District to operate student programs, student teacher, persons participating in short-term teacher assistance experiences or field experiences who have district contact with students must meet the requirements of V.A.1., 2., 5. and 6. Such persons may not be in direct contact with students if ineligible under 1012.315, F.S.

### **B. Current Employees**

1. Whenever a personnel investigation of a complaint against an employee is required, a criminal background check may be conducted as part of the investigation.
2. If it is discovered during the period of employment that a regular employee has a prior criminal record and that the employee was requested to provide this information at the time of hire, but did not do so, the employee may be subject to disciplinary action, including dismissal for submitting false information on the employment application, or otherwise having misled the District.

## ***CHAPTER 6.00 – PERSONNEL***

3. If it is discovered during the period of employment that an employee has a prior criminal record and no falsification of an application nor attempt to mislead occurred, the record shall be reviewed by the CBC committee. The committee shall consider all information, including any mitigating conditions, and report findings of fact, possible mitigating circumstances and recommendations for action to the Superintendent. The employee shall have the opportunity to respond in writing to the findings and recommendation. The Superintendent shall review the record, recommendation and response before taking appropriate action. Appeal of the Superintendent's action shall follow collective bargaining agreements or School Board policy, as appropriate.
4. Instructional personnel and noninstructional or contractual personnel who have direct contact with students or have access to or control of school funds must meet the screening requirements described in law every five (5) years. Personnel whose fingerprints have not been maintained by the Department of Law Enforcement are required to be refingerprinted.
5. An employee whose criminal record after employment would disqualify him/her from employment shall be subject to disciplinary action up to and including termination.

### **VI. 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)

## ***CHAPTER 6.00 – PERSONNEL***

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 shall 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.

### **VII. Acceptance of Appointment**

Failure to signify acceptance of appointment within ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.

### **VIII. Reconsideration and Appeal**

## ***CHAPTER 6.00 – PERSONNEL***

- A. Applicants who have been denied employment, and probationary employees who have been denied permanent employment, on the basis of their criminal record, drug screening and/or background check, may request reconsideration by the CBC committee only if they present new information not previously available to the committee.
  - B. Applicants who have been denied employment, and probationary employees who have denied permanent employment, because of their criminal record, drug screening and/or background check, may appeal to the Superintendent. Applicants and probationary employees shall receive written notice of the right to appeal the decision by the CBC committee to the Superintendent. Their appeal must be in writing, and may respond to the findings and decision of the CBC committee. If new information is to be submitted, the applicant must first request reconsideration by the CBC Committee. The Superintendent's decision shall be final.
- IX. The District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity so as to ensure equal employment opportunity. Neither the District nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **381.0056, 1001.42, 1001.43, 1012.01, 1012.22, 1012.27, 1012.315, 1012.32, 1012.39, 1012.465, 1012.55, 1012.56, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-3.0141**

|                 |                                                                          |
|-----------------|--------------------------------------------------------------------------|
| <b>HISTORY:</b> | <b>ADOPTED:</b> _____                                                    |
|                 | <b>REVISION DATE(S):</b> <b>12/14/99, 11/21/2000, 7/28/09, 3/25/2014</b> |

## CHAPTER 6.00 – PERSONNEL

### PHYSICAL EXAMINATIONS

6.11

#### **POLICY:**

- I. At the time of initial employment, the employee, at his / her expense, shall submit evidence of a physical examination by a physician licensed in Florida no later than forty (40) days after the beginning date of employment. The physical examination shall have been conducted six (6) months prior to employment or thirty (30) days after the beginning date of employment and shall include evidence of good health.
- II. The Superintendent may require a physical, psychological, and / or psychiatric examination by a physician licensed in the State of Florida when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of a School Board employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee.
- III. The Superintendent may require an employee who has been involved in an employee assistance program for drug-related offenses to submit to periodic drug testing. Such testing shall be at Board expense.

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

LAWS IMPLEMENTED: 1001.43; 1012.32, F.S

|                 |                                                                       |
|-----------------|-----------------------------------------------------------------------|
| <u>History:</u> | Adopted:<br>Revision Date(s): 6/22/10<br>Formerly: GBE; GBD; GCD; GDD |
|-----------------|-----------------------------------------------------------------------|

## CHAPTER 6.00 – PERSONNEL

### TRANSPORTATION EMPLOYEE DRUG AND ALCOHOL TESTING

6.111\*

#### **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) 49 CFR Part 382. 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 School Board, OTETA applies to anyone who holds a commercial driver's license and drives a school bus, a county vehicle weighing over twenty-six thousand (26,000) pounds, or who is in a "safety sensitive position" in regard to transporting passengers, equipment, or School Board property. This federally mandated OTETA is now incorporated into the Board rules. These include random unannounced alcohol and other drug testing, additional driver and supervisor training, and other items.

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

LAWS IMPLEMENTED: 112.0455; 440.102; 1001.43; 1012.45. F.S.  
49 CFR Part 40, DOT; 49 CFR Parts 382 & 391,  
Federal Highway Administration

|                 |                                                        |
|-----------------|--------------------------------------------------------|
| <u>History:</u> | Adopted:<br>Revision Date(s): 6/22/10<br>Formerly: NEW |
|-----------------|--------------------------------------------------------|

## CHAPTER 6.00 – PERSONNEL

### LICENSE OF SCHOOL BUS DRIVER

6.112

#### **POLICY:**

Each school bus driver shall possess the minimum qualifications prescribed in Florida Statutes and State Board of Education rules and other controlling regulations.

- I. All school bus drivers shall hold a valid Commercial Driver's License (CDL) for a Class B vehicle with a passenger (P) and school bus (S) endorsements.
- II. The license shall be displayed in a conspicuous place in the school bus or shall be carried by the driver while operating the bus.
- III. Any driver / school bus operator who should have known that his/her driver's license has expired or has been suspended or revoked and who knowingly drives / operates a school bus shall be subject to disciplinary action up to and including dismissal.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

322.57; 1001.43; 1012.45, F.S.  
49 CFR 350, *et al*

#### STATE BOARD OF EDUCATION RULES:

6A-3.0141; 6A-3017(1)(d)

#### History:

Adopted:

Revision Date(s): 11/20/01, 6/22/10

Formerly: 8.18



## ***CHAPTER 6.00 – PERSONNEL***

### **RESPONSIBILITIES OF SCHOOL BUS OPERATORS**

**6.113\***

- I. School bus operators shall be responsible for adhering to the requirements of federal laws and regulations, Florida Statutes, State Board of Education rules, driving regulations, School Board policies, District safe driver plan and the adopted District job description.
- II. Responsibilities shall include, but not be limited to, the following:
  - A. To maintain an appropriate Florida driver's license.
  - B. To refrain from driving with an expired, suspended or revoked license.
  - C. To complete annual school bus operator training.
  - D. To participate in the substance abuse testing and alcohol detection program required by 49 CFR 382 and 49 CFR 391.
  - E. To refrain from using a cellular telephone or other wireless communications device while actively driving a bus.
  - F. To maintain order and discipline on the bus.
  - G. To instruct students, teachers, and chaperones who are being transported on field and activity trips regarding the locations and proper use of school bus emergency exits prior to each trip.
  - H. To perform a complete interior inspection of the bus after each run and trip to ensure that no students remain on the bus.
  - I. To ensure that no one is on the bus while refueling.
  - J. To not allow bus engines to idle, except under the following conditions:

## ***CHAPTER 6.00 – PERSONNEL***

1. While actively driving the bus. Active driving would include times when the bus is stopped for traffic, for traffic control devices, or to pick up or discharge students while en route.
2. When performing proper inspections to include the proper functioning of equipment related to student health and safety such as climate control systems,
3. When necessary to accommodate a documented driver or passenger medical need.
4. When students are present outside the bus prior to or following the route or in areas where students congregate, such as in school loading and unloading areas, except as noted above.

K. To adhere to the requirements for the reduction of heavy-duty idling.

III. Failure to fulfill the responsibilities of a school bus operator may result in disciplinary action up to and including dismissal.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 316.305, 322.57, 1001.42, 1001.43, 1012.45, F.S.  
49 CFR 382, 49 CFR 391

**STATE BOARD OF EDUCATION RULE(S):** 6A-3.0141, 6A-3.0171  
**DEPARTMENT OF ENVIRONMENTAL  
PROTECTION RULE(S)** 62-285.420

**HISTORY:**

**ADOPTED:** \_\_\_\_\_

**REVISION DATE(S):** 6/2009, 1/28/2014

**FORMERLY:** NEW

## CHAPTER 6.00 – PERSONNEL

### YEAR OF SERVICE DEFINED FOR ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

6.12\*

#### **POLICY:**

- I. The minimum time which may be recognized as a year of service for contractual purposes shall be full-time actual service rendered under contract for more than one-half (1/2) of the number of days or more than one-half (1/2) the number of total hours required for the normal contractual period of service for the position held. In determining such service, sick leave and holidays for which the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded. The contractual period of service required for the position shall be determined by the number of months an employee works.
- II. Any claim to a year of service for salary purposes shall be the equivalent of the service required for a continuing, professional service, annual, or multi-year contract. Credit for service rendered in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in the District for a comparable position and in accordance with the contract agreement between the School Board and the local education association.
- III. In accordance with the Collective Bargaining Agreement, teachers in non-degreed vocational assignments shall be allowed to count up to five (5) years of work experience if four (4) years of such experience is first deducted.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

1001.43; 1011.60; 1012.01, F.S.

*History:*

Adopted:

Revision Date(s): 6/22/10

Formerly: GCBA

## ***CHAPTER 6.00 – PERSONNEL***

|                                                                  |
|------------------------------------------------------------------|
| <b>SALARY OF ADMINISTRATIVE AND INSTRUCTIONAL STAFF    6.121</b> |
|------------------------------------------------------------------|

**POLICY:**

- A. Each administrative or instructional staff member shall be paid in accordance with the salary schedule adopted by the School Board. A copy of the current salary schedule shall be available in the Superintendent's office. Factors which affect the salary schedule are: educational preparation, as reflected on an official transcript; approved teaching experience; and/or work experience. Supplements paid for extra duties performed by specified personnel shall conform to the supplement scale adopted by the School Board for the position.
- B. The salary schedule for personnel covered by a collective bargaining agreement shall be as set forth in the approved agreement; provided that in the event a successor agreement is delayed past the period of the current agreement, the salary schedule contained in the previous approved agreement shall prevail unless the School Board determines otherwise.

**STATUTORY AUTHORITY:**

1001.41; 1001.42(17), F.S.

**LAWS IMPLEMENTED:**

1001.42; 1012.55; 1011.60(5), F.S.

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| <b><u>History:</u></b> | Adopted: 12/15/98<br>Revision Date(s):<br>Formerly: New |
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## ***CHAPTER 6.00 – PERSONNEL***

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| <b>TEACHING EXPERIENCE AND OTHER EXPERIENCE FOR SALARY PURPOSES</b> |
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**6.122**

### ***POLICY:***

- A. Teaching experience in the Florida public school system, including the service set forth in Florida Statutes, shall be counted as experience for salary purposes under the adopted salary schedule. Each year of service shall meet the criteria for a year of service prescribed by Florida Statutes and these rules.
- B. Any administrative or instructional staff member shall be given credit for prior comparable service outside of Florida to include the public schools; special state-supported schools; state-supported community/junior colleges, colleges and universities; state-supported schools; and, schools and colleges supported by the federal government and the possessions of the United States not to exceed the amount allowed under the Article XXII of the Agreement between the United Teachers of Suwannee County and the School Board of Suwannee County.
- C. A maximum of five (5) years of credit may be allowed for service rendered in a Florida or out-of-state private school or educational institution if properly verified. Provided, however, a maximum of five (5) years of Florida nonpublic school experience may be used to extend credit earned under Subsection (A) herein to fifteen (15) years and experience may be used to extend credit earned under Subsection (B) herein to five (5) years.
- D. Any person employed, as a non-degreed vocational teacher shall furnish verified work experience and may use additional verified experience not exceeding five (5) years for salary determination in accordance with the Collective Bargaining Agreement. Certification for the position shall be required and the individual shall hold a

## ***CHAPTER 6.00 – PERSONNEL***

Florida Educator's Certificate or a Local Teaching Certificate with a certificate area appropriate for teaching the vocational program(s). The individual shall formulate plans to obtain a Professional Certificate.

- E. Military service not to exceed two (2) years shall be allowed. Service shall be established from the date of active duty to the date of the discharge or release from active duty and shall be verified under honorable conditions.
- F. Credit for substitute teaching experience shall not be allowed unless the service was rendered under a contract and meets the requirements for a year of service.
- G. Part-time teaching may not be counted in determining a year of service unless the person renders service under contract in excess of one-half (1/2) the days or hours required for a full-time contractual position.

### STATUTORY AUTHORITY:

1001.41; 1001.42(17), F.S.

### LAWS IMPLEMENTED:

1000.21; 1001.43; 1011.60, F.S.

#### *History:*

Adopted: 12/15/98

Revision Date(s): 04/24/2007, 6/22/10

Formerly: New

## CHAPTER 6.00 – PERSONNEL

### THE INSTRUCTIONAL STAFF

6.13\*

#### POLICY:

The instructional staff shall be composed of school-based personnel, as defined in Florida Statutes, other than administrators and school support personnel. The instructional staff shall be assigned direct responsibility for the supervision, instruction, and evaluation of students in disciplines which promote individual growth and development for becoming a member of society. Instructional staff members shall hold a valid Florida Educator's Certificate or the equivalent as prescribed by Florida Statutes and State Board Rules.

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

LAWS IMPLEMENTED: 1000.21; 1001.43; 1012.01; 1012.32; 1012.39;  
1012.53; 1012.54; 1012.56; 1012.57, F.S.

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| <u>History:</u> | Adopted:<br>Revision Date(s): 6/22/10<br>Formerly: NEW |
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## ***CHAPTER 6.00 – PERSONNEL***

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| <b>TEACHING OUT OF FIELD</b> |
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| <b>6.131</b> |
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**POLICY:**

- I. Employment of Out-of-Field Teachers: The employment or assignment of out-of-field teachers may occur when a qualified and appropriately certificated teacher is unavailable. Any teacher who is employed or assigned out-of-field shall be required to satisfy the course credit requirement in State Board of Education Rule 6A-1.0503. The deadline for earning the six (6) semester hours of college credit or the equivalent in the appropriate field shall be within one calendar year of the initial appointment to the out-of-field assignment, and any subsequent school year(s) of the out-of-field teaching assignment.
- II. Subject Area Expertise: A teacher may receive in-field designation by several means or a combination of means including, but not limited to:
  - A. Presenting a passing score on a subject area test;
  - B. Demonstration of subject area competencies as established by the national subject professional organization;
  - C. Demonstration of current subject area competencies as identified by the Department for the certification subject area tests (some areas will be revised beginning July 1, 2002);
  - D. Demonstration of the appropriate Subject Matter Content Standards for Teachers developed by the Educational Standards Commission and approved by the State Board of Education in the areas of Art, Elementary Education, English Language Arts, Foreign Languages, Health, Mathematics, Music, Physical Education, Sciences, or Social Studies;



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- E. Past successful experiences in the field; and
  - F. Systematic observations and favorable evaluations of classroom instruction by supervisor(s) and other educators with expertise in the subject area.
- III. In addition to any one of II, A-F, an adjunct teacher may demonstrate expertise in a subject area if applicant has a minor in the subject area.
- IV. Reporting: Each principal shall report to the Superintendent any teacher who is assigned to teach a subject or subjects for which he/she is not properly certificated. Such reports shall be filed at the beginning of each school year, or if changes occur thereafter, and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator's Certificate, the out-of-field assignment and the justification. The School Board minutes shall reflect such approvals.
- V. The Superintendent shall recommend and the Board shall adopt a plan to assist such teacher.
- VI. Recommendations will be given to a teacher to assist in meeting in-field certification requirements.

### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

### LAWS IMPLEMENTED:

1001.43; 1012.42; 1012.55, 1012.57, F.S.

### History:

Adopted:

Revision Date(s): 12/14/99, 11/20/01, 6/22/10

Formerly: GCA

## ***CHAPTER 6.00 – PERSONNEL***

### **NON-CERTIFIED INSTRUCTIONAL PERSONNEL**

**6.132\***

#### **POLICY:**

Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate, constitute an invaluable community resource for the education of the students in the District. Such persons may serve as non-paid volunteers or as a paid member of the instructional staff to render instructional service in the individual's field of specialty but shall not be required to hold a Florida teaching certificate. Policies concerning non-certificated instructional personnel shall be as follows:

#### **I. Employment Procedures**

Procedures shall be the same as those followed for certificated personnel, except that non-certificated personnel shall not be entitled to a contract as prescribed by State Board of Education Rules. The supervisor recommending the appointment must explain the circumstances that necessitate employing a non-certificated instructional person. A copy of such material shall be placed in the employee's personnel file.

#### **II. Personnel Records**

The records of non-certificated personnel shall contain the same kinds of information that would be contained in the record of a regular member of the instructional staff. In lieu of a certificate and transcripts there shall be complete, detailed and certified documentation attesting to the individual's expertise in the area for which he / she is employed. The record shall also contain a statement of the specific instructional duties assigned to be performed and evaluations of performance of such duties.

## ***CHAPTER 6.00 – PERSONNEL***

### **III. Salary**

Non-certificated persons shall be paid according to the terms set forth in the salary schedule.

### **IV. Assignment, Suspension, and Dismissal**

Non-certificated instructional personnel may not be assigned to any teaching duties other than those for which specifically employed. They shall remain employed only as long as the need exists. At any time during the employment of a non-certificated instructional person there is an indication that he / she is not carrying out his / her duties as assigned, he /she shall be suspended from that duty immediately and further action, including dismissal, shall be recommended by the Superintendent.

### **V. Assessment of Performance**

The performance of each non-certificated person shall be assessed against his / her specifically assigned duties. The supervisor recommending the appointment of these personnel shall monitor performance and provide a written evaluation at least once each school term using the teacher evaluation form.

### **VI. Student Welfare**

Each non-certificated instructional person shall, prior to assuming his / her duties, be instructed as to his / her responsibilities in regard to the health, safety, and welfare of students. If assigned duties require knowledge of rules, regulations or policies of a special nature, the written statement of duties assigned shall include the duty to be familiar with such material.

### **VII. Instructional Practices and Policies**

## ***CHAPTER 6.00 – PERSONNEL***

Prior to assuming their duties all non-certificated instructional personnel shall be advised of the State, District, and school policies relevant to instructional responsibilities.

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

LAWS IMPLEMENTED: 1001.43; 1012.42; 1012.55, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0502

|          |                                                             |
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| History: | Adopted: 12/17/02<br>Revision Date(s): 6/22/10<br>Formerly: |
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## ***CHAPTER 6.00 – PERSONNEL***

### **ASSISTING TEACHERS TO BECOME HIGHLY QUALIFIED 6.133+**

The Superintendent shall develop procedures to assist experienced teachers to meet the highly qualified requirements of the No Child Left Behind Act.

**STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1012.22, 1012.27, 1012.42, F.S.**  
**No Child Left Behind Act of 2001, P.L. 107-110**  
**20 USC 7801**

**STATE BOARD OF EDUCATION RULE(S):** **6A-1.0503**

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| <b>HISTORY:</b> | <b>ADOPTED: 3/28/06</b>            |
|                 | <b>REVISION DATE(S): 2/23/2010</b> |
|                 | <b>FORMERLY: NEW</b>               |

## ***CHAPTER 6.00 – PERSONNEL***

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| <b>EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL TIME<br/>EMPLOYEES OF THE SCHOOL BOARD</b> | <b>6.14*+</b> |
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### **POLICY:**

- I. Persons who are not full-time employees of the School Board and hold an athletic coaches certificate issued by the state of Florida may be recommended by the Superintendent and appointed by the School Board on a contract basis to perform designated secondary school athletic coaching responsibilities, subject to the following conditions:
  - A. The principal has determined that qualified full-time employees of the School Board are not available to perform these responsibilities.
- VIII. The contracted employment conforms to rules and regulations of the State Board of Education and the by-laws of the Florida High School Activities Association (FHSAA).
  - A. The employment procedures and contracted services conform to standards and procedures provided by the Superintendent, including but not limited to the following:
    - 1. Use of an approved agreement form for contracted services.
    - 2. Assessment of the qualifications of such persons.
    - 3. Agreement by the contracted employee to abide by the Code of Ethics of the Education Profession in Florida.
    - 4. Evaluation of performed services to be conducted by the principal and appropriate records maintained.
  - B. An individual who is employed only as an athletic coach must hold a valid cardiopulmonary resuscitation (CPR) certificate issued by the American Heart Association or the American Red Cross and must have

## ***CHAPTER 6.00 – PERSONNEL***

received training about the dangers of drug use including performance enhancing drugs.

- C. Payment for services shall be according to the approved district schedule of salary supplements for the services rendered.
- D. The District shall attempt to ensure that community-based coaches reflect the diversity of racial, ethnic, and gender groups that the School Board believes to be important to the educational experiences of students.

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

LAWS IMPLEMENTED: 119.07; 1001.43; 1012.22; 1012.24;  
1012.27; 1012.31; 1012.33;  
1012.36; 1012.55; 1012.56, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-4.0282

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| <u><i>History:</i></u> | Adopted:<br>Revision Date(s): 12/17/02, 6/22/10<br>Formerly: GDE, Certification of Athletic Coaches |
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## ***CHAPTER 6.00 – PERSONNEL***

### **EDUCATION PARAPROFESSIONALS AND AIDES**

**6.15\***

#### **POLICY:**

Aides and paraprofessionals are persons assigned by the School Board to assist an instructional staff member(s) in performing his / her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of the federal No Child Left Behind Act.

- I. The conditions of employment of an aide or paraprofessional shall be governed by Board policy and shall include the following:
  - A. An aide or paraprofessional shall have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education Rules.
  - B. A paraprofessional shall meet one of the following requirements:
    - 1. Hold an associate's or higher degree.
    - 2. Two (2) years of study ( 60 semester hours) at an institution of higher education with a "C" or higher; or
    - 3. A rigorous state or local assessment of knowledge and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.

A "Pass" score on all four parts of the Florida Department of Education General Knowledge Test or a score of 464 on the Praxis Paraprofessional exam shall satisfy I,B,3, above.

- C. Be at least eighteen (18) years of age.



## ***CHAPTER 6.00 – PERSONNEL***

- D. Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Human Resources or designee shall initiate a records check by the two (2) agencies.
  - E. A drug test shall be required of all non-instructional applicants recommended for hire and shall be administered by Board approved testing laboratory.
- II. The principal shall assure that the aide or paraprofessional assigned to the school possesses a clear understanding of State and District rules relating his/her responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that a paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.
- III. It shall be the principal's responsibility to assure the School Board and the Superintendent that each aide or paraprofessional possesses a clear understanding of all State and District instructional practices and rules relevant to his/her responsibilities if he / she is expected to assist a teacher in promoting learning activities. When an aide or paraprofessional is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the paraprofessional possesses the necessary knowledge and skills.

## ***CHAPTER 6.00 – PERSONNEL***

- IV. The aide or paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the aide or paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each aide or paraprofessional.
- V. An education paraprofessional may administer or proctor statewide standardized assessments or assessments associated with Florida Approved Courses in accordance with Florida Statutes and State Board of Education rules.
- VI. A paraprofessional shall not perform any of the following:
  - A. Establish instructional objectives;
  - B. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;
  - C. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,
  - D. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.
- VII. The principal and instructional staff members who are assigned paraprofessional personnel shall be responsible for assigning duties to paraprofessionals which are consistent with Florida Statutes, State Board of Education Rules, and School Board Rules and other controlling regulations.

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STATUTORY AUTHORITY: 1001.41; 1008.24, 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.32; 1012.37, F.S.  
34 CFR 200

STATE BOARD OF EDUCATION RULES: 6A-1.070; 6B-1.006

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| <u>History:</u> | Adopted:<br>Revision Date(s): 12/15/02, 6/22/10, 12/15/2015<br>FORMERLY: NEW |
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## ***CHAPTER 6.00 – PERSONNEL***

### **SUBSTITUTE TEACHERS**

**6.16\***

#### **POLICY:**

- I. Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Board approved vendor.
- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by the Department of Human Resources:
  - A. Hold a high school diploma or equivalent;
  - B. Be at least eighteen (18) years of age; and,
  - C. Submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
  - D. Submit to a drug test administered by Board approved testing laboratory.
  - E. Complete an initial orientation/training program and other training required by Florida Statutes.
- III. The Superintendent or designee shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory.

## ***CHAPTER 6.00 – PERSONNEL***

- IV. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board. Provided, however, substitutes for post-secondary education programs may be hired on an hourly basis when necessary.
- V. A retired member of a Florida state-administered retirement system may be employed as a substitute teacher as allowed by law.
- VI. Substitute teachers shall hold a valid Florida Educator's Certificate issued by the Florida Department of Education or local certificate or documentation of II, E.

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

LAWS IMPLEMENTED: 121.091, 1001.43; 1012.32; 1012.35;  
1012.36; 1012.39; 1012.55; 1012.56, F.S.

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| <u>History:</u> | Adopted:<br>Revision Date(s): 6/22/10, 9/22/2015, 6/28/2016<br>Formerly: GDE |
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## ***CHAPTER 6.00 – PERSONNEL***

### **EMPLOYMENT OF NON-DEGREED VOCATIONAL AND ADULT INSTRUCTIONAL PERSONNEL**

**6.17\***

#### **POLICY:**

The Superintendent is authorized to develop a procedural manual for the employment of non-degreed vocational and adult instructional personnel which is entitled Qualifications for Employment of Non-degreed Full-time and Part-time Vocational and Part-time Adult Instructional Personnel per Florida Statutes / F.S. 1012.39. These procedures shall be consistent with Florida Statutes and shall be approved by the School Board. The manual shall be published and made available to persons who are seeking employment as non-degreed vocational or adult education instructors.

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

LAWS IMPLEMENTED: 1001.43; 1012.32; 1012.36; 1012.39, F.S.

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| <u>History:</u> | Adopted:<br>Revision Date(s): 6/22/10<br>Formerly: GCD |
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## ***CHAPTER 6.00 – PERSONNEL***

### **CONTRACTS FOR INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL**

**6.18\***

#### **POLICY:**

- I. Any person employed as a member of the instructional staff shall hold a valid Florida Teaching Certificate or professional license except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the Board adopted job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with the School Board as provided by law. All contracts shall be on forms prescribed by the Commissioner of Education. Any member of the instructional or administrative staff who is willfully absent from duty without leave shall forfeit compensation for the time absent, and his / her contract shall be subject to cancellation by the Board.
  - A. Contracts with instructional staff.
    1. Each member of the instructional staff shall receive a contract in accordance with the provisions of law. The contract shall be in accordance with the duly adopted salary schedule(s) of the Board and shall be for a definite term of service. A true signed copy shall be retained by the Board in the office of the superintendent.
    2. A probationary contract for one (1) school year shall be awarded upon initial employment in the District regardless of previous employment in the District, in another district or in another state.
  - B. Contracts with administrative staff.
    1. Each member of the administrative staff on initial employment shall be given a written contract for a period not to exceed one year. Renewal of the contract from year to year will be based on an annual satisfactory evaluation. The first ninety-seven (97) days of the initial contract shall be a probationary period during which the employee may be dismissed without cause.

## ***CHAPTER 6.00 – PERSONNEL***

2. When the administrative staff member has rendered three years of satisfactory and acceptable service, the School Board may enter into a contract for a fixed period of time not to exceed three years.

Any further renewal of the contract shall be based on a review and evaluation made during the last year of the contract and any additional contract shall be for a period of time not to exceed three years.

- II. A contract year for principals, other school site administrators and instructional personnel may not exceed ten (10) calendar months of service unless otherwise approved by the School Board.

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

LAWS IMPLEMENTED: 120.57; 1001.41; 1011.60, 1012.22; 1012.32; 1012.33, 1012.335; 1012.34; 1012.56, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0502, 6A-1.064

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| <u>History:</u> | Adopted:<br>Revision Date(s): 12/14/99, 11/21/2000, 2/23/2010, 2/28/2012<br>Formerly: GCB |
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## CHAPTER 6.00 – PERSONNEL

### CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

6.19\*

#### POLICY:

No person shall be employed or continued in employment if he / she does not hold or is ineligible to hold a Florida Educator's Certificate, a local certificate, or a certificate issued by a Florida school district that has a reciprocal agreement with the School District or holds a professional license. However, a person may be employed under emergency conditions, pursuant to Florida Statutes, or may qualify as non-certificated instructional personnel pursuant to School Board Rule. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his / her certificate and each certificate reissuance or renewal in the District Office as soon as the Department of Education issues the new validity period on the certificate.

- A. The Superintendent shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.
- B. An individual nominated for an instructional position shall be properly certificated, be eligible for certification, meet conditions prescribed in State Board of Education Rules or qualify for employment or re-employment as a non-degreed vocational education or adult education teacher based on School Board Rule.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1011.60; 1012.24; 1012.54;

1012.55; 1012.56; 1012.57, F.S.

#### STATE BOARD OF EDUCATION RULES:

6A-1.0501; 6A-1.0502; 6A-1.0503

#### History:

Adopted:

Revision Date(s): 6/22/10

Formerly: GCD

## CHAPTER 6.00 – PERSONNEL

### DISTRICT CERTIFICATES

6.191\*

#### POLICY:

The School Board authorizes issuance of School District Certificates to substitute teachers, part-time adult education teachers, and non-degreed vocational education teachers. Non-degreed vocational instructional personnel are those whose qualifications are established on the basis of occupational expertise in the areas of agriculture, business, health occupations, home economics, industrial, marketing, and public service education and who are assigned to teach only vocational courses when the course code directory specifies non-degreed vocational instructors are appropriate. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

The Superintendent is authorized to develop a procedure for implementing this policy which shall be available in the office of the Certification Contact.

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

LAWS IMPLEMENTED: 1001.43; 1012.32; 1012.39, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0502

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| <u>History:</u> | Adopted:<br>Revision Date(s): 6/22/10<br>Formerly: GCD |
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## CHAPTER 6.00 – PERSONNEL

### LEAVE OF ABSENCE

6.20\*

#### POLICY:

- I. A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one year. Leave may be with or without pay as provided by law, regulations of the State Board and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days / hours for the annual employment period.
- II. The Superintendent shall develop procedures to implement leave provisions.

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

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.66; 1012.61; 1012.63;  
1012.64, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.080

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| <u>History:</u> | Adopted:<br>Revision Date(s): 11/21/2000, 7/28/09<br>Formerly: GCBD; GDBD |
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## ***CHAPTER 6.00 – PERSONNEL***

### **LEAVE APPLICATION**

**6.21\***

An application for leave shall be in writing and on the form prescribed by the School Board and shall be directed to the School Board. The principal or supervisor, or other person under the direct supervision of the Superintendent, shall submit any leave application directly to the Payroll Department. Leave that requires School Board approval as per Policy 6.211 shall be submitted to the Department of Human Resources.

A District employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the administrative supervisor by March 1 of that fiscal year. Upon return from such leave, the employee shall be returned to his/her former position or to another position for which he/she is qualified.

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

LAWS IMPLEMENTED: 1001.43; 1012.66, F.S.

|                 |                                                                        |
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| <u>History:</u> | Adopted:<br>Revision Date(s): 7/28/09, 6/28/11<br>Formerly: GCBD; GDBD |
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## ***CHAPTER 6.00 – PERSONNEL***

### **APPROVAL OF LEAVES**

**6.211\***

#### **POLICY:**

All requests for leave shall be submitted on the proper form and shall be approved either by the School Board, the Superintendent, or the Principal/Director, or his/her designee as provided herein:

- I. The following types of leave require approval of the School Board:
  - A. Extended Health Leave or Disability Leave including Maternity Leave
  - B. Military Leave in excess of seventeen (17) days
  - C. Personal Leave (without pay) in excess of six (6) days,
  - D. Illness-in-line-of-Duty Leave
  - E. Leave to seek political office
  - F. Professional Leave in excess of five (5) days
  - G. Family and Medical Leave
  - H. Sabbatical Leave
- II. The Superintendent or the Principal/Director or his/her designee is authorized to grant the following types of leave:
  - A. Paid Sick Leave
  - B. Unpaid Sick Leave not in excess of five (5) days
  - C. Personal Leave (without pay) not in excess of six (6) days
  - D. Personal Leave (with pay)
  - E. Annual Leave
  - F. Professional Leave not to exceed five (5) days
  - G. Jury Duty assignment
  - H. Military Leave not to exceed seventeen (17) days
  - I. Witness Duty absence
  - J. Temporary Duty
  - K. Bereavement leave for two official school representatives to attend the funeral of any active or retired employee of the same worksite.
  - L. Religious holiday leave                      Up to two (2) days chargeable to sick leave when not

## ***CHAPTER 6.00 – PERSONNEL***

otherwise provided in the  
school calendar

- III. Administrative personnel shall be eligible for relief time as approved by the Superintendent or his designee.
- IV. Instructional personnel shall be eligible for relief time based on an emergency situation or personal needs which cannot be met at any other time. Relief time shall be approved by the principal or designee and shall be permitted only during non-teaching time.
- V. Employees may leave their assigned duty station upon approval of the appropriate supervisor, with such approval based on personal needs which cannot be met at other times. Such leave shall be limited to one (1) hour per day.

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

LAWS IMPLEMENTED: 1011.43; 1012.22; 1012.61;  
1012.63; 1012.64; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.080; 6A.1.081; 6A.1.082

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|-----------------|--------------------------------------------------------------------------------------------|
| <u>History:</u> | Adopted:<br>Revision Date(s): 6/22/10, 6/28/11<br>Formerly: GCBD; GDBD<br>Reviewed 9/10/08 |
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## CHAPTER 6.00 – PERSONNEL

### EFFECTIVE DATE FOR LEAVE, SUSPENSION, OR TERMINATION

6.212\*

#### **POLICY:**

The effective date of any employment termination or unpaid leave of absence shall be the first day on which a School Board employee is not paid unless otherwise provided herein. The effective date of any suspension or paid leave of absence shall be the first day on which a School Board employee does not work. The following provisions apply to paid benefits for a holiday(s).

- I. An employee who terminates employment and does not work on the first day following a holiday(s) shall not receive pay for the holiday(s). The termination date shall be considered the last work day on which the employee is paid prior to the holiday(s).
- II. An employee to earn holiday pay may not be on an uncompensated leave either the day before or day after the holiday.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1011.60; 1012.22, F.S.

#### History:

Adopted:

Revision Date(s): 6/22/10

Formerly: NEW

## CHAPTER 6.00 – PERSONNEL

### NOTIFICATION OF ABSENCE

6.213\*

#### **POLICY:**

- A. The principal shall notify and submit the appropriate leave form to the Superintendent or his designee when he / she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his / her absence. Where possible, the name of the person to be in charge of the school when the principal is absent shall be submitted to the Superintendent each year prior to the close of the pre-school conference.
- B. An employee who is absent from duty for any reason shall notify the principal or his / her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.22; 1012.66; 1012.67, F.S.

#### History:

Adopted:

Revision Date(s): 6/28/11

Formerly: GCBD; GDBD



## ***CHAPTER 6.00 – PERSONNEL***

### **RESIGNATIONS**

**6.214**

#### **POLICY:**

- I. Any administrative or instructional staff member who wishes to resign shall submit his / her resignation in writing addressed to the Superintendent. The letter of resignation shall state the reasons for the resignation and the desired effective date. The resignation of any administrative or instructional staff member shall be sent to and countersigned by the person's administrative supervisor who shall forward the resignation to the Superintendent for presentation to the School Board. No resignation shall become effective until accepted by the School Board.
  - A. The resignation of an administrative or instructional staff member may be accepted during the contractual period of service provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an ensuing school year shall be accepted without question if submitted prior to June 20 of the current school year.
  - B. All resignations shall be processed through the Superintendent's office.
  - C. An employee who violates the terms of an employment agreement or written contract by leaving his / her position without first being released from the agreement or contract by the School Board shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent shall be responsible for notifying the Commissioner of Education about the School Board's action of declaring the position as abandoned and vacant.
- II. A non-instructional employee who wishes to resign shall submit his / her resignation in writing addressed to the Superintendent. Whenever possible, two (2) weeks prior notice shall be given. The letter of

## ***CHAPTER 6.00 – PERSONNEL***

resignation shall state the reason for the resignation and the desired effective date. A resignation of an employee shall be sent to and countersigned by his / her immediate administrative supervisor. The resignation shall be submitted to the School Board at its next regular or special meeting. No resignation shall become effective until accepted by the School Board; the School Board may refuse to accept any resignation for cause.

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

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.23;  
1012.33; 1012.34; 1012.795, F.S.

STATE BOARD OF EDUCATION RULES:

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| <u>History:</u><br>Adopted:<br>Revision Date(s): 6/22/10<br>Formerly: GCD; GCPB; GDPB |
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## ***CHAPTER 6.00 – PERSONNEL***

### **RETIREMENT OF EMPLOYEES**

**6.215**

#### **POLICY:**

An employee who plans to retire shall concurrently submit his / her resignation to the School Board and his / her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the School Board. Employees who retire with full benefits shall receive one thousand dollars (\$1,000.00) if such retirement is to be effective no later than June 30 of that school year and six (6) months notice of retirement is given.

#### **STATUTORY AUTHORITY:**

1001.41; 1012.22; 1012.23, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1012.23, F.S.

#### **History:**

**Adopted:**

**Revision Date(s): 7/28/09**

**Formerly: GCPC; GDPC**

## ***CHAPTER 6.00 – PERSONNEL***

### **DEFERRED RETIREMENT OPTION PROGRAM (DROP)**

**6.216**

#### **POLICY:**

The Deferred Retirement Option Program (“DROP”) as defined in Chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to 60 months or ninety-six (96) months after an eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding letter of resignation, establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and his/her regular retirement benefits under Chapter 121, Florida Statutes.

- I. Participation in DROP: All Members of the Florida Retirement System are eligible for DROP. Members electing to participate in DROP must meet the eligibility and timeline requirements outlined in Florida Statutes.
- II. All employees planning to participate in DROP are strongly encouraged to notify the Board by the last day of the month preceding the month of entry into the program.
- III Benefits Payable:
  - A. Sick Leave – Employees will be paid terminal pay for accumulated sick leave at retirement, or, if service is terminated by death, to his/her beneficiary. Upon election to participate in DROP, and based upon the employee’s established deferred termination date, previously accumulated sick leave as of the entry date of DROP shall be paid the employee according to the salary established at the time of entry into the DROP Program in the following prorated installments:
    - 1. Deferred Termination Date: Payment Schedule
      - (a) 0-12 months - 1 lump payment in the month following the last month worked

## ***CHAPTER 6.00 – PERSONNEL***

- (b) 13 through 24 months: Fifty percent (50%) at the end of the first twelve (12) months and final payment in the month following the last day worked.
  - (c) 25 through 36 months: Thirty-three and 1/3 percent (33 1/3) each twelve month period and final payment in the month following the last day worked.
  - (d) 37 through 48 months: Twenty-five percent (25%) at the end of each 12 month period and final payment in the month following the last day worked.
  - (e) 49 through 60 months: Twenty percent (20%) at the end of each 12 month period and final payment in the month following the last day worked.
- 2. Sick leave will be earned during DROP as prescribed by Florida Statutes.
  - 3. It is in the intent of this policy that an individual entering DROP will be allowed to use sick leave which was accrued prior to this retirement and entrance into DROP. The procedures for utilization of such leave shall be as follows:
    - a. Sick leave earned prior to DROP shall be calculated in accordance with School Board policy.
    - b. The value of each sick day will be computed according to the salary established at the time of entry into DROP. Should a DROP participant use a sick day(s) accrued prior to entrance into DROP, the monetary value of their remaining sick days shall be reduced by the value of the sick day(s) used.
    - c. Final adjustments in the total amount of compensation for accrued sick leave will be made prior to the final payment at the end of DROP.

### **B. Annual Leave –**

## ***CHAPTER 6.00 – PERSONNEL***

Employees electing to participate in DROP shall be entitled to terminal pay for accrued annual leave as required by state law, Suwannee County School Board policy, and/or union contract. Upon election to participate in DROP and the employee's election to receive a lump sum payment of accrued annual leave, payment shall be made in the last paycheck prior to the effective beginning date of DROP.

1. Employees will be paid for all accumulated annual leave upon entry into the DROP program.
  2. Employees will earn annual leave during the DROP period as prescribed by Florida Statute, Suwannee County School Board policy and/or union contract.
  3. Annual leave accumulated during DROP participation will not be paid to the employee at separation except to the extent the employee has earned additional annual leave which combined with the original payment does not exceed the maximum lump-sum payment for 78 days.
  4. Annual leave earned prior to entering DROP which exceeds the maximum lump sum payment allowed by Board policy may be used during DROP; however, the employee shall not be entitled to compensation at the end of DROP for any unused portion of accumulated leave.
  5. Employees will earn annual leave during the DROP period as prescribed by Florida Statute, Board policy and/or union contract. Annual leave accumulated during DROP participation, will not be paid to the employee at the end of DROP participation, except to the extent the employee has earned additional annual leave which combined with the original payment does not exceed the maximum lump sum payment allowed by Board policy.
- C. Employees participating in DROP shall receive a \$1000 bonus if the Superintendent is notified in writing if such retirement is to be effective no later than June 30th of that school year and six (6) months notice of retirement is given, unless the DROP period expires and the

## ***CHAPTER 6.00 – PERSONNEL***

employee is no longer eligible for employment under FRS DROP guidelines.

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

LAWS IMPLEMENTED: 121.091; 1001.43, F.S.

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| <u>History:</u> | Adopted: 2/16/99<br>Revision Date(s): 10/26/10<br>Formerly: New |
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## CHAPTER 6.00 – PERSONNEL

### ABSENCE WITHOUT LEAVE

6.22\*

#### **POLICY:**

- I. Administrative and Instructional – Any member of the administrative or instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and the employee's contract shall be subject to cancellation by the School Board. In addition, such absence without leave shall interrupt continuity of service.
- II. Non-instructional – Any other employee who is willfully absent from duty without leave shall be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.33; 1012.66; 1012.67, F.S.

#### History:

Adopted:

Revision Date(s): 10/26/10

Formerly: GCBD; GDBD



## ***CHAPTER 6.00 – PERSONNEL***

### **PERSONAL LEAVE**

**6.23\***

#### **POLICY:**

- I. Personal Leave chargeable to sick leave. Employees may be allowed six (6) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and any request for such leave shall be approved, in advance, by the Principal/Director or his / her designee.
- II. Unpaid Personal Leave. Employees shall make written application for such leave without compensation. Personal leave shall terminate at the end of the contractual period. Personal leave may be granted at the discretion of the School Board as hereinafter provided:
  - A. Family Leave. Any full-time employee of the Board will be granted family leave without pay provided a written application for leave is accompanied by a statement verifying the pregnancy. Such leave shall not exceed the balance of the school fiscal year in which the child is born.
  - B. Parental Leave. Any full-time employee of the Board may be granted parental leave for a period of one (1) year for the purpose of child-rearing.
    1. An employee who has parented or adopted a child may apply for parental leave for a period not to exceed the balance of the school fiscal year in which the child is born and one (1) succeeding year subject to appropriate notice.
    2. An employee may apply for a leave of absence on the event of his / her adoption of a child, provided such leave shall not exceed the balance of the school fiscal year in which such adoption shall occur and the next succeeding year, and provided a written application for

## ***CHAPTER 6.00 – PERSONNEL***

such leave is submitted to the employee's immediate supervisor within two (2) calendar weeks after approval for adoption by the recognized agency or source.

3. In all instances herein where a leave of absence shall extend beyond one (1) school fiscal year, re-application shall be made in accordance with the rules of the Board.

### **C. Leave Related to Domestic or Sexual Violence**

1. An employee, who has been employed by the District for at least three (3) calendar months, may request and shall be granted up to three (3) days of unpaid personal leave within a twelve (12) month period if he/she has been a victim of domestic or sexual violence or if a family or household member has been a victim of domestic or sexual violence.
2. The leave must be used for one or more of the following purposes:
  - a. To seek an injunction for protection against domestic violence or for protection in cases of repeat violence, dating violence or sexual violence;
  - b. To obtain medical care and/or mental health counseling for the employee or a family or household member;
  - c. To obtain services from a victim-services organization;
  - d. To make the employee's home secure from the perpetrator or to seek new housing; and/or
  - e. To seek legal assistance related to the violence.

## ***CHAPTER 6.00 – PERSONNEL***

3. All records related to such leave will be considered confidential.
  4. This leave shall be noncumulative and shall be requested in advance except in the case of an emergency.
  5. If an employee elects to be on paid leave, he/she may request personal leave chargeable to sick leave provided that the employee is eligible to be on such leave or he/she may request annual (vacation) leave provided that the employee accrues annual leave and has an annual leave balance.
- D. Leave for political campaigning. An employee who has filed for election to a political office and who desires personal leave for political reasons shall file an application for leave. The School Board may grant such personal leave without pay for a period not to exceed thirty (30) calendar days prior to the election.
- E. Each extended leave-without-pay request shall be considered on its own merit by the School Board. Return from leave is contingent on there being a vacant position in the system which the employee is qualified to fill. Requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the Board.

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

LAWS IMPLEMENTED: 741.313, 1001.43; 1012.61; 1012.66, F.S.

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| <u>History:</u> | Adopted:<br>Revision Date(s): 12/14/99, 7/28/09, 6/28/11<br>Formerly: GCBD; GDBD |
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## ***CHAPTER 6.00 – PERSONNEL***

### **SICK LEAVE**

**6.24**

#### **POLICY:**

- I. Personnel employed on a full-time basis shall be entitled to earn one (1) day of sick leave per month of employment. Such leave shall be cumulative from year to year, and any leave charged against accrued sick leave shall be with full compensation. Sick leave shall be credited as follows:
  - A. Administrative and non-instructional personnel. Such full-time employees shall be credited with four (4) days of sick leave at the end of the first month of employment of each contract year and shall thereafter be credited for one (1) day of sick leave for each month of employment.
  - B. Instructional personnel. Such full-time employees shall be entitled to four (4) days of sick leave as of the first day of employment of each current year, and thereafter are credited for one (1) day of sick leave at the end of each month of employment.
  - C. The total number of sick leave days earned shall be no more than one (1) day of sick leave times the number of months of employment during the year of employment, or four (4) days whichever is greater, in accordance with Florida Statutes.
  - D. Sick leave shall not be used prior to the time it is earned.
- II. Accrued sick leave shall be taken only when the employee's service is interrupted by temporary disability which renders him / her incapable of performing his / her duties, or because of the illness or death of his / her father, mother, brother, sister, husband, wife, child, other close relative, or member of his / her own household. The term "temporary disability" as used herein shall include personal illness or

## ***CHAPTER 6.00 – PERSONNEL***

injury and, in addition any temporary disability of the employee arising out of pregnancy, childbirth, miscarriage, abortion, or recovery there from which renders the employee physically incapable of performing assigned duties.

- III. Any claim for sick leave shall be submitted on the appropriate form to the Principal/Director, or his / her designee, within five (5) working days upon return of the employee to duty and submitted to the Payroll Department.
  - A. The claim shall be in writing and shall set forth the days absent and that such absence was allowable under the provisions of Florida Statutes. The claim shall be duly signed by the claimant certifying that the facts are true and correct and that the claim is valid and legal.
  - B. Where there is any doubt as to the validity of a sick leave claim, the Principal/Director or the Superintendent may require the claimant to file a written certification of illness from a licensed physician or other supporting evidence where personal illness is not involved. Consequences of false claims for sick leave are as follows:
    - 1. Administrative and instructional personnel. A false claim for sick leave shall be deemed cause for cancellation of the contract and for action seeking the revocation of the teaching contract.
    - 2. Non-instructional personnel. A false claim for sick leave shall be deemed grounds for termination of the employee.
- IV. An employee who has used all accrued sick leave but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for such sick leave shall clearly state that the leave is without compensation. An application for sick leave due to extended illness

## ***CHAPTER 6.00 – PERSONNEL***

shall have attached to it a statement from a practicing physician certifying that such leave is essential and indicating the probable duration of the illness and the needed leave. The District may grant extended illness leave up to a maximum of one year.

- V. When an employee of the School District interrupts service and subsequently returns to duty in the District without having transferred his / her sick leave credit to another Florida school district, such accrued sick leave credit shall become valid on the first (1<sup>st</sup>) day of contractual service.
- VI. When an employee retires and receives terminal pay benefits based on unused sick leave, all unused sick leave credit shall become immediately invalid.
- VII. An employee may transfer sick leave earned in a similar capacity with another Florida school district to the District. However, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the District School Board. The employee is responsible for the request for transfer of sick leave.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

1001.43; 1012.61; 1012.62; 1012.66, F.S.

History:

Adopted:

Revision Date(s): 10/26/10, 6/28/11

Formerly: GCBD; GDBD

## **CHAPTER 6.00 – PERSONNEL**

### **ILLNESS OR INJURY IN-LINE-OF-DUTY LEAVE**

**6.241**

#### **POLICY:**

- A. Any full-time regular employee shall be entitled to illness or injury-in-line-of-duty leave for a period not to exceed ten (10) school days when he has to be absent from work because of a personal injury received in the discharge of his duties or because of illness from any contagious or infectious disease contracted in the performance of his / her duties. Illness-in-the-line-of-duty leave is intended to deal with the illnesses normally known as childhood diseases; such as, mumps, measles, and chicken pox. This leave does not include normal adult illnesses such as colds and influenza. This leave is non-cumulative.
- B. In order to be considered for injury-in-the-line-of-duty leave, the following conditions shall be met:
  - 1. The employee must provide written testimony or evidence that his / her injury was received in the line of duty.
  - 2. The employee must file a written claim as outlined below.
- C. In order to be considered for illness-in-the-line-of-duty leave, the following conditions must be met:
  - 1. The employee must supply a letter from a medical doctor, who treated the patient, stating that in his / her opinion there is a strong probability that the illness was contracted at the work site.
  - 2. The employee must file a written claim as outlined below.
- D. The employee who has claim for compensation while absent because of injury or illness incurred as prescribed herein shall file a claim in

## ***CHAPTER 6.00 – PERSONNEL***

the manner prescribed by law by the end of the school month during which the absence has occurred. The Board may approve such claims and authorize the payment in accordance with the provisions of law.

- E. Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) work days during any school fiscal year for an illness contracted or any injury sustained in the line of duty, or a total of ten (10) days for the same illness or injury. The employee granted such leave is entitled to full pay status for a period not to exceed ten (10) working days. If the employee is unable to resume work at the end of a ten (10) work day period, he / she may elect to use accrued sick leave and receive salary payments.

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

LAWS IMPLEMENTED: 1001.43; 1012.61;  
1012.63; 1012.66; 1012.695, F.S.

STATE BOARD OF EDUCATION RULE:  
6A-1.080

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| <u>History:</u> | Adopted:<br>Revision Date(s):<br>Formerly: GCBD; GDBD |
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## ***CHAPTER 6.00 – PERSONNEL***

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| <b>FAMILY AND MEDICAL LEAVE</b> |
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| <b>6.242*</b> |
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- I. In compliance with the Family and Medical Leave Act of 1993, full time school employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:
  - A. The birth of the employee's child;
  - B. The placement of a child with the employee for adoption or foster care;
  - C. To care for the employee's spouse, child or parent who has a serious health condition;
  - D. A serious health condition rendering the employee unable to perform his/her job, or
  - E. Any qualifying exigency that arises because the spouse, son, daughter or parent of an employee is a service member serving with the Armed Forces; a veteran of the Armed Forces, National Guard or Reserves; or on active duty or has been notified of an impending call or order to active duty as a member of the National Guard or Reserve or a retired member of the Regular Armed Forces or Reserve in support of a contingency operation.
- II. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to a total of twenty-six (26) weeks of unpaid leave during a twelve (12) month period to care for the service member. This unpaid leave is available only during a single twelve (12) month period. Entitlement for military caregiver leave applies on a per covered service member, per injury basis.
- III. During the single twelve (12) month period described in section II., an eligible employee is entitled to a combined total of twenty-six (26) weeks of unpaid leave under the provisions of sections I. and II. This does not limit

## ***CHAPTER 6.00 – PERSONNEL***

the availability of unpaid leave under section I. during any other twelve (12) month period.

- IV. Employees are to provide at least thirty (30) days notice, if possible, of their intention to take unpaid leave. Medical certification that the unpaid leave is needed is required for the employee's own serious health condition or that of a family member. The School Board will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from unpaid leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED:

1001.43, 1012.66, F.S.

THE FAMILY AND MEDICAL LEAVE ACT OF 1993,  
PART 825 OF THE CODE OF FEDERAL REGULATIONS,  
TITLE 29, U.S. DEPARTMENT OF LABOR,  
EMPLOYMENT STANDARDS ADMINISTRATION,  
WAGE AND HOUR DIVISION

History:

Adopted:

Revision Date(s): 11/18/08, 7/28/09, 3/22/11

Formerly:

## ***CHAPTER 6.00 – PERSONNEL***

### **MILITARY LEAVE**

**6.25\***

#### **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. 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.
- 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

## ***CHAPTER 6.00 – PERSONNEL***

Board salary. A leave of absence granted under this section shall not exceed thirty (30) days at one time.

- V. 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:<br>Revision Date(s): 10/26/10, 3/22/11<br>Formerly: GCBD; GDBD |
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## CHAPTER 6.00 – PERSONNEL

### JURY/WITNESS DUTY

6.26

#### POLICY:

- I. An employee of the Board who is summoned as a member of a jury panel may be granted temporary duty leave. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.
- II. An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.
  - A. When an employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he / she may be granted temporary duty leave, since his / her appearance in such cases shall be considered a part of his / her job assignment. The employee may retain any fees received from the court. In the event no fees are received from the court, he / she may be paid per diem and travel expenses.
  - B. In no case shall temporary duty leave with pay be granted for court attendance when an employee is engaged in personal litigation. In such cases, an employee may request personal leave.

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

LAWS IMPLEMENTED: 40.24; 40.271; 1001.43; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE:

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| <i>History:</i> | Adopted:<br>Revision Date(s): 10/26/10<br>Formerly: GCBD; GDBD |
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## ***CHAPTER 6.00 – PERSONNEL***

### **PROFESSIONAL LEAVE**

**6.27**

#### **POLICY:**

- I. Professional leave may be granted to an administrative or instructional staff member with or without pay in accordance with the following provisions:
- II. Professional leave is defined as leave granted to an administrative or instructional staff member to engage in activities resulting in professional benefit or advancement including earning of college credits and degrees or contributing to the teaching profession. Extended professional leave is such leave exceeding more than thirty (30) consecutive days. Professional leave or extended professional leave shall be initiated by the employee and shall be primarily for his / her benefit or the teaching profession and only incidentally for the benefit of the school system.
  - A. Professional leave not to exceed five (5) days shall be approved by the Principal/Director or his/her designee, but such leave in excess of five (5) days shall require the School Board's approval.
  - B. Leave may be granted for educational meetings, clinics, and similar activities while school is in session when prior approval is given. Such leave shall be with compensation.
  - C. Professional leave during the post-school conference period shall not be granted to a staff member who is not returning for the ensuing school year.
  - D. Leave for both the post-school and pre-school conference period shall not be approved except when the staff member may need to attend two (2) sessions to complete work for a required degree.
  - E. Personnel who are employed annually for ten (10) months and who are assigned additional work during the summer school program are not eligible for professional leave during this extra employment period.

## ***CHAPTER 6.00 – PERSONNEL***

- F. Personnel employed under contract of twelve (12) months may be granted three (3) weeks professional leave with compensation during the school year when school is not in session; such leave shall be cumulative for not more than two (2) years. Such leave shall not be cumulative to exceed six (6) weeks or thirty (30) work days.
- G. Professional leave for twelve (12) month personnel may be granted for work at summer sessions of a college or university; provided, that suitable arrangements are made for the person's duties.
- H. Professional leave for a quarter, semester, or school year for professional study may be granted without pay. To be eligible for such leave, the instructional staff member shall have been a District employee for at least three (3) years and shall hold a continuing or professional service contract effective for the period of the leave. The contractual status may be waived at the School Board's option for a program of staff development.

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

LAWS IMPLEMENTED: 1001.43; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.081

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| <u>History:</u> | Adopted:<br>Revision Date(s): 10/26/10, 6/28/11<br>Formerly: GCBD |
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## ***CHAPTER 6.00 – PERSONNEL***

### **SABBATICAL LEAVE**

**6.271**

#### **POLICY:**

For the encouragement of continued professional development and resulting improvement in the quality and level of experience of the teaching staff, sabbatical leaves for periods not less than one (1) semester nor to exceed one (1) school year shall be granted by the Board.

- A. Any certified teacher who has satisfactorily completed seven (7) consecutive years of teaching in the School District may apply for sabbatical leave.
- B. A sabbatical leave may be granted to permit a certified teacher to engage in study or research.
- C. A certified teacher who requests a sabbatical leave for study will be expected to enroll as a full-time student carrying a full load (full-time student as determined by the institution attended) of academic work at an institution of higher education approved by the appropriate accrediting agency.
- D. The applications for sabbatical leave, including a plan for study, must be submitted to the Superintendent or designee during the period from February 1st to February 28th preceding the school year for which the leave is granted. Applicants will be notified not later than March 20th as to the disposition of their application. A teacher receiving permission to take a sabbatical leave shall inform the Superintendent in writing of his / her intention to either accept or decline such leave. Such notification shall be given not later than fifteen (15) days after the applicant has been notified of approval of his / her request for leave.
- E. Not more than one (1) percent of the certified teachers represented by the Union in this Agreement may be granted sabbatical leave during any one school year.



## ***CHAPTER 6.00 – PERSONNEL***

- F. Applications for sabbatical leave will be screened by a committee to be appointed by the Superintendent. Criteria to be considered by the screening committee in reviewing applications for sabbatical leaves will include the needs of the school system, teacher needs, area and plan of study, seniority needs of the school system, teacher needs, area and plan of study, seniority and past contributions to the School District. In all cases a teacher making application for his / her first sabbatical leave shall have preference over one who has previously had sabbatical leave. Upon the termination of sabbatical leave, a teacher shall not be entitled to another sabbatical leave until he / she has completed an additional seven (7) full years of service in the School District.
- G. If more than the designated percentage of applications are approved, a list of alternates will be established. The alternates will be ranked according to their precedence, previously established by the committee. Should any of the original choices decline his / her sabbatical leave due to a change in plans or lack of acceptance in a program, the first alternate shall be notified and considered. This process shall continue through the list of alternate-designates until all approved applications have been utilized.
- H. The teacher who takes a sabbatical leave shall agree in writing to teach three (3) years in this School District after returning from sabbatical leave. If he / she accepts another position or retires from teaching before the three (3) year period has elapsed, he / she shall repay the School District on a proportional basis, the salary paid him / her while on leave.
- I. During the year of absence of a teacher on a sabbatical leave, such teacher shall receive one-half (1/2) the beginning bachelor's degree teacher salary, as if the teacher were to be in actual service. In addition thereto, the Board shall pay the contribution to the appropriate

## ***CHAPTER 6.00 – PERSONNEL***

retirement system required of the person on leave computed on the salary of such person for the year on leave.

- J. The teacher, upon returning, will be returned to his / her former position or, upon request by the teacher, to a mutually agreed upon position. Such teacher shall also be advanced to the appropriate position on the salary schedule as if he / she had been in actual service in the District during the period of sabbatical leave.

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

LAWS IMPLEMENTED: 1001.41; 1001.43; 1012.64; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.081

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| <u>History:</u><br>Adopted:<br>Revision Date(s): 10/26/10<br>Formerly: GCBD |
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## ***CHAPTER 6.00 – PERSONNEL***

### **ANNUAL/VACATION LEAVE**

**6.28**

#### **POLICY:**

The following schedule shall be used in determining the accrual of annual leave:

- I. Employees who are full-time and employed on twelve (12) month basis shall accrue annual leave, exclusive of holidays, with compensation as follows:
  - A. One (1) day per month cumulative to twelve (12) days per year for less than five (5) years of continuous service in the District.
  - B. One and one-fourth (1 ¼) days per month cumulative to fifteen (15) days per year for five (5) years or more of continuous service in the District.
  - C. One and one-half (1 ½) days per month cumulative to eighteen (18) days per year for ten (10) years or more of continuous service in the District.

The term “continuous” shall mean an employee who has rendered uninterrupted service to the School Board in a twelve (12) month position or job. Provided, however, individuals who previously rendered full-time continuous service in a ten (10) month contractual position shall be considered as having continuous service when determining creditable service for annual leave.

- II. Annual leave shall accrue at the close of each month. At the beginning of each school fiscal year, no more than sixty (60) days of annual leave may be carried forward. Employees shall be encouraged to use accrued vacation leave on an annual basis.
- III. Annual leave may be granted by the Principal/Director upon the written application of the employee and with the prior approval of the employee’s

## ***CHAPTER 6.00 – PERSONNEL***

immediate supervisor. Annual leave shall be scheduled for minimum disruption of the school program.

- IV. Only full-time employees may earn annual leave.
- V. Accrued annual leave may be used in lieu of other types of leave with the Principal's/Director's approval.
- VI. Unless the employee is on duty, the winter vacation period, other than legal holidays running consecutively with the vacation period, shall constitute a part of the allowable annual leave. Days determined to be legal holidays, as stated on the school calendar each year by School Board, shall not be charged as annual leave against an employee.

STATUTORY AUTHORITY: 1001.41; 1011.60; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.62; 1012.66, F.S.

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| <u>History:</u> | Adopted:<br>Revision Date(s): 10/26/10, 6/28/11<br>Formerly: GCBE; GDBE |
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## CHAPTER 6.00 – PERSONNEL

### TEMPORARY DUTY

6.29

#### **POLICY:**

- A. An employee may be assigned to be temporarily away from his / her regular duties and place of employment for the purpose of performing other educational services, including participation in surveys, professional meetings, study courses, workshops and similar services of direct benefit to the school district. Such assignment may be initiated by the Superintendent or by the individual who desires the temporary duty as days of duty.
- B. The Superintendent shall develop procedures and guidelines to implement this policy.

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

LAWS IMPLEMENTED: 1001.32; 1001.43; 1012.27; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE:

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| <u>History:</u> | Adopted:<br>Revision Date(s): 10/26/10<br>Formerly: GCQE; GDQB |
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## ***CHAPTER 6.00 – PERSONNEL***

### **SALARY SCHEDULES**

**6.30\***

#### **POLICY:**

- I. All personnel shall be paid in accordance with salary schedules as adopted by the School Board.
- II. All salary schedules and their implementation shall comply with the requirements of Florida Statutes.
- III. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of forty (40) hours in any work week shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1 ½) times the regular rate of pay for the service performed or compensatory time.
- IV. Any employee working beyond his / her designated total weekly hours, without prior permission of the Superintendent through the principal or supervisor, may be subject to disciplinary action.

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

LAWS IMPLEMENTED: 1001.43; 1011.60; 1012.22; 1012.27, 1012.55, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.052

#### History:

Adopted:

Revision Date(s): 10/26/10, 2/28/2012

Formerly: GCBA; GCD; GDBA

## ***CHAPTER 6.00 – PERSONNEL***

### **TERMINAL PAY**

**6.31**

#### **POLICY:**

- A. Any employee, or his / her beneficiary, if service is terminated by death, shall be entitled to payment of accumulated sick leave at the time of termination of employment or normal retirement. The School Board shall provide terminal pay for accumulated sick leave to any District employee. When termination of employment is by the employee's death, any terminal pay to which the employee may have been entitled may be paid to his / her beneficiary in accordance with the provisions of 1-5 below.

To be entitled to terminal pay benefits, the employee shall have been under contract to render services and shall not be under suspension from duty or have any charges pending which may have resulted in dismissal from employment. Such terminal pay shall not exceed an amount determined as follows:

1. During the first three (3) years of District service, the daily rate of pay shall be multiplied by thirty-five percent (35%) times the number of accumulated sick leave days.
2. During the next three (3) years of District service, the daily rate of pay shall be multiplied by forty percent (40%) times the number of accumulated sick leave days.
3. During the next three (3) years of District service, the daily rate of pay shall be multiplied by forty-five percent (45%) times the number of accumulated sick leave days.
4. During the next three (3) years of District service, the daily rate of pay shall be multiplied by fifty percent (50%) times the number of accumulated sick leave days.

## ***CHAPTER 6.00 – PERSONNEL***

5. After the twelfth (12) year of District service, either (a) or (b). In the event that termination is by death, the provisions of (c) shall be followed.
- a. The daily rate of pay multiplied by fifty percent (50%) times the number of accumulated sick leave days.
  - b. For retirement with full benefits under an approved Florida retirement system, then the daily rate of pay shall be multiplied by one hundred (100%) percent times the number of accumulated sick leave days.
  - c. In the event termination is by death of the employee, payment of the terminal leave benefits to the employee's beneficiary shall be at the daily rate of pay multiplied by one hundred percent (100%) times the number of days of accumulated sick leave.

Normal retirement as used herein means an employee has applied for and is eligible to receive retirement benefits at the beginning of the next calendar month.

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

LAWS IMPLEMENTED: 1001.43; 1012.61, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.052

History:

Adopted:

Revision Date(s): 7/28/09

Formerly: GCBBA; GDBBA



## CHAPTER 6.00 – PERSONNEL

### TERMINAL ANNUAL (VACATION) LEAVE PAY

6.311

#### ***POLICY:***

- I. Any employee of the Board whose employment is terminated shall receive a lump sum payment for his/her accrued annual (vacation) leave. Payment shall not exceed a maximum of 60 days.

For unused annual leave accumulated before July 1, 2001, terminal payment shall be made in accordance with the policy in effect on June 30, 2001, which was at 100% of the employee's daily rate times the number of accumulated annual leave days.

Payment shall be made at the employee's base rate of pay at the time of termination. If service is terminated by death, payment shall be made to the employee's beneficiary.

- II. Deferred Retirement Option Program

Employees electing to participate in the Deferred Retirement Option Program (DROP) shall be eligible for terminal payment of annual leave as described in Policy 6.216.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.56, F.S.

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| <i>History:</i> | Adopted: 10/26/10<br>Revision Date(s):<br>Formerly: |
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## ***CHAPTER 6.00 – PERSONNEL***

### **HEALTH INSURANCE PREMIUMS**

**6.321**

#### **POLICY:**

- I. The School Board may pay an employee's normal health insurance contribution as provided herein:
  - A. The health insurance premium for one (1) month may be paid when an employee enters a non-pay leave status. The employee shall be provided an opportunity to continue the total health insurance payment, after the School Board's one (1) month contribution, for a period not to exceed twelve (12) months while on non-pay leave status.
  - B. The health insurance premium may be paid when an employee enters a non-pay leave status involving a worker's compensation claim.
  - C. The normal contribution shall be paid until the employee is released to return to work or a settlement is reached in the worker's compensation case through regular channels.
  - D. Any employee who is on unpaid sick leave or unpaid approved family leave will receive up to a maximum of twelve (12) weeks of Board portion of health insurance per insurance fiscal year. This rule is in compliance with the Family and Medical Leave Act of 1993. Twelve (12) weeks will equal six (6) cumulative Board portions which will occur when missing six (6) paychecks with Board portions.
  - E. School Board members and employees who are a Florida resident and a member of the Florida National Guard or a reserve in any branch of the United States military and who are

## ***CHAPTER 6.00 – PERSONNEL***

called into active military duty are entitled to health insurance pursuant to the provisions and conditions prescribed in Section 250.341, Florida Statutes.

- F. The School Board shall not pay the contribution for dependents who are included in the employee's health insurance premium. This contribution shall be paid by the employee.
- G. Retired Suwannee School Board personnel and their eligible dependents may continue to participate in the current group health insurance program of the District provided the person enrolls immediately upon retirement from active employment with the School Board and continues without interruption. Retirement shall mean application for and receipt of retirement benefits under any Florida Retirement System plan. An employee who retires under the Public Employee Optional Retirement Program (PEORP) shall be considered a retiree if he/she meets the age and service requirements defined in 112.0801, F.S. The health insurance coverage shall be identical to that offered to School Board employees. Health insurance premiums for continued participation shall be paid by the retiree.

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

LAWS IMPLEMENTED: 112.0801; 250.341; 1001.43, F.S.

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| <u>History:</u> | Adopted:<br>Revision Date(s): 10/26/10<br>Formerly: GCBC; GDBC |
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## CHAPTER 6.00 – PERSONNEL

### LUMP-SUM PAYMENT OF VACATION LEAVE

6.33

#### POLICY:

A staff member who is employed on a regular or full-time basis for twelve (12) calendar months may be entitled to a lump-sum payment for his / her accrued vacation leave upon termination of employment, transfer to less than a twelve (12) month position within the District or upon retirement from the District. In the case of an employee's death, his / her beneficiary shall be entitled to the lump-sum payment of the accrued vacation leave.

- A. The employee may receive a lump-sum terminal payment of accrued vacation leave with the final salary warrant or extend his / her employment status through the last day of accrued vacation leave.
- B. Payment shall be the daily rate of pay at the time of termination, transfer, retirement, or death.
- C. The employee shall have been employed by the District at the time of termination, retirement or death.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.65, F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: GCBD; GDBD

## ***CHAPTER 6.00 – PERSONNEL***

### **SICK LEAVE BANK**

**6.34**

- A. Purpose  
In order to provide employees emergency sick leave for illness or injury beyond that available under provisions governing sick leave, the SICK LEAVE BANK has been established.
- B. Eligibility  
Any full time employee shall be eligible for voluntary participation in the sick leave bank after one (1) year from the date of initial employment with the school system, provided that such employee has accrued a minimum of six (6) sick days. Enrollment in the sick leave pool program will be accepted during September 1 through the 15th of each school year. Employees must wait thirty (30) days after initial enrollment before being eligible to withdraw days from the sick leave bank.
- C. Contributions  
During initial enrollment period, new participating members shall contribute one (1) day of sick leave during the enrollment period. Each participating member shall contribute one (1) day each time the bank is depleted to 10 days. Said contributions shall be made one (1) month following the depletion occurrence, at which time members will be notified of the need for an additional day and be given the option to contribute the day, withdraw from the bank or shall be allowed to contribute one day immediately when a sick leave day is earned. The Sick Leave Bank Committee shall not grant days in excess of the balance of days in the bank. Sick leave days donated to the bank by an employee will not be returned to the employee except as provided for in this policy.
- D. Any sick leave days withdrawn from the bank by a participating employee must be used for said employee's personal illness, accident, or injury of a medically catastrophic nature. The employee must make application to the sick leave bank in order to receive sick leave benefits. Employees must provide medical documentation stating illness and lack of ability to perform

## ***CHAPTER 6.00 – PERSONNEL***

assigned duties. Employees not properly certificated to perform duties shall be ineligible to draw from the sick leave bank.

- E. No employee shall be eligible to draw more than forty-five (45) days from the bank for any one illness or injury or complications thereof. The number of hours will be equal to the hours that make up an employee's work day. Fragmentary sick leave days in excess of sick leave will not be honored by the Sick Leave Bank Committee unless the request is for the same illness, accident or injury. After an employee's accumulated sick leave has been exhausted and any donated by a family member also has been exhausted, the employee will be eligible to draw from the bank only for approved absences of ten (10) continuous days or more.
- F. Any employee withdrawing sick leave days from the bank shall not be required to replace those days except as a regular contributing member of the pool.
- G. A participating employee who chooses to no longer participate in the Sick Leave Bank shall not be eligible to withdraw any sick leave already contributed to the bank.
- H. Should the membership in the bank fall below ten (10), the Sick Leave Bank shall be automatically dissolved. Such days remaining shall be equally proportioned to the remaining participating members, provided that no participating member may receive more than the days he/she contributed.
- I. All requests for withdrawal of days from the Sick Leave Bank shall be addressed to the Sick Leave Bank Committee on an official form provided for this purpose. The decision of the committee shall be final.
- J. The Board, after consulting with the Association, shall establish procedures for identifying and recording contributions to the pool and for complying with applicable governmental regulations and/or associated record keeping.

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- K. A notification letter will be sent to applicants informing them of their acceptance or rejection into the sick leave pool. Participating members will also be notified when they are no longer a member of the pool.
- L. Sick Leave Bank Committee  
The Sick Leave Bank Committee (SLBC) shall have four (4) members. The Association shall select two (2) members and the Board shall select two (2) members. The Superintendent or designee and the Association President or designee shall be members of the SLBC. Teacher members shall hold Continuing Contract or Professional Services Contract status. Education Staff Professionals shall hold non-probationary status. Vacancies on Sick Leave Bank Committee shall be filled by the party for whom the vacancy exists.
- M. Committee Responsibilities
1. The Sick Leave Bank Committee, by majority vote, shall determine the Rules and Procedures of the Sick Leave Bank and shall have the authority to amend them when necessary.
  2. The Sick Leave Bank Committee shall review all withdrawal applications. It will approve or deny each request.
  3. Denials will be fully explained in writing.
  4. A minimum of three (3) committee members' signatures will be required for all approvals or denials.

Alleged abuse of the use of the Sick Leave Bank shall be investigated by the Superintendent with the assistance of the Sick Leave Bank Committee. Any finding of wrongdoing shall result in the employee being required to repay all sick leave credits drawn from the bank. Refusal on the part of the employee to repay said credits shall be grounds for termination. Other appropriate disciplinary action may be taken by the Board even if the employee provides repayment to the pool.

**STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED: 1001.43, 1012.61, F.S.**

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**STATE BOARD OF EDUCATION RULE(S): 6A-1.052**

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| <b>HISTORY:</b> | <b>ADOPTED: 10/26/10</b><br><b>REVISION DATE(S):</b><br><b>FORMERLY:</b> |
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## ***CHAPTER 6.00 – PERSONNEL***

### **USE OF SICK LEAVE BY FAMILY MEMBERS**

**6.35**

#### **POLICY:**

- A. Any district employee may authorize his or her spouse, child, parent, or sibling who is also a district employee to use sick leave that has accrued to the authorizing employee.
- B. The recipient may not use the donated leave until all his or her sick leave has been depleted.
- C. Donated sick leave shall have no terminal pay value.
- D. In the event of an employee's death, his or her sick leave may be transferred to his or her family member per Section A above. Leave transferred per this section shall not exceed 240 hours.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1012.61, F.S.

#### **History:**

Adopted: 11/20/01  
Revision Date(s): 7/28/09  
Formerly:

## CHAPTER 6.00 – PERSONNEL

### PROFESSIONAL ETHICS

6.37\*

- I. An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. The Board shall also expect all administrative, instructional and support staff members to adhere to the *Principles of Professional Conduct for the Education Profession in Florida*.
- II. Administrative and instructional personnel, as defined by Florida Statute, shall be required to complete training on these ethical standards. All other employees shall be encouraged to participate in training related to professional ethics.
- III. The Superintendent and School Board members shall complete annual ethics training as required by law.
- IV. All employees shall be responsible for reporting misconduct by School Board employees that affects the health, safety or welfare of a student.

#### STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

#### LAW(S) IMPLEMENTED:

112.313, 112.3142, 1001.42, 012.01, 1012.22,  
1012.27, 1012.796, 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**

**FORMERLY: NEW**

## ***CHAPTER 6.00 – PERSONNEL***

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| <b>Employee Use of Social Media and Electronic Communication</b> | <b>6.371</b> |
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### **POLICY:**

#### **I. Purpose**

As a leader in using technology as an accelerator of learning, the District recognizes the value of teacher inquiry, investigation, and innovation using new technology tools to enhance the learning experience. The District also recognizes its obligation to teach responsible and safe use of these technologies.

This policy addresses employees' use of publicly available social media networks including, but not limited to: personal Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media. While the District takes no position on the employees' decision as to the legal and ethical participation in the use of social media networks for personal use on personal time, employees should be mindful of District and State Code of Ethics while online.

#### **II. General Statement of Policy**

The District recognizes the importance of online social media networks as a communication and e-learning tool. Toward that end, the District provides password-protected social media tools for all District-approved technologies for e-learning and encourages use of District tools for collaboration by employees. However, public social media networks, outside of those sponsored by the District, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the Superintendent or designee. It is in the employee's best interest to avoid posting any information or engaging in communications that violate state or federal laws or District policies.

When employees choose to join or engage with District students, families, or fellow employees in a social media context they are advised to maintain their professionalism as District employees and to observe their responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting.

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### **III. Requirements**

All employees are expected to serve as positive ambassadors for our schools and to remember they are role models to students in this community. Because readers of social media networks may view the employee as a representative of the schools and the District, it is in the employee's best interest to observe the following rules when referring to the District, its schools, students, programs, activities, employees, volunteers and communities on any social media networks:

1. It is in the employee's best interest when using any social media network or electronic communication (including texting) and postings, displays, or communications on any social media network, to comply with all state and federal laws and any applicable District policies. Following Florida Administrative Code 6B-1.001 and 6B-1.006, it is in the employee's best interest to be respectful and professional in all communications (by word, image, or other means).
2. Employees should not use their District e-mail address for communications on public social media networks that have not been approved by the District. Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the District. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or designee.
3. Employees may not disclose information on any social media network that is protected by law, confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws.
4. Employees may not use or post District, school or departmental logos on any social media network without permission from the Superintendent or designee.

This policy will continually evolve as new technologies and social networking tools emerge. It is each employee's responsibility to be familiar with this policy. This policy is guided by the principle of personal responsibility and accountability, what

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you write is ultimately your responsibility. This policy is not intended to restrict participation but rather to provide both a caution and guidance for employees who choose to engage in online activities.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, 1001.43 F.S.**

### **LAWS IMPLEMENTED:**

**112.313, 1001.43; 1001.10,  
1001.32, 1002.20, 1003.02, F.S.  
FAC 6B-1.001, FAC 6B-1.006**

**History: Adopted: 2/28/2012**

**Revision Date(s):**

## ***CHAPTER 6.00 – PERSONNEL***

### **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**

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. Failure of an employee to report such misconduct shall result in disciplinary action.

#### **II. Investigation**

The Superintendent shall immediately investigate any allegation of misconduct by an employee that affects the health, safety or welfare of a student.

- 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.

#### **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

## ***CHAPTER 6.00 – PERSONNEL***

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 an instructional or administrative employee resigns or retires in lieu of termination for misconduct that affects the health, safety or welfare of a student, the Superintendent shall report the misconduct to the Department of Education as required.

### **V. Employment Reference**

A representative of the School District shall 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. A District official shall not enter into any confidentiality agreement regarding terminated or dismissed personnel or personnel who resigned or retired in lieu of termination.

### **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.

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- 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, F.S.**

#### **STATE BOARD OF EDUCATION RULE(S):**

**~~6B-1.001, 6B-1.006~~  
6A-10.081**

#### **HISTORY:**

**ADOPTED: 11/18/08**

**REVISION DATE(S): 1/28/2014**

**FORMERLY: NEW**



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### **VIOLATION OF LOCAL, STATE, AND/OR FEDERAL LAWS**

**6.40**

#### ***POLICY:***

- I. Anyone known to be violating a local, state, and / or federal law on School Board property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to State Statutes and School Board Policies and rules.
- II. Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action by the Superintendent or Board up to or including dismissal.
- III. As required by the provisions of State Board of Education Rule 6A-10.081, The Principles of Professional Conduct of the Education Profession in Florida and Florida Statutes, professional employees and noninstructional and contractual personnel who have direct contact with students or who access to or control of funds are required to self-report within forty-eight (48) hours to the Superintendent any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance, or any disqualifying offense. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal; administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.
- IV. It is the duty of all employees to report to the Superintendent any misconduct by any School Board employee that affects the health, safety or welfare of a student in accordance with School Board policy.

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- V. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(45)(c) and 943.059(4)(c), Florida Statutes.

**STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

**LAW(S) IMPLEMENTED:** 887.13, 943.0585, 943.059, 1001.41, 1001.42, 1001.43 1006.145, 1012.22, 1012.27, 1012.465, F.S.

**STATE BOARD OF EDUCATION RULE(S): 6A-10.081**

|          |                                                                              |
|----------|------------------------------------------------------------------------------|
| History: | Adopted:<br>Revision Date(s): 12/14/99, 7/28/09, 6/28/2016<br>Formerly: GBCB |
|----------|------------------------------------------------------------------------------|

## ***CHAPTER 6.00 – PERSONNEL***

### **CONFLICT OF INTEREST IN PURCHASING**

**6.401**

- I. No employee of the District shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which the employee or the employee's spouse or child has a material interest. No business in which an employee holds ownership or material interest shall provide either directly or indirectly purchase, rent, or lease any realty, goods, or services to the District, subject to Florida Statutes and provisions herein.
- II. This policy is not intended to prohibit the School Board from authorizing purchases or other related activities from or with a business or individual related to an employee who provides an acceptable bid or quote for such services or goods and, when all other conditions are equal or comparable. This policy does not prohibit reimbursements to employees for purchases made in connection with their employment.
- III. Any employee who is found to have violated the provisions of this policy shall be subject to the provisions of policy 6.30.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**112.313, 1001.43, F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6B-1.006(5)**

**HISTORY:**

**ADOPTED: 10/26/10**  
**REVISION DATE(S):**  
**FORMERLY: NEW**

## ***CHAPTER 6.00 – PERSONNEL***

### **NEPOTISM**

**6.41**

#### **POLICY:**

- I. No employee may be appointed, employed, promoted, or advanced, or recommended or advocated for appointment, employment, promotion, or advancement in or to a position in the District in which another employee or official of the District is serving or over which the official exercises jurisdiction or control of an employee who is a relative of the employee or public official. An employee may not be appointed, employed, promoted, or advanced in or to a position in the District if such appointment, employment, promotion, or advancement has been recommended or advocated by another employee or public official, serving in or exercising jurisdiction or control in the District who is a relative of such employee or if such appointment, employment, promotion, or advancement is made by a collegial body of which a relative of the employee is a member.
- II. In the event that an employee working at a school or other administrative unit within the District is related to a person who would customarily exercise supervision and control over said employee or with respect to whom the employee would customarily be subject to evaluation and recommendation for retention, appointment, employment, promotion, or advancement with respect to the same or another position in the District and said person is a relative of the employee, the supervision and control over said employee and evaluations and recommendations for retention, appointment, employment, promotion, or advancement shall be made by another non-related supervisor or superior and said other non-related supervisor or superior shall report to and be subject to the authority, control and supervision of the Superintendent or his/her designee who shall also be responsible for evaluations and

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recommendations with respect to such non-related supervisor or superior. The Superintendent shall report to and make a recommendation approving such employment and supervisory arrangements to the Board for appropriate action.

- III. Two or more close relatives may not work in the same administrative unit except upon recommendation by the Superintendent and approval of the Board subject to the provisions of paragraph (II).
- IV. An “official” or “employee” in a position to supervise, appoint, recommend, or advance another employee shall mean someone in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in the District, including the authority as a member of a collegial body to vote on the appointment, employment, promotion, or advancement of individuals.
- V. "Relative," for purposes of this Policy, with respect to a public “official” or “employee” means an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS MPLEMENTED:

112.3135; 1001.43; 1012.22, F.S.

History:

Adopted:

Revision Date(s): 4/27/10

Formerly: GB

## CHAPTER 6.00 – PERSONNEL

### RECORDS AND REPORTS

6.42\*

#### **POLICY:**

All School Board employees shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education Rules, and School Board Rules, or as the Superintendent may deem necessary for the effective administration of the District school system. Such records shall include student attendance, property inventory, personnel, school funds and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.22; 1012.53, F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: GB

## ***CHAPTER 6.00 – PERSONNEL***

### **TELEPHONE CALLS, ELECTRONIC COMMUNICATIONS AND FACSIMILES**

**6.44**

#### **POLICY:**

District communication equipment shall be used for designated purposes and shall not be used for personal or non-school purposes.

- I. An employee shall not make a personal long distance call or send a facsimile or other electronic transmission at School Board expense. An employee who violates this rule shall be required to pay for the call or facsimile. Such action shall be reported to the Superintendent at the principal or District department head's discretion.
- II. All long distance telephone calls, facsimiles, or other electronic transmissions that relate to extracurricular activities of the school, including athletics, shall be paid from the school's internal funds collected for the specific activity.
- III. Prior authorization for all long distance calls and facsimiles shall be given by the principal or District department head.
- IV. Employee use of District cell telephones shall be to the extent possible, limited to business use only. The District shall be reimbursed for any personal calls made by the employee. Procedures for implementing this provision shall be developed.
- V. The expenditure of public funds for cellular phones or service, personal digital assistants (PDAs), or other mobile wireless communication devices or service shall be consistent with the provisions of Florida Statutes.

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- VI. Any long distance telephone call made by a School Board member which is charged to the District Office shall be paid by the School Board, provided the purpose of the call was to conduct School Board business.
- VII. The principal or District department head shall review telephone and facsimile bills and shall refer excessive or questionable bills to the Superintendent or designee for consideration.

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

LAWS IMPLEMENTED: 1001.43; 1011.09, 1012.22, F.S.

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| <u>History:</u> | Adopted:<br>Revision Date(s): 2/23/2010<br>Formerly: GBCB |
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|                                                     |               |
|-----------------------------------------------------|---------------|
| <b>ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES</b> | <b>6.4401</b> |
|-----------------------------------------------------|---------------|

- I. Unless a provision of law enacted after July 1, 2000, specifically prohibits the use of an electronic record for the specified purpose, the School Board hereby authorizes the acceptance and distribution of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. Additionally, the School Board further authorizes District staff to create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures.
- II. The Superintendent shall consult with the state of Florida's Agency for Enterprise Information Technology (Agency) regarding the District's authorized acceptance and distribution of electronic records and electronic signatures. After giving due consideration to security, the Agency may specify the following:
  - A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes.
  - B. If electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met, by any third party used by a person filing a document to facilitate the process.
  - C. Control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and audibility of electronic records.

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- D. Any other required attributes for electronic records which are specified for nonelectronic records or reasonably necessary under the circumstances.
- III. The Superintendent shall require District staff to comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, communicating, storing, process, using, and relying upon electronic records. Further, the Superintendent shall require District staff and other persons who use electronic signatures to do so in compliance with State law.

### **STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

### **LAWS IMPLEMENTED:**

**668.002; 668.006; 668.50 F.S.**

|                        |                                                        |
|------------------------|--------------------------------------------------------|
| <b><u>History:</u></b> | <b>Adopted: 12/15/2015</b><br><b>Revision Date(s):</b> |
|------------------------|--------------------------------------------------------|

## ***CHAPTER 6.00 – PERSONNEL***

### **EMPLOYEE USE OF TECHNOLOGY**

**6.441**

#### **POLICY:**

- A. Suwannee County School District employees shall not conduct a private enterprise on school time. District equipment or supplies, including technology, computers, and other equipment such as copiers and facsimile machines, may not be used for a private business or personal gain of the employee, or for the benefit of private, “for profit”, or “not for profit” organizations, unless expressly authorized by the Superintendent or the Superintendent’s designee.
  - 1. All employees shall abide by the “Code of Ethics of the Education Profession in Florida”. Employees shall become familiar with and abide by Florida Administrative Code Sections 6B-1.001 and 6B-1.006.
  - 2. The District authorizes employees to use District computer technology resources and databases for assigned responsibilities. These resources shall be used by employees to enhance job productivity as it relates to District business. These resources shall be used for District-related purposes and not for personal use or gain or for the benefit of private, “for profit” or “not for profit” organizations.
- B. Employees shall adhere to the standards established by all applicable laws, regulations and acceptable use guidelines when using District technology resources, databases, other equipment and supplies.
  - 1. Any information generated through a computer, stored on hard disks, electronically mailed, or handled as E-Mail is the same as any written document and is subject to all rules governing public information, and Chapter 199, Florida Statutes.

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2. The willful and knowing unauthorized use, alteration or destruction of information technology resources and databases is a computer-related crime punishable under Chapter 815, Florida Statutes.
  3. All employees who have access to or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Protection of Pupil Privacy Acts, Florida Statutes, and other applicable laws and regulations, as they relate to the release of student information for personal gain.
  4. Internet Resources and E-Mail shall be used by employees to enhance job productivity as they relate to District business and shall not be used to send abusive, threatening or harassing messages. Employees shall refrain from communications where the meaning of the message, or its transmission or distribution, would be illegal, unethical or irresponsible.
- C. All software on computers must be licensed. Employees are responsible for using software in compliance with restrictions which pertain to those licensing agreements. Employees shall not make or facilitate the distribution of unauthorized copies of software. Modifications cannot be made to the software that are not authorized by the copyright holder. The copyright legend or notice shall not be removed from the software or any of its documentation.
- D. Any employee failing to comply with these policies, procedures and guidelines may be subject to disciplinary action as well as civil liability or criminal charges.

### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

### LAWS IMPLEMENTED:

112.313; 199.011, F.S.

### History:

Adopted: 12/15/98

Revision Date(s):

## ***CHAPTER 6.00 – PERSONNEL***

### **EMPLOYEE USE OF CELLULAR TELEPHONES**

**6.442\***

#### **POLICY:**

- I. It is the policy of the School Board to provide selected employees cellular telephones in support of fulfilling their assigned duties. The expenditure of public funds for cellular phones or service shall be consistent with the provisions of Florida Statutes. In order to ensure that cellular telephones are used only for the benefit of the School District, the following conditions shall exist:
  - A. Use of a cellular telephone shall not be authorized unless determined by the Superintendent to be needed by the employee to satisfactorily perform his/her job duties, and other more cost-efficient methods have proven unsatisfactory. Cellular telephones may be issued to individuals or to departments only when authorized by the Superintendent.
  - B. Except for emergencies, cellular telephones shall be used only for school district business and costs incurred for personal use shall be billed to the individual employee.
  - C. Detailed billing for district owned cellular telephone plans shall be forwarded to the individual cost center and shall:
    - a. be verified for authorized calls;
    - b. have payment attached for any personal calls (Personal calls will become the responsibility of the user with payment made to the district.);
    - c. be approved by the individual's Supervisor;
    - d. be submitted to the Finance Department for final payment in a timely manner on a monthly basis;
    - e. be audited by the District staff as determined by administrative procedure.

## ***CHAPTER 6.00 – PERSONNEL***

- D. Individuals or departments requesting cellular telephones shall submit a written request to the superintendent or his designee. This request shall contain, but not be limited to, the following information:
- a. Name of person requesting cellular telephone
  - b. Name of school/department using the cellular telephone
  - c. Justification for use
  - d. Proper coding to appropriate budget
  - e. Signature of individual submitting request
  - f. Supervisor's signature granting approval
  - g. Finance Department approval/signature
  - h. Superintendent's or designee's signature

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1011.09, 1012.27, F.S.

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|----------------------------------------------------------------------------------------|
| <u>HISTORY:</u><br>Adopted: 03/24/2008<br>Revision Date(s): 2/23/2010<br>Formerly: NEW |
|----------------------------------------------------------------------------------------|

## ***CHAPTER 6.00 – PERSONNEL***

### **ALCOHOL- AND DRUG-FREE WORKPLACE**

**6.45**

#### **POLICY:**

- I. 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.
- II. “Workplace” is defined as the site for the performance of work done in connection with the duties of an employee of the School Board. That term includes any place where the work of the school 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.
- III. The appropriate use of legally prescribed drugs and nonprescription medication is not prohibited. However, it is the employee’s responsibility to inform the physician of the employee’s job duties and to ask the prescribing physician to determine whether or not the prescribed drug may impair the employee’s job performance. It is the employee’s responsibility to remove himself/herself from service if unfit for duty.
- IV. An employee in a safety sensitive position must obtain a written release from the prescribing physician if he/she has prescribed any substance that carries a warning label indicating that mental functioning, motor skills or

## ***CHAPTER 6.00 – PERSONNEL***

### **6.45 (Continued)**

judgment may be adversely affected. The release must state that the employee is able to perform safety sensitive functions.

- V. 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 School Board, at the workplace, or during the conduct of any official activity related to the School Board within forty-eight (48) hours. Identified employees must be in compliance with Policy 6.40, sections II and III.
- VI. The School Board 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,



## ***CHAPTER 6.00 – PERSONNEL***

### **6.45 (Continued)**

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 School Board 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.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23; 1012.27; 893.01, F.S.

LAWS IMPLEMENTED: 440.102; 1001.41; 1001.43; 1012.795, F. S.  
Drug Free Workplace Act of 1988; 34 CFR Part 85, Subpart F

|                 |                                                           |
|-----------------|-----------------------------------------------------------|
| <u>History:</u> | Adopted:<br>Revision Date(s): 2/28/2012<br>Formerly: GBEB |
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## CHAPTER 6.00 – PERSONNEL

### POLITICAL ACTIVITIES OF EMPLOYEES

6.46

#### POLICY:

- A. School Board employees shall not solicit support of any political candidate, partisan or non-partisan, during regular work hours.
- B. A School Board employee who offers himself / herself as a candidate for public office shall notify the Superintendent immediately in writing upon qualifying for election. He / she shall conduct his / her campaign so as not to interfere with his / her responsibilities.
  - 1. Personal leave without pay may be taken during the campaign period.
  - 2. Such candidate shall adhere strictly to Florida Statutes governing political activity on the part of public officials and public employees.
  - 3. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or School Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

104.31; 106.15; 1001.43, F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: GBG; GCBG; GDBD

## CHAPTER 6.00 – PERSONNEL

### PROFANE OR OBSCENE LANGUAGE

6.47

#### **POLICY:**

Under no conditions shall any School Board employee be permitted to use profane or obscene language in his/her relationship with students. Any employee who uses profane or obscene language while speaking to, communicating with, or in the presence of students shall be deemed guilty of misconduct.

A. Any employee who violates this provision shall be reported immediately to the Superintendent who shall investigate the complaint and report his/her findings in writing to the School Board. An administrator who fails to report any known violation of this rule to the Superintendent shall be subject to suspension or dismissal for willful neglect of duty as provided in Section 1012.33, Florida Statutes.

B. The Superintendent may suspend employees from duty as provided in Section 1001.51, Florida Statutes, when an investigation clearly indicates a violation has occurred.

C. Any employee who violates this rule shall be subject to suspension from duty or dismissal from employment or both. Any suspension from duty or dismissal from employment shall be pursuant to Florida Statute.

D. Employees who use approved materials in regular classroom assignments or special school activities shall not be subject to prohibitions or penalties in this policy.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.42; 1001.51; 1012.795; 1012.796, F.S.

History:

Adopted:

Revision Date(s): 01/22/02

Formerly: GBCB

## ***CHAPTER 6.00 – PERSONNEL***

### **GRIEVANCE PROCEDURE FOR PERSONNEL**

**6.50\***

#### **POLICY:**

The School Board and the Superintendent recognize the importance of maintaining good morale among their employees. Therefore, problems which occur require the sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever an employee or applicant for employment feels that he / she has a complaint, every effort shall be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be achieved, the following more formal procedures shall be implemented.

#### **A. Definitions:**

1. “Grievance” shall mean any dispute or disagreement involving the interpretation or application of any existing School Board rule or established practice, including claims of harassment and discrimination. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes shall be resolved through the grievance procedure in the collective bargaining agreement.
2. “Grievant” shall mean any employee, applicant for employment or group of employees, the United Teachers of Suwannee County, or the Non-instructional Personnel of the United Teachers of Suwannee County directly affected by the alleged misinterpretation or alleged violation.
3. “Employer” shall mean the School Board or its representatives.
4. “Day” shall mean a working day.

## ***CHAPTER 6.00 – PERSONNEL***

### **B. Time Limits -**

The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

### **C. Released Time -**

The grievance procedure shall normally be completed during non-work time. However, if the School Board elects to carry out such procedures during work time, the grievant shall lose no pay.

### **D. Grievance Procedures:**

1. Informal discussion - If an employee or applicant for employment believes there is a basis for grievance, he / she shall discuss the grievance with his / her immediate supervisor or personnel officer within sixty (60) days of the occurrence of the alleged violation. The Supervisor shall send a written statement of the discussion to the Equity Coordinator. The Equity Coordinator will correspond with the Supervisor regarding the written statement.
2. Level one - If the grievant is not satisfied with the informal resolution he / she may, within ten (10) days, file a formal grievance on the proper form and deliver it to his / her immediate supervisor or personnel officer. The supervisor shall communicate his / her answer in writing to the grievant within ten (10) days after receipt of the grievance. Class grievances involving more than one (1) supervisor and grievances involving an administrator above the building level may be filed by the grievant at level two. A copy of the Level One written grievance shall be sent to the Equity Coordinator who will be responsible for investigating the grievance.

## ***CHAPTER 6.00 – PERSONNEL***

3. Level two - If the grievant is not satisfied with the resolution at level one, he / she may, within ten (10) days of the answer, file a copy of the grievance with the Superintendent. Within ten (10) days of receipt of the grievance, the Superintendent or designee shall indicate his / her disposition in writing to the grievant.
4. School Board Appeal - If the grievant is not satisfied with the resolution by the Superintendent, he / she shall have the right to appeal the Superintendent's decision to the School Board; provided a request for placement on the School Board agenda is filed within ten (10) days.
5. Summary - In the event the grievant fails to exhaust all remedies under the grievance procedure provided above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the District's last answer thereto or in accordance with negotiated agreement. In the event the District fails to give its answer at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the District. Any settlement of a grievance shall be applicable to that grievance only and shall not be binding authority for the disposition of any other grievance.

- E. Any interference in the investigation or any retaliation against the grievant will result in disciplinary action.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.33, F.S.

## ***CHAPTER 6.00 – PERSONNEL***

### **LAWS IMPLEMENTED:**

1001.41; 1001.49;  
1012.22; 1012.27; 447.401, F.S.

### **History:**

**Adopted:**

**Revision Date(s): 3/26/02**

**Formerly: GBM**

## CHAPTER 6.00 – PERSONNEL

### COMPLAINTS AGAINST EMPLOYEES

6.51

#### **POLICY:**

- A. In order to comply with the Florida Educational Equity Act regarding nondiscrimination on the basis of race, national origin, sex, disability, or marital status in educational programs or activities, the Suwannee County School Board has developed grievance procedures through which employees and applicants for employment may air their grievances.
- B. Any complaint involving serious charges brought by or against a School Board employee or applicant for employment shall be referred to and investigated by the Superintendent.
- C. Any formal complaint brought by or against an employee or applicant for employment which involves serious charges shall be in writing and shall bear the signature of the person filing the complaint.

#### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1012.22; 1012.796, F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: GBM



## ***CHAPTER 6.00 – PERSONNEL***

### **SUSPENSION AND DISMISSAL**

**6.52**

#### **POLICY:**

- I. No employee may be suspended from duty except by the Superintendent or the School Board. The Superintendent may suspend, with pay, a member of the staff during an emergency for a period extending to and including the next meeting of the School Board.
- II. In the case of a suspension without pay by the School Board, an affected employee shall be entitled to a hearing on the charges as to why he / she should be suspended without pay. Said hearing shall be upon reasonable notice by the School Board.
- III. If any dismissal proceeding in which the substantial interest of the employee is affected, or in which the employee has a property interest, the employee shall be entitled to a hearing on the merits of the case in accordance with the provisions of Chapter 120, Administrative Procedures Act.
- IV. In the event an employee is entitled to a hearing, the Superintendent shall notify the affected employee in writing of his / her right to a hearing at the time a petition for suspension or dismissal is filed. The petition for suspension or dismissal must set forth the charges against the employee. The petition shall further notify the employee that in the event a written request for a hearing is not received by the Superintendent, within fifteen (15) days after receipt of said notice, if the employee is under annual or professional service contract or thirty (30) days after receipt of said notice if the individual is under continuing contract, that the employee waives his / her right to a hearing. In the event no such notice is sent by the Superintendent, the employee shall be deemed to have requested a hearing.

## ***CHAPTER 6.00 – PERSONNEL***

- V. In the event a hearing is required as prescribed by law, pursuant to this policy, a written notice of hearing shall be furnished to the employee in a timely manner according to law stating the date, place and time of the hearing.
- VI. No member of the staff may be dismissed except by action of the School Board.
- VII. Any suspension or dismissal shall be as prescribed by law.
- VIII. Non-renewal of employees during their contractual probationary period or upon expiration of a time-limited contract shall not be considered as dismissal and shall not be subject to this policy.

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

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27; 1012.33,  
1012.335, F.S.

STATE BOARD OF EDUCATION RULES: 6A-5.056

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|-----------------|-------------------------------------------------------------------------------------|
| <u>History:</u> | Adopted:<br>Revision Date(s): 2/28/2012, 10/23/12<br>Formerly: GCD; GCP; GCPD; GDPD |
|-----------------|-------------------------------------------------------------------------------------|

## ***CHAPTER 6.00 – PERSONNEL***

### **SUSPENSION WITH PARTIAL OR NO PAY**

**6.53**

#### **POLICY:**

The School Board hereby delegates authority of employee suspension to the Superintendent under the following narrowly-defined circumstances in order to facilitate personnel management, to maintain an orderly and productive work environment, to avoid public embarrassment to employees, and to eliminate minor disciplinary action from the School Board's agenda.

- A. The suspension shall not exceed five (5) days.
- B. The suspension may be wholly or partially without pay.
- C. Suspension shall be authorized only if the Superintendent finds that the employee has:
  - 1. Been absent without leave;
  - 2. Been insubordinate;
  - 3. Endangered the health or well-being of a fellow employee or of a student(s);
  - 4. Willfully neglected duty;
  - 5. Been intoxicated, consumed an alcoholic beverage, or used a controlled substance, unless prescribed by a physician, while working; or,
  - 6. Violated School Board rules to the extent that disciplinary action is required, but the violation is not severe enough for dismissal.
- D. An employee who is suspended under the authority of this rule shall be granted all due process rights accorded by the Florida Statutes.
- E. This rule grants the Superintendent authority in addition to that provided by Florida Statutes. It shall not be construed to limit the Superintendent's statutory powers.

## ***CHAPTER 6.00 – PERSONNEL***

STATUTORY AUTHORITY: 1001.43; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27; 1012.33, F.S.

STATE BOARD OF EDUCATION RULES: 6A-5.056

|                 |                            |
|-----------------|----------------------------|
| <u>History:</u> | Adopted:                   |
|                 | Revision Date(s): 10/23/12 |
|                 | Formerly: NEW              |

## CHAPTER 6.00 – PERSONNEL

### STAFF TRAINING

6.60

#### **POLICY:**

- I. The School Board recognizes that proper training of employees and volunteers is essential to maintaining a safe, effective and efficient workforce. State mandates, federal requirements, and local conditions require certain training for all employees and other training of selected employees, depending upon their work assignments.
- II. The Superintendent is to provide appropriate training to all employees and volunteers of the District.
- III. Training for employees should minimally include
  - A. Identifying and reporting child abuse and neglect;
  - B. All nondiscrimination provisions;
  - C. Sexual harassment guidelines;
  - D. Handling hazardous materials and toxic substances including blood borne pathogens, chemicals, and petroleum products;
  - E. District policies and procedures related to HIV/AIDS disease, communicable diseases, alcohol and drug free facilities, use of tobacco products, possession of weapons, and *Code of Student Conduct*; Suicide prevention; and
  - F. Other topics as deemed appropriate by the Superintendent or required by law, rule, or other governing provision.
- IV. The Superintendent shall annually provide the Board a report of the type training provided employees and volunteers.

**STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, 1013.12, F.S.**

**LAW(S) IMPLEMENTED: 1001.43, 1006.07, 1012.22, 1012.27, 1012.38, 1012.98, 1012.985, F.S.**

**HISTORY: ADOPTED: 9/28/2010**

**REVISION DATE(S): 10/26/10, 3/22/11**

**FORMERLY: 6.60 Option 1**

## CHAPTER 6.00 – PERSONNEL

### WHISTLEBLOWER PROTECTION

6.65

- I. This policy shall be known as the Whistleblower Protection Policy.
- II. Definitions
  - A. *Employee* – Any person hired by the School Board after completing the personnel procedures required by the School Board.
  - B. *Independent Contractor* – Any person or company other than a School Board employee, who provides goods and/or services to the School Board and enters into a contractual agreement with the School Board.
  - C. *Adverse personnel action* – Discharge, suspension, transfer, demotion, reprimand, warning, withholding or reduction of salary or benefits of employee, or any other adverse action taken against an employee within the terms and conditions of employment by the School Board; or debarment, suspension, cancellation of contract of an independent contractor.
- III. Prohibited Action
  - A. Neither the School Board, Superintendent, department heads nor principals shall take or recommend to the School Board to take adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.
  - B. Neither the Superintendent nor the School Board shall take any adverse personnel action that affects the rights or interests of an independent contractor in retaliation for the contractor's disclosure of the information under this policy.
  - C. The provisions of this policy shall not be applicable when an employee or independent contractor discloses information known to be false.

## ***CHAPTER 6.00 – PERSONNEL***

### **IV. Disclosure of Information**

- A. The information disclosed under this section shall include reporting of any violation or suspected violation of federal, state or local laws, School Board policy or administrative directive by a School Board member, employee, or independent contractor which presents a substantial and specific danger to interests of the School Board. Additionally, information disclosed, which indicates acts or suspected acts of malfeasance, misfeasance, gross waste of funds or neglect of duty committed by an agency, shall be included.
- B. The information shall be disclosed to the appropriate entity having the authority to investigate, police, manage, or otherwise remedy the violation or act.

### **V. Protection**

- A. This policy protects employees and other persons who disclose information on their own motive in a written and signed complaint, or who are requested to participate in an investigation, hearing or other inquiry conducted by the Superintendent, School Board, state agency or federal government.
- B. Any employee who is subject to adverse personnel action has a right to file a grievance pursuant to the applicable collective bargaining agreement or School Board policy. An independent contractor may appeal to the School Board for administrative review.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**112.3187, 1001.32, 1001.43, F.S.**

**HISTORY: ADOPTED: 10/26/10**

**REVISION DATE(S):**

**FORMERLY: NEW**

## ***CHAPTER 6.00 – PERSONNEL***

### **NURSING MOTHERS**

**6.70+**

- I. Under the provisions of the Fair Labor Standards Act, the District shall provide reasonable unpaid breaks for an employee to express breast milk for her child for up to one (1) year after the birth of the child.
- II. A private area, free from intrusion, shall be made available to the employee.
- III. A nursing mother shall be responsible for notifying her supervisor of her intent to exercise her right under the Fair Labor Standards Act.
- IV. The Superintendent shall develop procedures for the notification of employees and for the implementation of this policy.

#### **STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

#### **LAW(S) IMPLEMENTED:**

**383.015, 1001.43, 1012.23, F.S.  
Fair Labor Standards Act of 1938 (29 USC 207, Section 7)**

#### **HISTORY:**

**ADOPTED: 3/22/11  
REVISION DATE(S):  
FORMERLY: NEW**



## ***CHAPTER 6.00 – PERSONNEL***

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| <b>NAME AND ADDRESS OF EMPLOYEE</b> |
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| <b>6.75</b> |
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- I. Any employee who changes his/her name or address shall notify the human resources department within ten (10) days after a change of name or address.
- II. Any employee who is required to have a Florida Educator Certificate or other license or certificate shall maintain the license or certificate in his/her legal name.
- III. Any employee who is a certificated educator is responsible for maintaining his/her current name and address with the Department of Education. The Department of Education shall be notified in writing or electronically of any changes of name and/or address.
- IV. Any employee whose directory information is exempt from public inspection in accordance with Florida Statutes must inform the District of the basis of such exemption and must request that the information be withheld.

**STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.23, F.S.**

**LAW(S) IMPLEMENTED: 1001.43, 1012.561, F.S.**

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| <b>HISTORY: ADOPTED: 10/26/10</b> |
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| <b>REVISION DATE(S):</b> |
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| <b>FORMERLY: NEW</b> |
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## ***CHAPTER 6.00 – PERSONNEL***

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| <b>SOCIAL SECURITY NUMBERS</b> |
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| <b>6.78*</b> |
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### **POLICY:**

#### **I. Collection**

- A. Social Security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
- B. The District shall collect the Social Security number of each applicant and employee for the following reasons:
  - 1. Identification and verification;
  - 2. Benefit processing;
  - 3. Data collection, reconciliation, and tracking;
  - 4. Tax reporting;
  - 5. Criminal background checks;
  - 6. Billing and payments;
  - 7. Payroll administration;
  - 8. Garnishments;
  - 9. State and Federal educational and employment reporting;
  - 10. Financial aid programs;
  - 11. Vendor applications;
  - 12. Independent contractors; and
  - 13. Employment and volunteer applications.
- C. The District may also use the Social Security number for search purposes.

#### **II. Notification**

The District shall notify each applicant, student and employee of the reasons for which his/her Social Security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

## ***CHAPTER 6.00 – PERSONNEL***

### **III. Review**

The Superintendent shall review the collection of Social Security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

### **IV. Confidentiality**

A Social Security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social Security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

### **V. Release to Commercial Entities**

- A. Social Security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the Social Security numbers.
- B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.23, F.S.

LAW(S) IMPLEMENTED: 119.071, 1001.43, 1012.23, F.S.

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|-----------------|-----------------------------------------------------------------|
| <u>History:</u> | Adopted: 10/28/08<br>Revision Date(s): 4/27/10<br>Formerly: New |
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## ***CHAPTER 6.00 – PERSONNEL***

### **PERSONNEL FILES**

**6.80**

#### **POLICY:**

The term “personnel file,” as used in this Rule, shall mean all records, information, data, or materials maintained by the District in any form or retrieval system whatsoever, with respect to any employee, which is uniquely applicable to that employee.

- A. A personnel record shall be maintained by the Superintendent on each employee. The record shall include:
  - 1. Application for employment
  - 2. References
  - 3. Annual evaluations
  - 4. Letters of commendation, reprimand, etc.
  - 5. Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)
  - 6. Teaching certificate, if applicable
  - 7. Any other pertinent data.
- B. Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension or dismissal under laws of this state, no derogatory materials relating to an employee’s conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be placed in the personnel file.
- C. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment.
  - 1. No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days,

## ***CHAPTER 6.00 – PERSONNEL***

exclusive of the summer vacation period, of the administration becoming aware of the facts reflected in the materials.

2. Additional information related to such written materials previously placed in the file may be appended to such materials to clarify or amplify as needed. A copy of such materials to be added to an employee's personnel file shall be provided to the employee either by certified mail or by personal delivery.
  3. The employee's signature on a copy of materials to be filed in the employee's personnel file signifies receipt and does not necessarily indicate agreement with its content. The employee will be afforded every right as outlined in Florida Statutes.
- D. Personnel files, regardless of their location in the school system, are open to inspection pursuant to chapter 119, Florida Statutes, except as follows:
1. Any complaint and any material relating to the investigation of a complaint against an employee shall be confidential until the conclusion of the preliminary investigation, or until such time as the preliminary investigation ceases to be active as defined in Florida Statutes.
  2. Employee evaluations prepared pursuant to Florida Statutes, or rules adopted by the State Board of Education, or a local School Board under the authority of said sections, shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluations prepared prior to July 1, 1983, shall be made public.
  3. No material derogatory to the employee shall be open to inspection until ten (10) days after the employee has been notified pursuant to this Rule.

## ***CHAPTER 6.00 – PERSONNEL***

4. The payroll deduction records of the employee shall be confidential.
  5. Employee medical records, including medical claims, psychiatric and psychological records, shall be confidential; provided however, at any hearing relative to an employee's competency or performance, the hearing officer or panel shall have access to such records.
  6. Any information in a report of injury or illness filed pursuant to Florida Statute that would identify an ill or injured employee
  7. Agency personnel information that is excluded under the provisions of 119.071, F.S.
- E. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be open to inspection at all times by School Board members, the Superintendent and the principal or their respective designees, in the exercise of their respective duties.
- F. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

**STATUTORY AUTHORITY:** 1001.43; 1012.22; 1012.23, F.S.

**LAWS IMPLEMENTED:** 112.08(7); 119.07, 119.071, 1001.43; 1008.24, 1012.31, F.S.  
34 CFR 99 (FERPA), 49 CFR 164 (HIPAA)

|                        |                                                                                                            |
|------------------------|------------------------------------------------------------------------------------------------------------|
| <b><u>History:</u></b> | <b>Adopted:</b><br><b>Revision Date(s):</b> 12/15/98, 10/26/10, 7/23/13, 1/27/2015<br><b>Formerly:</b> GBL |
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## ***CHAPTER 6.00 – PERSONNEL***

### **ASSESSMENT OF EMPLOYEES**

**6.81**

#### **POLICY:**

Each employee of the School District shall receive at least one annual evaluation by his / her immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments.

- A. The Superintendent shall establish procedures for the assessment of all employees of the School District as required by law.
- B. The principal and / or administrator supervising personnel shall arrange for the assessment of all employees under his / her supervision as required by law and use the procedures and forms contained in the District Plans as approved by the School Board.
- C. The employee shall be informed as to the criteria and procedures to be used prior to the implementation of the assessment process.
- D. The assessment of all employees shall be conducted in accordance with the approved procedures and based on observations of the individual's work by his / her immediate supervisor and shall be made at least once each year prior to reappointment. Evaluation of instructional personnel and school administrators shall include indicators of student learning growth.
- E. A copy of each employee's evaluation report shall be filed in the District Personnel Office on the designated date.
- F. An employee may respond to an assessment in the manner provided by law or other approved procedures.
- G. The District School Board shall establish a procedure annually for reviewing employee assessment systems and making necessary changes and revisions.

## ***CHAPTER 6.00 – PERSONNEL***

STATUTORY AUTHORITY: 1001.41; 1008.22, 10112.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1008.36; 1012.22;  
1012.27; 1012.34 F.S.

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| <u><i>History:</i></u> | Adopted:<br>Revision Date(s): 10/26/10, 2/28/2012, 1/27/2015, 8/25/2015<br>Formerly: GCN; GDN |
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## CHAPTER 6.00 – PERSONNEL

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|----------------------------------------------------|---------------|
| <b>INSTRUCTIONAL EMPLOYEE PERFORMANCE CRITERIA</b> | <b>6.811*</b> |
|----------------------------------------------------|---------------|

### **POLICY:**

- I. The Superintendent or designee shall develop and present, for School Board approval, instructional employee performance criteria and/or measures. Such performance criteria and/or measures shall be consistent with statutory requirements, but may include additional elements as deemed appropriate. Student performance data shall be used in the evaluation of instructional personnel.
- II. Instructional personnel shall be informed of the criteria for assessment including the use of student performance data and indicators of student learning growth.
- III. The Superintendent shall submit the instructional performance appraisal system to the Department of Education for approval.

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

**LAWS IMPLEMENTED:** 1001.43; 1008.22; 1008.36; 1012.22; 1012.27;  
1012.34, F.S.

Department of Education Rule:

6A-5.030

|                        |                                              |
|------------------------|----------------------------------------------|
| <b><u>History:</u></b> | <b>Adopted:</b>                              |
|                        | <b>Revision Date(s):</b> 11/21/00, 1/27/2015 |
|                        | <b>Formerly:</b> GCN                         |

## ***CHAPTER 6.00 – PERSONNEL***

### **SCHOOL BOARD EMPLOYEES WITH HIV, AIDS, OR OTHER COMMUNICABLE DISEASES**

**6.90**

#### **POLICY:**

- I. It is the School Board's intent to protect employees and students from exposure to infectious diseases, to risk occasioned by infectious diseases, and to provide reasonable accommodations to infected School Board employees.
- II. Policy 3.201 contains procedures related to employees and students.
- III. All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.

#### **STATUTORY AUTHORITY:**

1012.12; 1001.13; 1012.22;  
1012.23; 1001.41; 440.56, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1012.27;  
1012.61; 1012.66; 1013.12, F.S.

#### **History:**

Adopted:

Revision Date(s): 10/26/10, 3/22/11

Formerly: GBE

## ***CHAPTER 6.00 – PERSONNEL***

### **AIDS, BLOODBORNE PATHOGENS AND ENVIRONMENTAL HAZARDS**

**6.91**

#### **POLICY:**

The Board shall adopt appropriate procedures and guidelines consistent with federal and state regulations regarding the training and methods of handling and ameliorating the potential risks of exposure to bloodborne pathogens, other communicable diseases, and environmental hazards, such as asbestos, lead in drinking water, and radon gas.

STATUTORY AUTHORITY: 440.56; 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.27; 1012.61; 1012.66;  
1013.12, F.S.

|                 |                                                                        |
|-----------------|------------------------------------------------------------------------|
| <u>History:</u> | Adopted:<br>Revision Date(s): 7/23/13, 7/22/2014<br>Formerly: GBE; GCL |
|-----------------|------------------------------------------------------------------------|

## ***CHAPTER 7.00 – BUSINESS SERVICES***

### **SCHOOL BUDGET SYSTEM**

**7.01**

#### **POLICY:**

- I. Through the budget process the School Board intends for its budget to be prepared in a needs responsive, fiscally sound manner, with an emphasis on providing additional resources at the school level with any increase in recurring operating revenues.
- II. In accordance with this philosophy, the School Board intends the following guidelines to be adhered to in the preparation of the annual operating budget:
  - A. **Balanced Budget** – The budget should be prepared to ensure that the operating fund recurring revenue budget for the fiscal year shall be equal to or greater than the recurring expenditure budget.
  - B. **Fund Balance Reserve** – An adequate fund balance reserve is necessary to cover unforeseen events (including, but not limited to, revenue shortfalls and student enrollment under-projections.) The adopted annual operating fund budget shall include, if feasible, a fund balance reserve, which is at least 4% of the recurring expenditure budget.
  - C. **Fund balances** shall be classified and reported in accordance with the Governmental Accounting Standards Board (GASB) Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
  - D. The budget system shall be related to the goals and objectives of the district and its programs. To assure equity among schools and program elements, personnel and other resources

## ***CHAPTER 7.00 – BUSINESS SERVICES***

shall be allocated to the schools on a formula basis or by other means as determined by the Board.

- E. The Superintendent shall prepare an annual district budget in the form prescribed by the Commissioner of Education. In formulating the budget, the Superintendent shall take into consideration the immediate and long-range needs of the district's school system and student achievement data obtained pursuant to Florida Statutes. The Superintendent shall submit the proposed annual budget to the School Board for review.
- III. It is the Board's intent that the guidelines enumerated above shall be controlling unless unusual circumstances dictate otherwise. In such instances, any variances from the guidelines will be highlighted and explained prior to the adoption of the budget by the Board.
- IV. The tentative budget, the adopted budget, and any amended budget(s) shall be posted on the District's official website as required by law.

### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

### LAWS IMPLEMENTED:

1001.43; 1008.385; 1010.01;  
1010.04; 1011.01 – 1011.18, F.S.

### STATE BOARD OF EDUCATION RULE(S):

6A-1.002, 6A-1.004;  
6A-1.006; 6A-1.007; 6A-1.0071

### History:

Adopted:

Revision Date(s): 11/20/01, 12/17/02, 12/14/10, 2/28/2012

Formerly: NEW

## CHAPTER 7.00 – BUSINESS SERVICES

### EDUCATIONAL ENHANCEMENT FUNDS

7.011\*

#### POLICY:

- I. Lottery Trust Fund Allocations (Enhancement funds) received from state proceeds will be used to provide educational opportunities based on the needs of students, as determined by the School Board, and consistent with proviso language included in the annual state appropriation bill or other state requirement.
- II. Enhancement funds may be utilized to:
  - A. Maintain approved programs.
  - B. Develop and implement school improvement plans.
  - C. Supplement school funding through the expansion of existing programs.
  - D. Enhance equipment or facilities as permitted by state law.
  - E. Provide financial awards for School Recognition.
  - F. Provide such other services or programs as may be required or permitted by state law or regulations. Such services or programs shall be identified during the annual budget adoption process by the Board.
- III. Enhancement funds provided directly to schools shall be subject to annual audit to assure compliance with state law and sound business practice.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1011.62, F.S.  
Annual State Appropriations Act

#### History:

Adopted:

Revision Date(s): 11/20/01, 12/14/10

Formerly: DBJ

## CHAPTER 7.00: *BUSINESS SERVICES*

### **PROCEDURES FOR ADMINISTERING THE DISTRICT BUDGET 7.02**

#### **POLICY:**

The Superintendent shall ensure that all District obligations and expenditures are within the appropriation allowed in the District school budget.

- I. The Superintendent shall propose a budget amendment for the School Board's consideration if a budgetary appropriation is insufficient to meet District needs. No obligation in excess of the original appropriation shall be made until the School Board has officially adopted a budget amendment.
- II. The Superintendent or designee is authorized to tentatively approve budget amendments for school budgets. Such amendments shall be consolidated each month and presented for School Board approval.
- III. The School Board authorizes an expenditure which exceeds the amount budgeted by function and object, provided the amount is within the budgeted amount of the function and object's cost center and the School Board subsequently approves the expenditure and amends the budget at its next scheduled meeting.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.42; 1001.43; 1001.51;  
1010.01; 1010.04; 1011.05 - .07; 1011.60, F.S.

#### **STATE BOARD OF EDUCATION RULES:**

6A-1.006; 6A-1.007

#### **History:**

Adopted:  
Revision Date(s): 12/14/10  
Formerly: BD (1)(2)(3)

## CHAPTER 7.00: *BUSINESS SERVICES*

### FACSIMILE SIGNATURES

7.021

#### **POLICY:**

- I. In accordance with Section 116.34(3), Florida Statutes, the Superintendent and the Chairperson of the School Board, after filing with the Department of State their manual signatures certified under oath, may execute or cause to be executed with a facsimile signature:
  - A. Any public security as permitted by Florida Statutes.
  - B. Any instrument of payment.
  - C. Any official order, proclamation, instrument of conveyance, or resolution, provided, however, that the same has been authorized by said School Board and such authorization is reflected in the minutes thereof.
  - D. Contracts with school personnel.
- II. Definitions as used in this policy are as follows:
  - A. Public security means a bond, note, certificates of indebtedness, or other obligation for the payment of money, issued by the Board.
  - B. Instrument of payment means a check, draft, warrant, or order for the payment, delivery, or transfer of funds.
  - C. Instrument of conveyance means an instrument conveying any interest in real property.
  - D. Facsimile signature means a reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.
- III. The Vice-Chairperson shall have no authority to sign warrants or school documents except when he/she is required to assume the duties of the Chairperson; in which case he/she shall be legally empowered to sign warrants and other legal documents as the Chairperson would



## **CHAPTER 7.00: *BUSINESS SERVICES***

be empowered to sign, but the Vice-Chairperson may not use a facsimile signature.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 116.34; 1001.43, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.0421

*History:*

Adopted:

Revision Date(s): 12/15/98, 12/14/99, 12/14/10

Formerly: DB (1) (2) (3)

## **CHAPTER 7.00: *BUSINESS SERVICES***

|                                                           |             |
|-----------------------------------------------------------|-------------|
| <b>LEASE AND LEASE-PURCHASE OF LAND AND/OR FACILITIES</b> | <b>7.03</b> |
|-----------------------------------------------------------|-------------|

### **POLICY:**

The Superintendent shall make recommendations to the School Board regarding any offer received from a person or entity for the lease or lease-purchase of any land owned by the District.

- I. The lessee shall state in writing how the land will be used for educational purposes.
- II. The Superintendent's recommendation shall include:
  - A. The location and description of the land and its present use.
  - B. The long-range plan for its use.
  - C. The stated use of the land by the prospective lessee.
  - D. The fair market value of the parcel, as determined pursuant to State Board of Education Rules, when the land is to be released by a lease to purchase agreement.
  - E. The terms and value to be received from the prospective lessee.
- III. Prior to final action on the proposal for a lease or lease-purchase agreement, the School Board shall hold an open and public hearing on the issue after due notice is given as required by Florida Statutes. At this meeting the proposed agreement, in its final form, shall be made available for inspection and review by the public.

The Superintendent may recommend the acquisition of land and facilities, under lease or lease-purchase agreements under provision of Florida Statute through competitive bids or proposals.

## CHAPTER 7.00: *BUSINESS SERVICES*

- IV. The Superintendent's recommendation shall include:
- A. Such acquisition is in the best interest of the District;
  - B. Length and terms of such agreements;
  - C. Procedures for developing and approval of agreements;
  - D. Estimated annual costs and sources of funding;
  - E. Proposed schedule for any required public advertisements and hearings;
  - F. All required written documents necessary for the execution and maintenance of agreements;
  - G. Agreements do not constitute a debt, liability, or obligation of the State or Board, or pledge the faith and credit of the State or Board.

STATUTORY AUTHORITY:

1001.42; 1001.51, F.S.

LAWS IMPLEMENTED:

1001.44; 1013.15; 1013.19, F.S.

History:

Adopted:

Revision Date(s): 12/14/10

Formerly: NEW

## CHAPTER 7.00: *BUSINESS SERVICES*

### **BONDED PERSONNEL**

**7.04**

#### **POLICY:**

Each Board member, the Superintendent and any employee of the School Board who is responsible for school funds or property shall be placed under a bond or insured in an amount to be determined by the School Board as provided in State Board of Education rules.

STATUTORY AUTHORITY: 112.08; 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 112.08; 1001.43; 1010.07, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0692

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|-----------------|--------------------------------------------------------|
| <u>History:</u> | Adopted:<br>Revision Date(s): 12/14/10<br>Formerly: DB |
|-----------------|--------------------------------------------------------|

## CHAPTER 7.00: *BUSINESS SERVICES*

### INTERNAL FUNDS

7.05

#### **POLICY:**

- I. Internal funds are defined as all monies collected and disbursed by school personnel within a school for the benefit of the school or a school-sponsored activity. Internal funds shall be considered as unbudgeted public funds under the control and supervision of the School Board (as used in this rule, school shall also mean a district department and principal shall mean a department head).
- II. Administration. Internal funds shall be classified in accordance with the several activities of the school having funds. Depositories may be established using any institution authorized to hold public funds. When a depository balance exceeds the insurance protection or other legal collateral limits as set by Federal law, an additional account or accounts shall be opened in another institution.
- III. Responsibilities.
  - F. The School Board will:

Require that written procedures and rules governing the receipt, use, and accounting of internal funds be developed and approved by the Board.

    1. Require that internal funds are administered in accordance with procedures established by the adopted State Manual of Accounting and SBE Rule 6A-1.085.
    2. Require that its written policies relating to internal funds be enforced.
    3. Require that internal funds be used for legal public purposes.

## CHAPTER 7.00: *BUSINESS SERVICES*

4. Provide fidelity bonds for employees responsible for such funds.
  5. Provide for an annual audit of internal funds by a qualified certified public accountant.
- B. The Superintendent shall administer all rules and policies established by the School Board relating to internal funds.
- . The principal shall:
1. Be held accountable for the handling of all phases of internal accounting in his / her school.
  2. Use a uniform system of accounting as directed by the Superintendent
  3. Submit to the Superintendent monthly and annual reports of internal funds.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1011.07; 1011.18, F.S

STATE BOARD OF EDUCATION RULE: 6A-1.001; 6A-1.085;  
6A-1.087; 6A-1.091

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| <u>History:</u> | Adopted:<br>Revision Date(s): 12/14/10<br>Formerly: DJF |
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## CHAPTER 7.00: *BUSINESS SERVICES*

### SECURITY OF FUNDS

7.051

#### **POLICY:**

- A. No money shall be kept in any school or department over five (5) working days except authorized petty cash. Daily deposits are encouraged.
- B. The principal or department head shall make arrangements to place funds collected during late afternoon or evening activities in a night depository. Sponsors or other individuals shall not be responsible for protecting funds and shall be instructed to place such funds in a night depository. Under no circumstances shall funds collected in this manner be left on the School Board premises. Any employee who fails to turn in funds each day shall be held personally liable for any loss.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43, F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: DM

## CHAPTER 7.00: *BUSINESS SERVICES*

### SCHOOL FOOD SERVICE FUNDS

7.06\*+

#### **POLICY:**

School food service funds shall be considered part of the District School Fund and shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing.

- A. Daily deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board.
- B. Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. This includes income from sale of bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash. Income from sale of cans may be used for activities relating to the food service personnel organization.
- C. All payments from school food service funds shall be made by check or wire transfer.
- D. School food service funds shall be used only to pay regular operating costs.
- E. Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Superintendent's office. Such losses shall be itemized and a copy of the report submitted with the regular reports.
- F. Funds shall be collected and expended in compliance with United States Department of Agriculture regulations.
- G. The Board shall annually adopt prices charged to students and adults who participate in the food services program.
- H. The Superintendent shall develop written procedures for conducting the District's food service program.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 570.981, 1001.43, 1010.05; 1010.20, F.S.

STATE BOARD RULE: 6A-1001, 6A-1.012, 6A-1.087,

STATE DEPARTMENT OF AGRICULTURE

AND CONSUMER SERVICES RULE(S): 5P-1.003

#### History:

#### Adopted:

Revision Date(s): 7/28/09, 10/23/12, 7/23/13

Formerly: EF, EFC



## CHAPTER 7.00: *BUSINESS SERVICES*

### FINANCIAL RECORDS

7.07

#### **POLICY:**

The financial records and accounts of the School Board shall be kept by the Superintendent on forms prescribed by State Board of Education Rules. If such forms are not prescribed by State Board of Education Rules or Florida Statutes, a uniform system shall be established by the School Board.

- A. Complete and accurate records of all financial transactions, including records of all school and student activity funds, shall be kept by the principal on forms furnished by the School Board. The principal's monthly financial report on internal accounts shall be made promptly for each calendar month. The September report shall include all activity relating to those accounts for the period from July 1 through September 30. The monthly report shall be filed with the Superintendent by the tenth (10th) of the following month and shall be delinquent after the fifteenth (15th) of such month.
  - 1. The financial report shall be a cumulative report and the last report shall constitute the annual report.
  - 2. A financial statement(s) of the income and the expenditures by activity shall be prepared and submitted with the principal's monthly financial report. For each activity, the previous month's balance, total receipts for the month, total expenditures for the month, and the balance in the fund at the end of the month shall be included.
- B. The Superintendent shall prepare and submit to the School Board a monthly financial statement for the school fiscal year. The form of the statement shall be approved by the School Board and shall include a cumulative report to date of all receipts and expenditures for the school fiscal year.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

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LAWS IMPLEMENTED: 101.42; 1001.43; 1001.51; 1011.62, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.001; 6A-1.0011

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| <u>History:</u> | Adopted:          |
|                 | Revision Date(s): |
|                 | Formerly: DIC     |

## CHAPTER 7.00: *BUSINESS SERVICES*

### **INVENTORIES AND PROPERTY RECORDS**

**7.08**

#### **POLICY:**

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all requirements of Florida Statutes and the rules of the Auditor General. School inventories shall be verified by the District administration at the Superintendent's direction.

- I. All tangible property shall be listed that has a value of cost as established by Florida Statutes or State Board of Education rules. All equipment shall be listed that has a value or cost seven hundred fifty dollars (\$750.00) or more. The principal shall notify the District Office of all removals and transfers and receipt of donated or purchased property that meets criteria for being recorded as a fixed asset in order to update records and new equipment. In order to update records of all new equipment received so that the property record and number can be assigned. The master inventory copy shall be filed in the District Office. The duplicate copy shall remain in the individual school.
- II. Property inventories shall be performed annually. It shall be each principals' duty to designate a person to make an annual inventory of all school property within his / her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be filed with the District Office either at the time designated in writing by the property control officer or at the time of any principal's resignation.

## **CHAPTER 7.00: *BUSINESS SERVICES***

- III. An incoming principal and the property control officer shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the District Office to identify any shortages or discrepancies.
- IV. The principal shall also be responsible for taking inventories of properties not covered in section I. herein such as student furniture, library books, films and tapes, and other materials as deemed appropriate. / including the foregoing, such as minor items used in physical education, industrial arts and homemaking departments and other instructional supplies. These inventory records shall remain on file in the individual school.
- V. The Superintendent shall prescribe the procedures for the accountability of property as defined in Chapter 274, Florida Statutes.
- VI. The principal shall keep an inventory of all equipment in his/her school on forms provided by the property control officer. The equipment purchased shall be reflected on this record by adding items to the prior year's inventory. Equipment disposed of shall be deducted from these records.
- VII. The Superintendent shall report to the School Board any property that has been lost or stolen if recovery is not made by the next regular School Board meeting after the discovery of the loss or theft. Such report shall include recommendation for inactivation of the property record and information concerning possible personal liability which may be appropriate as the circumstance of the loss or theft may indicate.
- VIII. The Superintendent or designee shall be designated as the custodian of school property and shall be responsible for the care, custody,

safekeeping, and accounting of all school property. The Superintendent shall:

## **CHAPTER 7.00: *BUSINESS SERVICES***

- A. Determine procedures and measures, as necessary, to provide accurate information on the nature, condition, location, and value of all District property;
  - B. Establish procedures to safeguard District property against undue damage, loss, or depreciation;
  - C. Recover and restore to usefulness any District property which may be lost, stolen, or damaged;
  - D. Ensure the proper maintenance and safekeeping of District property;
  - E. Conduct annually an inventory of all District property;
  - F. Establish and maintain an adequate and accurate record of all items of tangible personal property having a value seven hundred fifty dollars (\$750.00) or more. Accountability records shall conform to procedures prescribed in Florida Statutes and State Board of Education Rules;
  - G. Serve as the disposal officer for surplus property pursuant to Florida Statutes and State Board of Education Rules.
  - H. Report to the School Board any property which has been lost or stolen, including information about possible personal liability, if appropriate.
- IX. The principal shall be responsible for administering District procedures regarding school property. The principal shall:
- A. Take measures necessary to properly safeguard property under his / her control against loss, damage, or undue depreciation;
  - B. Ensure the proper maintenance and safekeeping of school property;
  - C. Initiate requests for the use or disposal of tangible personal property in his / her school;
  - D. Provide information pertaining to school property records;

## **CHAPTER 7.00: *BUSINESS SERVICES***

- E. Report to the Superintendent or designee any property exceeding seven hundred fifty dollars (\$750.00) when acquired from sources other than District school funds; and,
- F. Submit an inventory of all school property when requested by the Superintendent or designee.
- X. All equipment purchased by the various District organizations or by outside organizations for District use shall become School Board property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- XI. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in School Board warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.
- XII. Transfer of property within the District shall be pursuant to procedures established by the Superintendent or designee.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; Chapter 274, F.S.

STATE BOARD OF EDUCATION RULE:

6A-1.087

History:

Adopted:

Revision Date(s): 2/16/99, 4/19/11

Formerly: DID

## CHAPTER 7.00: *BUSINESS SERVICES*

|                                                                   |              |
|-------------------------------------------------------------------|--------------|
| <b>MANAGEMENT OF TEXTBOOKS AND RELATED INSTRUCTIONAL MATERIAL</b> | <b>7.081</b> |
|-------------------------------------------------------------------|--------------|

### **POLICY:**

The principal shall be responsible for the proper care and storage of textbooks. The following shall be observed by the principal.

- A. Students shall be informed that textbooks are on loan from the District and that proper care of the book and an accounting for the book will be required.
- B. All textbooks received by the school shall be properly accounted.
- C. If a book is lost or damaged beyond normal usage, the student shall be assessed the cost of replacement or the estimated damage. Lost or damaged books shall be paid per this schedule:
  - 1. A new book (issued first time) - total purchase price;
  - 2. A book in use less than two (2) years - 75% of purchase price; or,
  - 3. A book in use for more than two (2) years but suitable for distribution and in current adoption - 50% of purchase price.

When a book has been damaged beyond normal usage and the above rules do not apply, the principal shall calculate the value of the book on the basis of its condition at the time of issuance.

- D. The principal shall not delay the transfer of a student's permanent record for a lost or damaged textbook or library book or failure to pay the assessed amount.

## CHAPTER 7.00: *BUSINESS SERVICES*

- E. Textbooks lost or damaged beyond use for which no collection is made shall be charged against the school's allocation on the basis of the schedule for distribution.
- F. Additional library or textbooks shall not be issued to a student who fails to pay the amount assessed for a lost or damaged book until the obligation has been met or set aside. Exceptions may be granted when extenuating circumstances exist.
- G. Under no condition shall a report card or progress report card be delayed or grades be withheld from the permanent record for failure to pay assessment for destroyed, lost, or damaged books or for any other reason.
- H. Teachers shall periodically check to determine whether books are being cared for properly and to determine that each student can account for the books issued to him / her.
- I. The School Board shall hold the principal responsible, the principal shall hold the teacher responsible, and the teacher shall hold the student responsible for textbooks.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

1001.43, F.S.

STATE BOARD OF EDUCATION RULE:

6A-1.0955

History:

Adopted:

Revision Date(s):

Formerly: EDBA



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| <b>ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY</b> | <b>7.09</b> |
|---------------------------------------------------------|-------------|

### **POLICY:**

#### I. Acquisition:

- A. All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District purchasing procedures..
- B. All property, including vehicular equipment, shall be under the full control and name of the School Board.
- C. All property with a value consistent with the provisions of Policy 7.08-I, acquired through internal accounts or donations, shall be reported immediately by the principal to the Property Records Office on the prescribed forms.
- D. Principals and District department heads shall be responsible for determining that all property is identified and accounted.

#### II. Exchange:

Each principal and District department head shall determine the property needs for his / her school or department. The principal or department head shall declare surplus any property which is not needed and may requisition additional property through proper procedures.

- A. Surplus property shall be reported on proper forms to the Property Records Office which shall be responsible for acquiring and storing the surplus property.
- B. Property items with a value as established by I-C above may be exchanged between schools and District departments when

## **CHAPTER 7.00: *BUSINESS SERVICES***

approval is granted by the Property Records Office and subsequently by the appropriate District department head. Notification of each approval shall be filed in writing with the Property Records Office to adjust property records of schools and District departments.

- C. School Board equipment may be used by employees away from School Board property under certain conditions when prior approval is obtained from the principal or District department head. These conditions include familiarization with the equipment for instructional purposes or improvement of job performance.
- D. School Board equipment shall not be used for gainful outside employment or private use of employees or by any outside group or organization.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

237.02; 274.02; 1001.43; 1011.06, F.S.

History:

Adopted:

Revision Date(s): 12/14/99, 12/14/10

Formerly: NEW

## CHAPTER 7.00: *BUSINESS SERVICES*

### ACQUISITION OF LAND FOR SCHOOL USE

7.091

#### ***POLICY:***

- I. A determination by the School Board that real property is needed for school use shall be based on approved master planning data with concurrence of the Florida Department of Education. Two (2) or more proposed locations shall be considered for each such acquisition unless extenuating conditions preclude such considerations. Extenuating circumstances shall be as follows:
  - A. Availability of alternative locations because of prior land use commitments; the need to acquire land adjacent to an existing school site for purposes of expanding said site; or for the purpose of establishing a new school center adjacent to an existing school center for implementation of programs that may be suitably conducted through common use of facilities for more than one (1) school.
  - B. Joint use of land, as part of a master plan, for educational purposes and community recreational and cultural purposes.
- II. The Superintendent or designee and the School Board Attorney may negotiate with the owner to determine the purchase price of the land if it is determined to be in the best interest of the School Board. It is the School Board's intent to have such negotiations conducted amicably and brought to a final settlement to avoid court action whenever possible.
- III. If it is determined to be in the School Board's best interest or required by Florida Statutes, two (2) independent, qualified real estate appraisers shall be appointed to provide a standard narrative form of appraisal

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complete with supporting data. Final settlement shall not exceed the amount allowed by Florida Statutes.

- IV. The School Board may exercise its right of eminent domain when negotiations with the owner are unsuccessful. Proceedings shall be immediately filed in a court of competent jurisdiction and a date of value established on which to base the market value of the property.
- V. Topographical surveys and legal descriptions shall be obtained including meets and bounds description for all real property considered for purchase.
- VI. A title search shall be initiated by competent, legal consultants or a title search company upon the School Board's decision to acquire real property. A policy of title insurance shall be required subsequent to acquisition proceedings secured by surety satisfactory to the School Board.

STATUTORY AUTHORITY: 1001.41, F.S.

LAWS IMPLEMENTED: 1001.41-44; 1013.14 ; 1013.12; 1013.36, F.S.

STATE BOARD OF EDUCATION RULE: 6A-2.039

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| <i>History:</i> | Adopted:<br>Revision Date(s): 12/14/10<br>Formerly: FEE |
|-----------------|---------------------------------------------------------|

## CHAPTER 7.00: *BUSINESS SERVICES*

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| <b>DISPOSING OF INSTRUCTIONAL AND OTHER MATERIALS</b> | <b>7.10*</b> |
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**POLICY:**

- A. Any surplus or unusable textbooks, instructional, or other materials shall be disposed of as provided herein:
  - 1. Giving or lending the materials to other public education programs within the district or state, to the teachers to use in developing supplementary teaching materials, to students or others, or to any charitable organization, governmental agency, private school or state.
  - 2. Selling the materials to used book dealers, recycling plants, pulp mills, or other persons, firms, or corporations upon such terms as are most economically advantageous to the School Board.
- B. If disposal cannot be accomplished as prescribed above, then the instructional materials may be destroyed. The Textbook Manager shall submit a listing of the obsolete and unusable textbooks or instructional materials to the Superintendent and upon his/her approval the textbooks or instructional materials shall be destroyed.
- C. All monies received by reason of sale, exchange, or other disposition of instructional materials shall be deposited in the District School Fund and added to the District Appropriation for Instructional Materials.
- D. Funds derived from the sale of any salvageable materials belonging to the School Board are to be properly receipted and deposited in the District's general fund.
- E. The provision of the State Board of Education Rules shall prevail whenever any provision of these rules conflicts.

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STATUTORY AUTHORITY: 112.08; 1001.42, F.S.

LAWS IMPLEMENTED: 237.01; 1001.43; 1006.41;  
1011.06; 1013.28, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.087

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| <u>History:</u><br>Adopted:<br>Revision Date(s): 12/17/02<br>Formerly: DN |
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## CHAPTER 7.00: *BUSINESS SERVICES*

### DISPOSAL OF REAL PROPERTY

7.101\*

#### **POLICY:**

- A. Real Property may be disposed of only after having been officially declared unnecessary or unsuitable for school purposes by School Board resolution. Any monies resulting from the sale of real property shall accrue to the District General Fund, except in cases where deed restrictions prohibit.
  - 1. When such property, in the opinion of the School Board, has an estimated value of less than twenty-five thousand dollars (\$25,000.00), the School Board shall determine the procedure to be followed for disposal, which may be by public sale, private sale, or negotiation.
  - 2. When such property, in the opinion of the School Board, has an estimated value in excess of twenty-five thousand dollars (\$25,000.00), the School Board shall dispose of the property by public sale in the manner prescribed by State Board of Education Rules.
  - 3. Notwithstanding the provisions of Subsections (1) (a) and (1) (b) herein, the School Board may transfer any real property, regardless of value, to another governmental unit for whatever consideration the School Board determines to be in the best interest of the District.
- B. Tangible personal property shall be disposed of in the manner prescribed by Chapter 274, Florida Statutes. Based on a recommendation of the Superintendent items estimated to have a value of \$500.00 or more may be consigned to public auctions arranged by either private or public entities.

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- C. The School Board shall reserve all mineral rights to any land acreage legally owned and controlled by the School Board, if and when such property is disposed of in any manner.

STATUTORY AUTHORITY:

112.08; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.42; 1013.28; Chapter 274, F.S.

History:

Adopted:

Revision Date(s):

Formerly: DN



## CHAPTER 7.00: *BUSINESS SERVICES*

### LOST OR STOLEN PROPERTY

7.11\*

#### **POLICY:**

- A. The principal or designee shall notify the following individuals when any school property has been vandalized, stolen, or lost:
  - 1. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;
  - 2. The District Office by telephone; and,
  - 3. In writing with a copy of such notice being sent to the Superintendent.
- B. The custodian of the property records shall prepare a written report and recommendations to the Superintendent if the property is not recovered within thirty (30) days.
- C. The School District of Suwannee County does not insure personal property of students, staff, teachers or the public brought on school property. Property of this nature stolen, damaged or lost is the sole responsibility of the owner.
- D. Property loaned to the School District, to be put under the care, custody, and control of the School District of Suwannee County, must have a very specific educational purpose. Such property (to be held on campus for more than 10 school days) can be insured only if procedures established by the Business Department have been followed.

STATUTORY AUTHORITY:

1001.42, F.S.

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[LAWS IMPLEMENTED:](#)

1001.43, F.S.

[STATE BOARD OF EDUCATION RULE:](#)

6A-1.087

[History:](#)

Adopted:

Revision Date(s):

Formerly: NEW

## CHAPTER 7.00: *BUSINESS SERVICES*

|               |
|---------------|
| <b>AUDITS</b> |
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| <b>7.12*</b> |
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**POLICY:**

A. District Audits.

1. Periodic audits shall be made of accounts, records, financial practices, and program elements of the District pursuant to Florida Statutes and State Board of Education Rules.
2. The School Board may contract with an independent auditor to perform audits of the District when the Auditor General advises a financial audit will not be completed within the twelve (12) month period immediately following the fiscal year or if otherwise deemed needed by the School Board.
  - a. Selection of the auditor shall be pursuant to provisions in Section 11.45, Florida Statutes. Other auditors may be selected as permitted by law.
  - b. The certified public accountant who coordinates the financial audit shall have completed twenty-four (24) hours of in-service training in government or governmental auditing as approved by the Board of Accountancy within the last three (3) years.
  - c. At the conclusion of the audit field work, the preliminary findings shall be discussed with the School Board Chairperson or designee and the Superintendent. The auditor's comments shall reflect items which are intended to be included in the final audit report.

B. Audits of Internal Funds

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1. The Superintendent shall require an annual audit of internal funds maintained at each school or department. Such audits shall be performed by a certified public accountant in accordance with generally accepted auditing standards and government auditing standards.
  2. Each principal or department head shall report in writing to the Superintendent within ten (10) days of receiving an audit report. The written report shall address the audit report and any discrepancies cited therein.
  3. The Superintendent may direct an audit of a school's internal funds without prior notification. Such audits may be conducted by a qualified internal auditor employed by the School Board.
  4. Audits shall be presented to the Board for acceptance.
- C. Non-financial audits shall be conducted by persons or entities qualified to conduct audits of the program, functions, or service to be audited.
- D. Results of all audits shall be provided to the School Board for information and appropriate action consistent with law if action is required.

### STATUTORY AUTHORITY:

1001.42, F.S.

### LAWS IMPLEMENTED:

11.45; 1001.42; 1001.43; 1008.35, F.S.

### STATE BOARD OF EDUCATION RULE:

6A-1.087

#### History:

Adopted:

Revision Date(s): 11/20/01

Formerly: NEW

## CHAPTER 7.00: *BUSINESS SERVICES*

### ANTIFRAUD

7.121

#### ***POLICY:***

- I. The School Board of Suwannee County will not tolerate fraud or the concealment of fraud.
- II. This policy applies to any fraud, suspected or observed, involving District employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School Board and any other persons or parties in a position to commit fraud on the School Board.
- III. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to personally benefit or to induce another to act to his/her detriment.

Actions constituting fraud include but are not limited to:

- A. Falsifying or unauthorized altering of District documents
  - B. Accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.
  - C. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the District in order to give any entity, person or business an unfair advantage in the bid process.
  - D. Causing the District to pay excessive prices or fees where justification is not documented.
  - E. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.
  - F. Using District equipment or work time for any outside private business activity.
- IV. Any perceived fraud that is detected or suspected by any staff member or other person shall be reported immediately to Human Resource Services for guidance as to whether pursuit of an investigation is warranted. The obligation

## **CHAPTER 7.00: *BUSINESS SERVICES***

to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship. Investigations shall be conducted in a confidential manner.

- V. Violation of this policy may result in disciplinary action, termination of employment, termination of contract or legal action.
- VI. The Superintendent or designee shall develop procedures to implement this policy.

Procedures shall include but not be limited to

- A. Employee notification and education;
- B. Self-assessment of risk of fraud;
- C. Reporting suspected or detected fraud;
- D. Investigation of fraud;
- E. Consequences and disciplinary action.

- VII. The Superintendent shall present the procedures to the School Board for approval.

- VIII. The process for notifying the District of suspected or detected fraud shall be available to all employees and the public.

STATUTORY AUTHORITY: 1001.32, 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.421, 1001.43, F.S.

|                                                                                                |
|------------------------------------------------------------------------------------------------|
| <p>HISTORY: ADOPTED: 12/14/10<br/>REVISION DATE(S): 2/28/2012, 6/28/2016<br/>FORMERLY: NEW</p> |
|------------------------------------------------------------------------------------------------|

## CHAPTER 7.00: *BUSINESS SERVICES*

### PETTY CASH FUNDS

7.13\*

#### **POLICY:**

The Superintendent may establish petty cash funds for his / her office, each District department, and each school. Petty cash funds shall be used for operating expenses in accordance with State Board of Education Rule and provisions described herein.

- I. A principal or District department head may establish a petty cash fund by submitting a request to the Finance Division for approval. Approval shall be obtained prior to issuing any checks.
- II. The Superintendent or designee shall reimburse the funds from the budgetary accounts of schools and District departments when petty cash is exhausted.
- III. Petty cash funds shall be accounted for separately from all other funds maintained at each school and District department. The amount of petty cash funds shall not exceed three hundred dollars (\$300.00) for the Superintendent's Office, each District department and two hundred dollars (\$200.00) for each school.
- IV. An itemized receipt for each expenditure shall be kept to receive reimbursement.

#### STATUTORY AUTHORITY:

1001.42; 1006.21, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1011.07, F.S.

#### STATE BOARD OF EDUCATION RULE:

6A-1.087

#### History:

Adopted:

Revision Date(s): 12/14/10, 2/28/2012

Formerly: DJB

## CHAPTER 7.00: *BUSINESS SERVICES*

### **PURCHASING POLICIES AND BIDDING**

**7.14\***

#### **POLICY:**

School District funds which are used for purchasing supplies, materials, equipment, and services and entering into temporary employment contracts shall be the responsibility of the Superintendent or designee. All Florida Statutes, State Board of Education Rules, and School Board Rules shall be carefully observed when making any purchase. The payment for any unauthorized purchase shall be the sole responsibility of the person placing the order.

- A. Appropriate department heads, under the direction of the Superintendent, shall be responsible for periodically estimating the needs of the school system in standard items and making quantity purchases.
- B. The Director of Business, under the Superintendent's direction, shall request at least three (3) sealed bids on authorized purchases or contract for services which cost more than fifteen thousand dollars (\$15,000.00), and which are not on established State Contract, and are not otherwise exempt from bidding by State Board of Education Rules. The bids shall be presented to the School Board for approval before any monies are expended.
- C. The authority shall be vested in the Director of Business, under the Superintendent's direction, for making purchases or entering contracts for temporary employment services and expending monies from properly budgeted materials, supplies, and services costing fifteen thousand dollars (\$15,000.00) or less provided they are not on established State Contract and are not otherwise exempt from bidding by State Board of Education Rules. The purchasing agent shall:



## **CHAPTER 7.00: *BUSINESS SERVICES***

1. Request three (3) written or telephone quotations for items totaling more than three thousand dollars (\$3,000.00), but less than fifteen thousand dollars (\$15,000.00); and,
  2. Obtain written or telephone quotations for purchases under three thousand dollars (\$3,000.00) when practical and in the School Board's best interest.
- D. The authority shall be vested in the Director of Business, under the Superintendent's direction, for making purchases or entering contracts for temporary employment services and expending monies for properly budgeted materials, supplies, and services, provided they are on established State Contracts or otherwise exempt by State Board of Education Rules. State purchasing contracts shall be used in lieu of bids when it is advantageous to the School Board.
- E. Each purchase shall be based upon a purchase order originating from the principal or department head who uses the product, except in extreme emergencies when the Superintendent or designee may grant permission for such purchase. Each emergency purchase shall be followed immediately with an emergency purchase order. Each purchase or contract shall be properly financed, budgeted, and encumbered prior to the approval of a purchase order. The purchase order shall be approved by the Superintendent or designee. The purchase shall not precede the purchase order date.
- G. Emergency bids over fifteen thousand dollars (\$15,000.00), if approved by the Superintendent, may be requested by telephone or in writing as the emergency requires. All emergency bids shall be tabulated and presented to the Superintendent who shall submit the matter to the School Board for action. The official minutes of the School Board shall show the nature of the emergency and why the regular bid procedure would have caused a delay which was contrary to public interest.

## **CHAPTER 7.00: *BUSINESS SERVICES***

- G. Except as provided in Florida Statutes and State Board of Education Rules, these procedures shall be followed when bidding for any authorized purchase or contract for services:
1. Purchases or contracts made through bids and quotations shall be based upon justification and specifications which are clear, definite, and certain as to character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services, or equipment desired. Such specifications shall be conducive to securing the best possible price for the highest quality product and to meeting the needs of the educational program. Specifications shall be as open as possible and it shall be made clear in the invitation to bid that use of a trade name does not give exclusive rights to that product. Preferential bidding shall not be permitted.
  2. The Superintendent or designee shall have the responsibility of soliciting the assistance of the District administrative and instructional and non-instructional staff members when preparing specifications and evaluations of bids.
  3. Bids and quotations shall be requested from at least three (3) sources for each authorized purchase or contract for services. All bids shall be signed in ink or indelible pencil.
  4. Bids and quotations shall be opened to the public at a designated time and place which is clearly stated in the bid invitation. All bids shall be opened in the presence of not less than two (2) administrators and one (1) School Board member when possible, and shall be read, tabulated, and recommended to the School Board through the Superintendent. Bids and quotations received late shall be returned to the bidder unopened with a notation on the bid of the time received and signed by the person presiding over the bid opening.

## **CHAPTER 7.00: *BUSINESS SERVICES***

5. No bid may be withdrawn prior to the School Board's approval without the written consent of the Superintendent.
6. Recommendations of the School Board for action shall be determined on the basis of the lowest responsible qualified bid specifications with consideration being given to the specific quality of the product, its conformity to the specifications, its suitability to school needs, the delivery terms, and the service and past performance of the vendor. In the case of identical qualified bids, the recommendation shall be made for the local vendor, or if there is none, to the vendor who has had the longest consistent reliable service in the District or by casting lots. Samples of products shall be requested when practical.
7. After bids and quotations have been opened and tabulated, they shall be made available to those persons who wish to study and copy them or copies may be distributed to the bidders at the Superintendent's discretion. Original copies of bids and quotations shall not be removed from the custody of the Superintendent or designee.
8. Any rejection or recommendation of other than the low bid shall be accompanied by a written statement giving the reasons and justification for such action as outlined in Subsection (7) (f) herein. Single items or combinations of items may be considered in determining the recommendation. The Director of Business may remove the name of any firm which has proven to be unreliable or unqualified for exclusion from the bid list.
9. Final action on any bid or the letting of any bid shall be the decision of the School Board in open session. Approval of any funds which are not already budgeted shall be made by the School Board prior to the issuance of any contract.

## **CHAPTER 7.00: *BUSINESS SERVICES***

10. No employee or official of the School Board shall use bid prices or school prices, or receive any other preferential treatment in the making of personal purchases.
  11. No employee or official of the School Board shall make purchases for personal use through a school or the District.
  12. No School Board employee shall apply for or receive services from commercial sources through a school or the District.
  13. School Board employees may participate in District surplus sales; provided, there is no preferential treatment.
- H. The Business Department shall be responsible for the arrangement of hearings, exhibits, or demonstrations by vendors interested in presenting their products. Employees of the Business Department shall not extend favoritism to any vendor or salesperson. No salesperson shall be permitted to visit schools or departments for the purpose of selling any product on the bid list which is purchased from the District school funds except with a letter of authorization from the purchasing agent.
- I. Payment of properly approved invoices, accompanied by proper evidence that the product has been received in good order and in accordance with specifications, shall be paid on a schedule established by the Director of Business who shall take advantage of discounts when in the School Board's best interest.
- J. When purchases of materials or services have been approved by the School Board on the basis of bids submitted, payment may be authorized by the Superintendent upon delivery of the materials or completion of the service when such are approved by the appropriate administrator.
- K. The procedures governing the resolution of protest from contract bidding shall be in accordance with Section 123.53(5), Florida Statutes.

## **CHAPTER 7.00: *BUSINESS SERVICES***

- L. Purchase of Foods and Non-Food Items for the Food Services Department. The Superintendent or designee shall develop and prescribe a Competitive Procurement Plan for purchasing food and non-food supply items for the school food services program.
  - 1. The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.
  - 2. The Plan shall provide for various types of selection procedures as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this Rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of milk shall comply with State Department of Agriculture and Consumer Services rules.
  - 3. Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases described herein.
- M. Subject to provisions of law, the Superintendent may authorize purchase bids approved by the State of Florida, other government agencies, or educational consortium.

## **CHAPTER 7.00: *BUSINESS SERVICES***

N. Acquisition of Professional or Educational Services. The Superintendent is authorized to contract for professional or educational services to complete projects or activities authorized or approved by the School Board.

1. Selection of an architect, construction manager, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project shall be in accordance with the School Board rule entitled, "Selecting Professional Services."
2. Contracts or commitments for educational or professional services shall be approved by the School Board if such contracts or commitments exceed amounts permitted without School Board approval by state laws or regulations.
3. School Board employees or officials may not use bid prices or school prices or receive gifts or any preferential treatment in making personal purchases. A School Board employee shall not be prohibited from participating in any activity or purchasing program that is publicly offered to all School Board employees or in District surplus sales provided there is no preferential treatment.

O. Multi-Year Purchase Agreements. No obligation shall be created by contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument which exceeds a period of twelve (12) months. The Superintendent shall develop and prescribe a uniform termination clause which shall be incorporated in and made a part of any multi-year obligation agreement or contract.

P. Bid Protest

1. A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by Section

## **CHAPTER 7.00: *BUSINESS SERVICES***

120.57(3), F.S. for resolution. For bids solicited by the purchasing department, the notice must be filed with the purchasing department. For bids solicited by the facilities department, the notice must be filed with the facilities department or such persons as the superintendent designates.

2. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to F.S. 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Suwannee County School Board in an amount equal to one percent (1%) of the total estimated contract value, but no less than \$500 nor more than \$5000. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and if in the administrative process and any appellate court proceedings, the district prevails, it shall recover all costs and charges which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. If the protester prevails, he/she shall recover from the District all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.
3. Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

## **CHAPTER 7.00: *BUSINESS SERVICES***

### **LAWS IMPLEMENTED:**

112.312; 119.071120.57; 212.0821;  
255.041; 274.02, 287.017, 287.057, 287.133,  
1001.43; 1010.01; 1013.47, F.S.

**STATE BOARD OF EDUCATION RULES:** 6A-1.012; 6A-1.085; 6A-1.087

**STATE DEPARTMENT OF AGRICULTURE**

**AND CONSUMER SERVICES RULE(S):** 5P-1.003

### **History:**

**Adopted:**

**Revision Date(s):** 11/20/01, 12/17/02, 10/23/12

**Formerly:** DJF

**Reviewed in Workshop:** 12/08/09



## CHAPTER 7.00: *BUSINESS SERVICES*

### SELECTING PROFESSIONAL SERVICES

7.141

#### **POLICY:**

When it is determined that the School Board may need to contract for the professional services of an architect, professional engineer, or registered land surveyor, the procedures prescribed herein shall be followed:

- I. Definition – The term “firm” means any firm, partnership, corporation, association, individual, or other legal entity entitled to practice architecture, engineering, or land surveying in the State of Florida.
- II. Pre-qualification – The Superintendent shall, by letter, inform not less than five (5) firms of the type of service desired by the School Board and shall determine whether or not such firms have an interest in qualifying to render such services when needed. The Superintendent shall continue his / her efforts until at least three (3) firms have indicated an interest. There shall be a list of prequalified firms for each of the specialized areas of professional services enumerated in Florida Statutes.
  - A. Upon receipt of notice of interest, the Superintendent shall request the firm to furnish the following information:
    1. A full and complete statement of qualifications and capabilities;
    2. Number of years in business;
    3. Location of firm’s office nearest the county seat;
    4. The membership of the firm’s staff and the special qualifications of the person or persons who would render the type of service desired; and,

## **CHAPTER 7.00: *BUSINESS SERVICES***

5. The names and addresses of at least three (3) school boards or other agencies for whom similar services have been performed within the last five (5) years and the date and the specific service rendered in each case.
  - B. Within thirty (30) days following indication of interest, the Superintendent shall complete the file on each firm. In addition to the information filed by the agency or firm, the Superintendent shall obtain a written evaluation from at least three (3) agencies for which such service has been rendered. Any firm which pre-qualifies under this rule shall file an annual statement of qualifications and performance data and thereby keep its file current.
  - C. Any firm which has furnished the information prescribed in this subsection shall be sent a copy of the legal notice when service in the firm's area of specialty is to be contracted.
- III. Public notice and applications – Where the Board by official action determines that it will enter into a contract for such professional services, the Superintendent shall cause to be published once each week for three (3) successive weeks, in a newspaper having wide local distribution, a public notice stating the type of professional services desired, giving a general description of the project, and stating how an interested firm may apply and the deadline for application.
- A. Each firm which pre-qualifies, as provided in Subsection (2) of this rule, shall be sent a copy of the public notice together with a request that an application be filed if the firm desires to be considered.
  - B. Each firm which files an application and which has not pre-qualified shall be required to complete the information required in Subsection (2) of this rule within ten (10) days following the deadline for making application.

## **CHAPTER 7.00: *BUSINESS SERVICES***

- IV. Rating of applicants – Based on the data filed by each applicant firm and the follow-up data obtained by the Superintendent, the School Board will determine the order in which the applicants will be arranged for negotiation purposes.
  - A. To facilitate the selection process, the Superintendent shall prepare a full and complete summary report on each applicant firm.
  - B. Based on data available and its best judgment, the School Board will select the three (3) firms most qualified to perform the desired professional services and will rate them as first, second, and third most qualified for negotiation purposes.
- V. Negotiations – Subsequent to the above determination, the School Board will notify the firm rated as first most qualified and establish a date for the firm to make its presentation and to enter into negotiations with the Board for the professional services.
  - A. If the Board cannot obtain a fair, reasonable and competitive price for which the professional services will be rendered by such firm, negotiations shall be formally terminated by the Board. The Board will then undertake negotiations with the firm rated second most qualified. If an accord cannot be reached with this firm, negotiations will be formally terminated, and the Board will then undertake negotiations with the firm rated third most qualified.
  - B. If the Board is unable to negotiate an acceptable contract with any one (1) of the first three (3) firms, it will select from among the remaining applicants in the order of competence and qualifications and continue its negotiations, provided that such firms are considered competent to perform the services desired.
- VI. Special assistance – Where the professional service contract will require a fee in excess of twenty-five thousand dollars (\$25,000.00), the

## CHAPTER 7.00: *BUSINESS SERVICES*

Department of Transportation or the Department of General Services will be requested to provide assistance in selecting a consultant for professional services; provided that the School Board after three (3) attempts has not obtained a reasonable, fair, and competitive price.

- A. Contracts – Any contract entered into by the School Board for professional services, as provided herein, shall include a prohibition against contingent fees.
- B. Single Source Contractual Services – a contractual service that is available from a single source may be exempted from requirements for competitive solicitation provided that the District posts notice of its intent to enter a single source contract.
- C. The Superintendent or designee may authorize outside consultants to provide professional reviews, assistance or training.
- D. Full or part-time employees of the Board shall not contract for additional service to the board as consultants.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

287.055; 1001.43; 1001.51; 1011.06, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-1.06A-2.0010

History:

Adopted:

Revision Date(s):12/14/10

Formerly: NEW

## CHAPTER 7.00: *BUSINESS SERVICES*

### **BID PROTEST RESOLUTION**

**7.142**

#### **POLICY:**

The following procedures shall govern the resolution of protests from contract bidding procedures prior to initiation of formal or informal proceedings pursuant to Chapter 120, Florida Statutes.

- I. The School Board shall provide notice of its decision or intended decision concerning a bid solicitation or contract award as follows:
  - A. For bid solicitation, notice of a decision or intended decision shall be sent by United States mail or by hand delivery.
  - B. For any other Board decision relating to contract bidding procedures, notice of a decision or intended decision shall be given either by posting the bid tabulation at the location where the bids were opened, or by certified mail, return receipt requested. This notice shall contain the following statement: “Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”
- II. Any person who is affected adversely by the Board decision or intended decision shall file with the Board a notice or protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of the Board’s decision or intended decision, and a formal written protest within ten (10) days after the date he filed the notice or protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

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- III. Upon receipt of a notice of protest which has been timely filed, the Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final School Board action, unless the Board sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay to avoid an immediate and serious danger to the public health, safety or welfare.
- IV. The Board, on its own initiative or upon the request of a protestor, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days of receipt of the formal written protest.
- A. If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is not disputed issues of material fact, an informal proceeding shall be conducted pursuant to Section 120.57(2), Florida Statutes, and Section 1.105(3) of these rules.
- C. If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is a disputed issue of material fact, the Board shall refer the matter to the Division of Administrative Hearings of the Department of Administration for a fo
- D. rmal hearing pursuant to Section 120.57 Florida Statutes.
- V. Construction bids protested shall be in accordance with the policy on the topic found in the section of these policies dealing with construction.

### STATUTORY AUTHORITY:

1001.42; 1001.43, F.S.

### LAWS IMPLEMENTED:

120.53(2); 120.57, F. S.

### History:

Adopted: 11/21/2000

Revision Date(s): 12/14/10, 1/27/2015

Formerly: NEW

## CHAPTER 7.00: *BUSINESS SERVICES*

### **PAYMENT OF VOUCHERS**

**7.15**

#### **POLICY:**

The School Board Chairperson and Superintendent shall be authorized to issue warrants or wire transfers for vouchers and invoices of approved purchases. The Superintendent shall submit, to the School Board at their regular meetings, a list of such warrants which were paid under this rule's provision. The list, upon ratification, shall be recorded in official School Board records.

Payment for construction purchases and construction services shall be made in a timely manner as set forth in Chapter 218, Florida Statutes.

#### **STATUTORY AUTHORITY:**

1001.42, F.S.

#### **LAWS IMPLEMENTED:**

218.72 – 218.75; 1001.43; 1001.51; 1011.06, F.S.

#### **History:**

Adopted:

Revision Date(s): 11/20/01

Formerly: NEW

## CHAPTER 7.00: *BUSINESS SERVICES*

### **PAYROLL PROCEDURES**

**7.16**

#### **POLICY:**

- A. Payrolls shall be submitted for all School Board employees and shall be properly signed by a designated administrative employee. Such payrolls shall be supported, where applicable, by time records.
- B. Payroll checks or warrant distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes.
- C. No payment shall be made except to properly authorized and approved personnel.
- D. Payment shall be based on the duly adopted salary schedule for each position. From time to time, payments in the form of a bonus or other legally authorized payment may be made.
- E. Full-time and part-time regular, probationary, and temporary employees shall be paid at the regular established pay period except in unusual circumstances as approved by the Superintendent.
- F. Principals shall be responsible for submitting accurate payrolls in accordance with the payroll time schedules and procedures.
- G. Salary adjustments shall be paid at subsequent payroll periods. A person whose services are terminated shall be paid the full salary balance at the regular pay period following termination. Any exceptions shall be approved by the Superintendent or designee.
- H. A payroll deduction for an employee beyond those required by Florida Statutes shall have the Superintendent's approval and shall be made only upon the written request of the employee.



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- I. Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees or other groups designated by law may be entitled to a payroll deduction for membership dues. The organization may be billed annually for the cost of deducting and transmitting such dues to the organization.
- J. No payments shall be made for overtime services without prior approval of the Superintendent or designee.
- K. Employees who are subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who are required to work in excess of forty (40) hours in any work week shall be compensated for hours in excess of forty (40) at the rate of one and one-half (1-1/2) times the regular rate of pay for the service performed. Prior to authorizing overtime, the employee's supervisor shall report to the Superintendent the need or reason for overtime and shall obtain the Superintendent's approval. Compensatory time may be granted to a non-instructional employee in lieu of overtime pay if agreed to prior to performance of work. Administrative personnel shall not earn compensatory time or overtime pay but shall be eligible for relief time as approved by the Superintendent.
- L. There shall be no payroll deduction permitted in violation of Section 106.15, Florida Statutes.

### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

### LAWS IMPLEMENTED:

106.15; 1001.43; 1011.60; 1012.22, F.S.

### History:

#### Adopted:

Revision Date(s): 11/20/01

Formerly: DL

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| <b>AUTHORIZED TRAVEL EXPENSES</b> |
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| <b>7.17*</b> |
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**POLICY:**

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

I. In-District Travel

- A. Travel by an authorized officer or employee within the District may be reimbursed at the maximum rate established by Florida Statutes for public employees, provided, however, that no reimbursement shall be made for travel between an employee's home and his / her official headquarters.

II. Out-of-District Travel

- A. One-day Trips. Expenses by officers or employees on authorized school business which require less than one (1) day may be reimbursed for travel and meals at the maximum rate established by Florida Statutes for public employees.
- B. Overnight Trips. Expenses by officers or employees on authorized trips which requiring absence overnight or in excess of twenty-four (24) hours may be reimbursed for travel, lodging and meals at the maximum rate established by Florida Statutes for public employees. Travel shall be by the most economical route or method.

III. Mileage shall be computed as follows:

- A. In-District: In accordance with the District's mileage schedule or the odometer reading from the point of departure to the destination.

## **CHAPTER 7.00: *BUSINESS SERVICES***

- B. Out-of-District. Pursuant to the mileage chart established on the official state road map.
- IV. Travel shall be pooled, if practical, when more than one (1) traveler is going to the same destination at approximately the same time. If, for personal reasons, travelers choose not to car-pool, mileage reimbursement shall be pro-rated, between drivers, based on the number of travelers transported.
- V. A purchase order shall be issued and processed through the District office when a common carrier is used. Air travel shall be used when practical, using airlines on state contracts if available.
- VI. Reimbursement may be requested for tolls, taxies, and registration fees when properly documented. No reimbursement may be authorized for gratuities. However, reimbursement for registration fees shall be reduced by the value of any lodging or meals included.
- VII. All out-of- state travel by School Board members shall have prior approval of the School Board. The official headquarters of each School Board member shall be his / her place of residence and all in-district travel, including travel to and from School Board meetings, shall be computed on this basis. Travel reimbursement for Board members shall be authorized in accordance with 1001.39.
- VIII. An employee in a position which requires travel to perform his / her duties may be paid for the use of his / her personal car while used in travel on school business at the rate per mile as established by Florida Statutes for public employees or a flat monthly allowance for travel within the District.
  - A. To use the monthly flat rate, the employee shall submit each school fiscal year a detailed monthly mileage report for the month of September or October in order to determine the average mileage.

## **CHAPTER 7.00: BUSINESS SERVICES**

- B. To initially implement the flat monthly rate of payment, the most current and detailed mileage report submitted during the prior year shall be used to determine an interim rate until the mileage as provided in Subsection (7) (a) herein is established. Subsequent payments shall be adjusted for any increases or decreases.
- IX. All persons requesting out-of-state travel authorization, except for travel to Georgia, shall have prior authorization from the superintendent, or his designee. The superintendent will publish a monthly report to be made part of the monthly Board meeting Consent Agenda, which will outline the location, individual(s) attending, purpose, and dates of all out-of-state travel that was authorized for the respective month. All out-of-state travel requests shall be accompanied by a statement of benefits to the District with the leave request. To pay expenses from public funds, there shall be a showing of benefits flowing to the District by reason of his / her having attended such a meeting.
- X. The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.

**STATUTORY AUTHORITY:** 1001.42, F.S.  
**LAW(S) IMPLEMENTED:** 112.061, 1001.39, 1001.43, 1011.09, F.S.  
**STATE BOARD OF EDUCATION RULE(S):** 6A-1.056

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|-----------------|-----------------------------------------------------------------------------------------------------------|
| <u>History:</u> | Adopted: 09/25/07<br>Revision Date(s): 08/28/07, 2/23/10, 8/23/11, 2/28/12,<br>9/22/2015<br>Formerly: DLC |
|-----------------|-----------------------------------------------------------------------------------------------------------|

## CHAPTER 7.00: *BUSINESS SERVICES*

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| <b>INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD</b> | <b>7.18</b> |
|------------------------------------------------------------------|-------------|

### **POLICY:**

Any school employee shall be personally liable for creating any bill of indebtedness against a school or against the School Board unless authority exists under duly adopted policy of the School Board or unless authorized in writing by the Superintendent. Any person violating the provisions of this Rule shall be subject to cancellation of his contract or dismissal from employment.

### **STATUTORY AUTHORITY:**

1001.41; 1001.42; 1012.23, F.S.

### **LAWS IMPLEMENTED:**

1001.43; 1012.22; F.S.

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| <b><u>History:</u></b> | <b>Adopted:</b><br><b>Revision Date(s): 12/14/10</b><br><b>Formerly: NEW</b> |
|------------------------|------------------------------------------------------------------------------|

## CHAPTER 7.00: *BUSINESS SERVICES*

### FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES

7.19

#### **POLICY:**

All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

- I. Money derived from any school fund-raising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School Board Rules and State Board of Education Rules.
- II. Each school shall continuously evaluate its fund-raising projects and extracurricular activities of the school program, the promotion of education experiences, the time involved for students and teachers, and the additional demands made on the school community.
- III. The determination of the fund-raising projects and activities for a school shall be the principal and the staff's responsibility, and shall conform to the following conditions and any directives by the Superintendent.
  - A. Fund-raising activities and projects within all schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full justification of the need and explanation of the manner in which the funds will be expended.
  - B. A written request for fund-raising projects and activities shall be submitted by the principal to the Superintendent or designee for approval.
  - C. Merchandising projects shall be kept to a minimum and door-to-door solicitation prohibited for students below the seventh (7th) grade.

## **CHAPTER 7.00: *BUSINESS SERVICES***

- IV. A parent-teacher association or any other organizations connected with the school may sponsor fund-raising activities provided school work and time are not adversely affected. Such activities shall be conducted in accordance with School Board Rules. Unlawful activity shall be prohibited by any school group or on School Board property.
- V. A student shall not sell raffle tickets on the school grounds during the school day. Students may not sell any other item on the school grounds without first having the principal's approval.
- VI. Individuals and business agencies shall not be subject to excessive annoyances from the solicitation of funds by school groups or school personnel. The solicitation of funds away from school shall require the Superintendent or designee's approval. When possible, all necessary money shall be raised for school needs without recourse to any solicitation away from the school. The Superintendent shall approve a solicitation activity only when funds cannot be raised otherwise. This Rule does not preclude private or volunteer contributions for athletic or other purposes.
- VII. Food and beverage services which are available to students shall be provided only during the school day by the food and nutrition service program. Provided, however, school organizations approved by the School Board shall be permitted to sell food and beverage items to students in secondary schools even though the sale of such items is in competition with the food and nutrition service program.
  - A. School organizations are authorized to conduct the sale of food and beverage items only one (1) hour following the close of the last lunch period.
  - B. Food sold by school organizations shall comply with the provisions of State Board of Education Rule.

## **CHAPTER 7.00: *BUSINESS SERVICES***

- VIII. The school principal may enter into a contract for individual student pictures, school yearbooks, or other products or rentals for use by students with a company which is qualified to perform this type of work or provide such products or rentals. The contract shall not cover a period in excess of one (1) school term.
- A. The contract with the company shall include the price to the student, commission to the school, the contents of the package to be furnished, or product to be provided, and such other items as the principal deems necessary and desirable.
  - B. The contract shall not permit the company or its agent to sell or promote the sale of items other than the initial package of pictures or additional packages thereof or the product to be provided.
  - C. The principal shall exercise due caution to protect the rights and interests of the students in enforcing the terms of the contract.
- IX. Pictures for press releases and publicity purposes may be taken with the permission of the principal.
- X. All activities scheduled in conjunction with fund-raising; student pictures; yearbook production, sale and distribution, or provision for individual student use products shall minimize infringement upon instructional time for students.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

218.415; 1001.32; 1001.43; 1011.09 , F.S.

History:

Adopted:

Revision Date(s): 12/14/10

Formerly: JP; IGDF



## CHAPTER 7.00: *BUSINESS SERVICES*

### INVESTMENT OF FUNDS

7.20

#### **POLICY:**

- I. The Superintendent shall invest temporarily idle funds to earn the maximum return for the period available while assuring minimum risk to principal. The investment objectives shall include safety of capital, liquidation of funds and investment income. Funds may be placed in the following types of investments:
  - A. Bids from qualified depositories;
  - B. Financial deposit instruments insured by the Federal Deposit Insurance Corporation (FDIC);
  - C. Time deposits;
  - D. Securities of the United States Government;
  - E. State managed cooperative investment plans, or
  - F. Other forms of authorized investments. Should the District choose to enter into third-party custodial agreements, master purchase agreements or security purchase agreements, it shall do so in accordance with Section 218.415, Florida Statutes. The District shall not invest in derivative products.
- II. The principal shall invest temporarily idle internal account funds in qualified depositories at the best available return while assuring minimal risk to principal and in accordance with this policy.
- III. The Board shall provide for appropriate training of those persons managing its investments.

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STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.32; 1001.43; 1011.09; 218.415, F.S.

History:

Adopted:

Revision Date(s): 11/21/2000, 11/20/01, 2/23/10

Formerly:DFAA

## CHAPTER 7.00: *BUSINESS SERVICES*

### **RISK MANAGEMENT INSURANCE**

**7.21**

#### **POLICY:**

The Superintendent shall recommend annually to the School Board insurance programs, including appropriate school transportation coverage, that are in the best interest of the District. When considering the risk management programs, the Superintendent shall evaluate all options available as provided in state statutes. Insurance settlements of one thousand dollars (\$1,000.00) or less may be accepted and processed for the School Board by the Superintendent.

#### **STATUTORY AUTHORITY:**

1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1001.51, F.S.

#### **History:**

Adopted:

Revision Date(s):

Formerly: EEBC; EI

## **CHAPTER 7.00: *BUSINESS SERVICES***

### **HOSPITALITY FUNDS**

**7.25**

The Superintendent may authorize expenditures for purposes of promotion, public relations and parent involvement activities and hospitality, as set forth herein. Such expenditures are restricted as to the source of funds, amount of annual expenditures and conditions for expenditures, as set forth herein and as limited by law or regulations.

- I. Expenditures may include promotion and public relation activities and hospitality of business guests provided they will directly benefit or are in the best interest of the District.
- II. Expenditures shall be made from auxiliary enterprises and undesignated donations to the District for promotion and public relations except that federal funds may be used to purchase food when federal program guidelines permit such use.
- III. Expenditures for hospitality of business guests shall be limited to the maximum permitted by state law and rule.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **1001.43, 1010.08, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-1.0143**

**HISTORY: ADOPTED: 7/28/2009**

**REVISION DATE(S):**

**FORMERLY: NEW**

## CHAPTER 7.00: *BUSINESS SERVICES*

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|-------------------------|
| <b>GRANT MANAGEMENT</b> |
|-------------------------|

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| <b>7.30+</b> |
|--------------|

- I. The Superintendent shall seek grant funds to expand the financial capabilities of the District and provide additional resources to enhance educational opportunities and to support student learning and performance.
- II. All grant monies awarded to the District shall be used in accordance with applicable federal and state laws and rules, grantor rules, and School Board policies.
- III. For projects utilizing federal funds, the District shall adhere to the requirements of Uniform Grant Guidance (UGG). In the event that state requirements are more stringent than federal requirements, state mandates shall be followed.
- IV. The Superintendent shall develop procedures for grant administration that include but are not limited to
  - A. Application process for grant funds including School Board approval;
  - B. Procurement of materials and equipment;
  - C. Standard of conduct including conflict of interest;
  - D. Property control;

## **CHAPTER 7.00: *BUSINESS SERVICES***

- E. Cash management;
- F. Record maintenance;
- G. Financial reporting;
- H. Protection of personally identifiable information; and
- I. Internal evaluation of accomplishments as related to program goals.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAW(S) IMPLEMENTED:**

**1001.43, 1001.51, 1008.385, 1010.01, F.S.  
2 CFR 200, 20 USC 7906**

### **HISTORY:**

**ADOPTED: 12/15/2015  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: NEW**

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **SAFETY**

**8.01**

#### **POLICY:**

- I. The principal shall cooperate with the Police Department, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students. School safety patrol units are encouraged.
- II. The principal, bus drivers, teachers, school food service personnel, and custodians shall strive to protect the physical welfare of each student.
- III. The principal shall remove hazards where possible and shall report in writing to the Superintendent all other known hazards. Barbed wire shall not be used on school grounds except by the School Board's authorization.
- IV. Students shall be given information which encourages compliance with the safety belt usage law by means of appropriate courses such as driver education, health, and safety.
- V. A child under the age of sixteen (16) shall wear appropriate headgear as required by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.
- VI. The Director of Maintenance who functions as the Safety Officer shall establish a District safety program. He / She shall be responsible for proper training of School Board employees, for ensuring hazardous and unsanitary conditions are corrected immediately, and for conducting an annual inspection of all facilities to note deficiencies.
- VII. The Superintendent shall develop and present to the Board for approval appropriate emergency management and emergency preparedness plans.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

LAWS IMPLEMENTED: 316.614; 773.06, 1001.43, 1006.062(3); 1006.07, F.S.

History:

Adopted:

Revision Date(s): 11/21/2000, 2/23/2010

Formerly: EB



## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **TOXIC SUBSTANCES IN SCHOOL WORK AREAS**

**8.02+**

#### **POLICY:**

The Superintendent shall develop and implement a program to ensure School Board employees are provided information concerning the nature of toxic substances which are used in the workplace. The program shall include, but not be limited to:

- A. Notification of School Board employees of where to direct requests for information on such substances in the form of an MSDS which should be available at the work site at all times.
- B. An orientation session, within thirty (30) days of employment, for all new School Board employees to advise them of any adverse health effects which may occur as a result of contact with toxic substances; and,
- C. Distribution of information regarding the use of any toxic substances in the District school system to the local fire department.

***STATUTORY AUTHORITY:***

***1001.41, 1001.42, F.S.***

***LAWS IMPLEMENTED:***

***1001.43, 1013.49 F.S.  
20CFR 1910.1200***

**History:**

**Adopted:**

**Revision Date(s): 7/28/09**

**Formerly: NEW**

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **INSPECTIONS**

**8.03\***

#### **POLICY:**

- I. All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the Florida Department of Education. Such inspection shall be conducted to determine compliance with State Board of Education Rules and shall include, but not be limited to, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, Superintendent, and School Board.
- II. Fire safety inspections of all buildings shall be conducted annually by the Division of the State Fire Marshall, or upon approval, a local fire department official who has successfully completed the required training courses and is certified by the Division of the State Fire Marshall as a fire safety inspector.
- III. If a serious fire hazard is identified, action may be taken in accordance with Policy 8.31.
- IV. The Superintendent shall report to the Florida Department of Health and Rehabilitative Services, the results of initial measurements on the level of indoor radon in all District school buildings and any facility housing students in Kindergarten through Grade 12.
  - A. Procedures for determining the level of indoor radon shall conform to measurement procedures established by the Florida Department of Health and Rehabilitative Services.
  - B. Repeated measurements on the level of indoor radon shall be performed and reported to the Florida Department of Health and Rehabilitative Services at five (5) year intervals subsequent to the initial measurement.

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STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 404.056; 1001.43; 1013.12, 1013.42, F.S.

STATE BOARD OF EDUCATION RULE: 6A-2.0010

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| <u>History:</u><br>Adopted:<br>Revision Date(s): 2/22/11, 7/22/2014<br>Formerly: EBA |
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## CHAPTER 8.00 – AUXILIARY SERVICES

### 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.

- A. The principal shall hold at least one (1) drill within the first five (5) days of school and a minimum of one (1) drill monthly during the remainder of the school year.
- B. At the end of each school semester, the principal shall notify the Superintendent, in writing, of the dates drills were performed.
- C. 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.
- D. The principal shall plan and assign to staff members the responsibility of prompt and orderly evacuation of the school buildings.
- E. The principal shall identify and report to the School Board hazardous areas requiring corrective measures. Such written reports shall be sent to the Superintendent's office.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1006.07, F.S.

History:

Adopted:

Revision Date(s): 11/21/2000

Formerly: EBC

## **CHAPTER 8.00 – AUXILIARY SERVICES**

### **DISASTER PREPAREDNESS**

**8.05\***

#### **POLICY:**

- I. The School Board shall participate in emergency management by providing facilities and personnel necessary to staff such facilities during a state or local emergency and upon the request of the local department of emergency management.
  - A. Prior to June 1 of each year, the Superintendent shall develop, with local emergency management agencies, a list of schools to be used as emergency shelters.
  - B. The principals of the designated facilities shall be available to assist the department of emergency management in the operation of their schools as emergency shelters when requested.
  - C. The Superintendent may authorize the use of custodians, food service personnel, electricians, maintenance employees, and other School Board employees to assist in the safe operation of the emergency shelter or disaster operation.
- II. Transportation assistance provided by the School Board shall be coordinated with the department of emergency management. The Superintendent may authorize the use of bus drivers and assistants as needed to provide emergency transportation services.
- III. Compensation
  - A. Hourly personnel asked to perform emergency-related duties will be paid according to current School Board pay schedules. Overtime will be paid consistent with the federal Fair Labor Standards Act.
  - B. Salaried personnel will be allowed to earn compensatory time or will be paid at the individual's hourly rate, at the Superintendent's discretion, for time worked beyond the normal workday. However, if the emergency is

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

officially declared an emergency by the federal government, the salaried employee will receive his/her hourly rate of pay for the time the superintendent has directed the person to work in addition to his/her regular work schedule.

- IV. The Superintendent and local emergency management agencies shall develop a shelter operations plan and annual training that will clearly identify staff roles and responsibilities for the safe administration of the school as an emergency shelter and for emergency transportation services.

### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

### **LAW(S) IMPLEMENTED:**

**1001.43, 1012.23, 1013.372, F.S.**

#### **HISTORY:**

**ADOPTED: 9/27/05**

**REVISION DATE(S): 9/27/05**

**FORMERLY: NEW**

## CHAPTER 8.00 – AUXILIARY SERVICES

### EMERGENCY CLOSING OF SCHOOLS

8.06

#### **POLICY:**

In case of an emergency, the Superintendent/designee is authorized to close any school or all schools and to dismiss a school(s) prior to the regular daily dismissal hour. 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 early dismissal made by the principal shall be reported immediately to the Superintendent's office with a statement describing the reasons for early dismissal. Such report shall be submitted to the School Board at its next regular meeting unless a special meeting is held relating to the emergency.

- A. In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school or in the case of transported students, until they depart from the school bus.
- B. The principal shall cooperate with emergency preparedness authorities during a natural or man-made disaster. If a riot or similar situation occurs, the principal shall cooperate with the law enforcement authorities.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

#### LAWS IMPLEMENTED:

1001.43; 1001.51, F.S.

#### History:

Adopted:

Revision Date(s): 12/14/99

Formerly: EBCD

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **SECURITY PLAN**

**8.07**

#### **POLICY:**

All District schools shall develop and implement a school security program to be in effect during school operating hours. The security program shall be consistent with provisions in Florida Statutes and State Board of Education Rules.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1001.44; 1013.10, F.S.

#### **STATE BOARD OF EDUCATION RULE:**

6A-1.0403

#### **History:**

Adopted:

Revision Date(s):

Formerly: NEW



## **CHAPTER 8.00 – AUXILIARY SERVICES**

### **VANDALISM AND MALICIOUS MISCHIEF**

**8.08**

#### **POLICY:**

The principal or designee shall report any vandalism immediately to the Superintendent and to the proper law enforcement agency giving all available information.

- I. A student who willfully damages school property shall be properly disciplined and his / her parent(s) as defined by Florida Statutes, if the student is a minor, shall be requested, in writing, to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme cases the Superintendent and / or School Board. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct. The Code of Student Conduct shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.
- II. A civil action against the student's parent(s) or legal guardian may be instituted by the School Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida Statutes if vandalism or theft of school property is known to have been committed by a minor and the parent(s) or legal guardian refuses to restore or replace the property.
- III. In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall replace the property or pay the damages in accordance with the true value as determined by the Superintendent.
- IV. Each organization which is granted a permit for the use of public property shall be responsible for any damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

and shall pay for any such damage in accordance with the true value as determined by the Superintendent. Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of damages.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

741.24; 806.13; 1000.21; 1001.43; 1013.10, F.S.

History:

Adopted:

Revision Date(s): 2/22/11

Formerly: ECAB

## CHAPTER 8.00 – AUXILIARY SERVICES

### SANITATION AND PREVENTATIVE MAINTENANCE

8.09

#### ***POLICY:***

The school principal or work site supervisor or designee shall be responsible for maintaining satisfactory standards of sanitation and housekeeping. A formal inspection of all buildings under his/her supervision shall be made at least once each month including all toilet areas, food service areas, storage rooms, sports facilities, locker rooms and other student or staff occupied areas.

The Director of Facilities shall be responsible for maintaining satisfactory standards and training for sanitation, equipment use, and housekeeping. The school principal or work site supervisor or designee shall be responsible for conducting a formal inspection of all buildings under his/her supervision at least once each month including all toilet areas, food service areas, storage rooms, sports facilities, locker rooms and other student-occupied areas. Findings and any corrective action for unsatisfactory conditions shall be on file in the principal's office, or the office of the Director of Facilities, for the Superintendent's or the School Board's inspection.

The school principal shall report, in writing, to the Facilities Department any needed repairs to any major equipment, buildings or grounds. Any emergency repairs shall be reported to the Department by telephone and confirmed in writing. Only work detailed in the request shall be completed unless approved by the Director of Facilities.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.41; 1001.42; 1001.43, F.S.

#### ***History:***

***Adopted:***

***Revision Date(s): 2/22/11***

***Formerly: ECB, Preventative Maintenance 8.09, Sanitation 8.10***

## CHAPTER 8.00 – AUXILIARY SERVICES

### INFECTION CONTROL GUIDELINES

8.11

#### POLICY:

School Board employees who handle students' body secretions shall adhere to the following procedures which emphasize avoidance of direct contact of employees' skin and mucous membranes with blood and other body secretions or wastes of persons who may have a communicable disease.

- I. Rubber or latex gloves shall be worn and discarded after one (1) use.
- II. Body secretions or blood shall be removed by using a freshly prepared disinfectant solution as prescribed in approved District operating procedures. All soiled surfaces shall be cleaned with this mixture by using disposable towels, whenever possible. Any substitute disinfectant solution shall be approved by the appropriate District officer.
- III. All soiled articles shall be disinfected and discarded in red bags pursuant to approved guidelines.
- IV. Mops and other cleaning implements shall be thoroughly rinsed in the disinfectant solution.
- V. Hands shall be washed thoroughly with soap and water after removing gloves or if bare hands accidentally contact any body secretions.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED:

1001.43; 1012.23, F.S.

STATE DEPARTMENT OF HEALTH RULE(S):

64E-16

History:

Adopted:

Revision Date(s): 2/22/11

Formerly: NEW

## **CHAPTER 8.00 – AUXILIARY SERVICES**

### **PURPOSE AND FUNCTIONS OF THE TRANSPORTATION DEPARTMENT**

**8.12**

#### **POLICY:**

- I. The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide transportation of students to and from the nearest appropriate school as determined by the School Board and in accordance with Section 234.01, Florida Statutes.
- II. The Superintendent or designee shall be responsible for supervising, administering, investigating, and resolving problems of the District's transportation system. This shall include determination that all School Board employees involved with the transportation system are knowledgeable of applicable Florida Statutes and State Board of Education Rules.
- III. The District may implement a safe driver toll-free hotline that motorists or other persons may use to report improper driving or operation by a school bus driver. Reports of observed driving violations shall be investigated.
- IV. The District shall provide for reciprocal policies and agreements related to transportation services with adjacent districts.
- V. The Superintendent or designee shall develop an appropriate Transportation Handbook governing duties and responsibilities; operations; and maintenance of the student transportation program. Such handbook shall be consistent with federal and state laws and regulations and School Board policy. The Transportation Handbook shall from time-to-time be presented for School Board review and approval.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED: 1001.43; 1006.21; 1006.22; 1006.23; 1011.68, 1012.45 F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-3.017**

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

History:

Adopted:

Revision Date(s): 2/23/2010, 6/28/2016

Formerly: EE

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **STUDENT TRANSPORTATION**

**8.13\***

#### **POLICY:**

Each student who is transported shall be entitled to free transportation provided he / she abides by the Rules of safety and behavior necessary to operate the District's transportation system. Serious infraction of these rules may result in the loss of the student's privilege. The student's parent(s) as defined by Florida Statute shall be responsible for making sure the student abides by the Rules or for providing the student's transportation. Suspension from a bus shall not affect the attendance laws and rules.

- I. Any student who resides two (2) or more miles from his / her designated school by the most directly traveled route is eligible to ride the school bus to and from that school. These students shall be reported for funding purposes. Under the following conditions, students who reside within two (2) miles of the designated school may be eligible to ride the school bus.
  - A. Special authorization is granted by the School Board. Authorization may be by groups of students or areas.
  - B. An exceptional student not requiring special care may ride a school bus regardless of distance from home to school upon furnishing a statement from the Director of Student Services certifying that the student has a disability and is unable to walk to school.
- II. A student eligible for transportation that is beyond the accessibility of a school bus may be provided transportation by payment to the parent(s) ) as defined by Florida Statute for private automobile or other conveyance for this purpose.
- III. Transportation service shall be provided for a student living in another school district provided that the student has permission from the

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

county of residence and the Suwannee County School Board to attend school in this district. Parents or guardians of out-of-county students must contact the Transportation Department to determine the nearest bus stop within Suwannee County for transportation to school.

- IV. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's handbook for that bus shall be permitted to ride such bus while it is being operated on a regular school bus route except upon the written request of the Director of Transportation. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five (5) school days, the Superintendent's approval shall be required. Approval shall not be allowed for:
  - A. Student visitation, unless duly authorized; and,
  - B. A student to obtain transportation to his / her regular place of employment.
- V. No person shall be eligible for transportation on a field trip or extracurricular school trip unless he/she is authorized by the principal or designee.
- VI. Maximum regard for the safety of students and due consideration for the protection of health of all students transported shall be primary requirements in the routing of buses, establishing student stops, appointing drivers, and in providing and operating transportation equipment.
- VII. A student who arrives early or remains late because of transportation service shall be under school supervision at all times and shall, if practicable, have a planned schedule of activities. The principal shall be responsible for providing such supervision.



## ***CHAPTER 8.00 – AUXILIARY SERVICES***

- VIII. Each route shall be planned and adjusted as nearly as possible to the bus capacity. Travel each morning and afternoon shall be considered in planning and establishing bus routes and should not exceed fifty (50) minutes for elementary students and sixty (60) minutes for secondary students when practicable.
- IX. Periodically student transportation routes and student walking conditions shall be reviewed to determine if hazardous conditions exist. Appropriate requests for designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1006.21; 1006.22; 1006.23; 1011.68, F.S.

STATE BOARD OF EDUCATION RULES:

6A-3.001; 6A-3.017

History:

Adopted:

Revision Date(s): 11/21/2000, 6/25/02, 2/22/11

Formerly: EE; EEAE

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **AUTOMOTIVE EQUIPMENT**

**8.14**

All automotive equipment owned by the School Board shall be assigned to the Superintendent/designee for proper care and maintenance.

- I. Automotive equipment shall be used exclusively for school business. It shall not be used for unauthorized purposes.
  - A. The Superintendent shall report any unauthorized equipment usage to the School Board.
  - B. Violation of this rule shall be cause for disciplinary action.
- II. School District vehicles shall be operated by appropriately licensed drivers who shall adhere to Florida laws and regulations related to driving including the Florida Ban on Texting While Driving Law.
- III. Failure of the operator to notify the transportation supervisor as to any mechanical defect of any piece of automotive equipment may be cause for disciplinary action by the School Board.
- IV. All mechanical defects of equipment, where repairs are needed, shall be the Superintendent's or designee's responsibility and repairs shall be made immediately; provided that the vehicle may be withdrawn from use by the Superintendent until the repairs are made. The School Board shall not assume any financial responsibility for purchases or contract for repairs unless prior approval is obtained from the Superintendent or designee.
- V. The transportation supervisor shall determine that all equipment is inspected at regular intervals. The equipment shall be placed in the District's garage(s) for repairs or service if needed.
- VI. Under no conditions shall equipment be repaired by a private shop or private individual without the Superintendent or transportation supervisor's approval.

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- VII. The person who is assigned a vehicle on a full time basis shall be responsible for delivering the vehicle to the District's garage for inspection as prescribed by the transportation supervisor.
- VIII. The operator of any vehicle with a gross vehicle weight rating of 8,500 pounds and with a heavy-duty diesel engine shall adhere to the requirements for the reduction of heavy-duty idling.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **316.305, 1001.43, 1006.21, 1006.22, F.S.**

**STATE BOARD OF EDUCATION RULE(S):** **6A-3.0171**

**DEPARTMENT OF ENVIRONMENTAL  
PROTECTION RULE(S):** **62-285.420**

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| <b>HISTORY:</b> | <b>ADOPTED:</b><br><b>REVISION DATE(S): 7/29/09, 10/21/2014</b><br><b>FORMERLY</b> |
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## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **BUS ROUTES**

**8.15**

#### **POLICY:**

- A. Designation of Bus Routes. The School Board shall delegate to the Superintendent the authority to designate the route to be traveled regularly by each school bus. Each such route shall meet the following requirements:
1. The route shall be planned, scheduled, and adjusted to the capacity of the bus to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by Florida Statutes and State Board of Education Rules. The routing and scheduling of buses shall be planned to eliminate the necessity for students to stand while the bus is in motion. In emergency situations where the number of transported students in a bus exceeds the rated seating capacity, the bus shall proceed at such a reduced rate of speed to maximize students' safety.
  2. School bus routes which are designated by the School Board shall be restricted to those areas where road conditions, bridge capacities, and the number of transported students allow such service to be economically feasible and practicable.
  3. A route shall not be extended for the purpose of accommodating students whose homes are within a reasonable walking distance by a shorter or more economical route which is available to serve the students.
  4. School bus routes shall, insofar as possible, be restricted to main routes and county-maintained roads.
  5. A suitable turning area shall be available for any route requiring a bus to be turned around.
  6. Only one (1) bus shall be assigned students on any given route unless the school schedules necessitate a dual assignment of buses.

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7. Student loading and unloading stops shall be established at least one quarter of a mile (1,320 feet) apart; provided, however, stops may be closer than one quarter of a mile when students' safety and welfare is involved.
- B. Spur Routes. A spur route shall not be less than one-half (1/2) mile unless:
1. An extremely hazardous condition is present, requiring the bus to deviate from the main trunk, or,
  2. An elementary student (grades pre-K - 5) whose parent or guardian's property line is more than one-fourth (1/4th) mile from a regular bus stop and who does not have a twelve (12) year old or older family member who can accompany the younger child to a regular bus stop, provided that;
    - a. Students who reside on a spur route, but are less than the required distance from the main trunk route, may be assigned a bus stop on the spur route.
    - b. Spur limitations shall not apply to students who have been identified by school authorities as handicapped or pre-kindergarten early intervention and who have been assigned bus transportation.
- C. Change in Routes. School bus drivers shall not discontinue stops, begin new stops, or otherwise change a route without prior approval of the Superintendent or designee.
- D. Students who are approved to attend a District school which is not located in their assigned attendance area shall be ineligible for transportation provided by the School Board except as permitted by the School Board Rule entitled, "Student Transportation" (8.13).
- E. Inclement Weather - The parent(s) or legal guardian shall be responsible for providing necessary protection for his / her children during inclement weather. If inclement weather prevails in the

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

morning and / or afternoon, the school bus shall pick up and / or deliver all students as close as reasonably possible to their home.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.21; 1006.21, F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.017(1)(d)

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| <u>History:</u> | Adopted:<br>Revision Date(s): 11/20/01<br>Formerly: EEAB |
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## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **TRANSPORTATION LIABILITY**

**8.16\***

#### ***POLICY:***

The Superintendent is directed to ensure that the School Board liability is protected when transporting students and persons other than students to events or activities in which the School Board or school has agreed to participate or co-sponsor.

**STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

**LAWS IMPLEMENTED:** 1001.43; 1006.21; 1006.24, F.S.

**STATE DEPARTMENT OF HEALTH RULE(S):** 64E-16

|                                                                           |
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| <i>History:</i><br>Adopted: 2/22/11<br>Revision Date(s):<br>Formerly: NEW |
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## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **BUS EMERGENCY EVACUATION DRILLS**

**8.161**

#### ***POLICY:***

- I. The director of transportation or designee shall instruct bus drivers in the procedures to be followed while conducting a bus emergency evacuation drill. Initial instruction for bus drivers shall be provided during the first six (6) weeks of school for students.
- II. The director of transportation or designee shall direct that each bus serving a school conduct an emergency evacuation drill during the first six (6) weeks of each semester.
  - A. The Director of Transportation/ designee or principal shall inform the bus drivers as to the day on which any practice emergency evacuation drill is to be conducted. The bus driver shall hold the drill as directed, and the transportation department or the principal shall record the process.
  - B. A practice emergency evacuation drill shall be held at a location in which the least possible danger exists from traffic.
  - C. Any bus driver serving more than one (1) school shall report for instruction to the school as determined by the transportation department or designee
  - D. The record of the drill shall be filed in the appropriate district office.
- III. Each school principal or designee shall provide instruction at least twice each year for all transported students in safe practices to board and depart from the school bus. Initial instruction shall be given during the first twenty (20) days of the school year and the second period of instruction shall be held during the second semester of the school year. The principal and his/her instructional staff members shall determine the most effective and practical manner in which to provide such instruction.



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STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.21, F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.017

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| <p>HISTORY:            Adopted:<br/>                         Revision Date(s): 11/21/2000, 2/22/11<br/>                         Formerly: EEAC, 8.16</p> |
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## CHAPTER 8.00 – AUXILIARY SERVICES

### VEHICLE MAINTENANCE PROGRAM

8.19

#### POLICY:

- I. All transportation equipment shall be maintained in safe operating condition. The Director of Transportation shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include:
  - A. Instructing bus drivers in methods of anticipating and noting maintenance problems.
  - B. Inspecting and servicing all vehicles as prescribed in State Board of Education Rules on a periodic basis.
  - C. Maintaining service and repair records on each vehicle as required by State Board of Education Rules. A checklist shall be devised for use in recording the results of the safety inspection.
  - D. Planning and scheduling preventive maintenance, through major overhaul and repair of all equipment.
  - E. Training through in-service activities for all automotive maintenance personnel.
- II. The mechanical condition of each school bus shall be determined at least once each thirty (30) working days that the bus is in operation. Any school bus which does not comply with the requirements of Florida Statutes and State Board of Education Rules shall be withdrawn immediately from use until it meets such requirements.
- III. Only School Board or governmental owned vehicles may be repaired or serviced in the school bus garage.

STATUTORY AUTHORITY: 1001.42, F.S.  
LAWS IMPLEMENTED: 1006.21; 1006.22; 1006.25, F.S.  
STATE BOARD OF EDUCATION RULES: 6A-3.017

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| History: | Adopted:<br>Revision Date(s): 2/22/11<br>Formerly: EEACB |
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## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **EXITING THE SCHOOL BUS**

**8.20**

No student shall leave the school bus on his / her way to or from school without the student's parent(s), as defined by Florida Statute and the principal or designee's written authorization except at the customary destination of the bus which shall be either the school or the assigned stop.

**STATUTORY AUTHORITY:** 1001.42, F.S.

**LAWS IMPLEMENTED:** 1006.21; 1006.21; 1006.22, F.S.

**STATE BOARD OF EDUCATION RULES:** 6A-3.017

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| <i>History:</i> | Adopted:<br>Revision Date(s): 2/22/11<br>Formerly: EEACC |
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## **CHAPTER 8.00 – AUXILIARY SERVICES**

### **TRANSPORTING STUDENTS IN PRIVATE VEHICLES**

**8.21**

#### **Definitions**

1. *Regular transportation* means transportation to and from school or school-related activities which are part of a scheduled series or sequence of events to the same location
2. *Private vehicle* means a motor vehicle owned, leased, or rented by a person or entity other than the school board.

#### **Policy**

The District shall use school busses, as defined in Florida Statute 1006.25, for all regular transportation of students, pre-kindergarten through grade 12.

The principal may authorize students to be transported by private vehicles in limited circumstances determined on a case by case basis.

#### **Transportation by Private Vehicle**

The transportation of students in private vehicles may be authorized by the principal on a case-by-case basis under the following conditions only:

1. When the transportation is in connection with a school function or event in which the school has undertaken to participate and:
  - a. The function is a single event which is not part of a scheduled series or sequence of events to the same location; such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an education program; and,
  - b. Transportation is not available, as a practical matter, using a school bus; and,

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

- c. Each student's parent or guardian is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.

### **Requirements for Private Vehicles**

Any private vehicle used to transport student under this policy shall:

1. Be currently registered in the State of Florida
2. Be insured for personal injury protection and property damage liability in at least the minimum amounts required by law; and,
3. Be in good working order

### **Requirements for Volunteer Drivers**

Any board employee, parent, or other adult wishing to transport students in a private vehicle must adhere to the Florida laws and regulations related to driving, including the *Florida Ban on Texting While Driving Law*, and shall request approval by submitting to the principal:

1. Valid drivers license
2. Vehicle registration; and,
3. Insurance Card

The principal shall follow established procedure to determine whether approval of the request to transport students in a private vehicle is appropriate.

Once approved, volunteer drivers must be prepared to show the aforementioned documentation, upon request, to any parent or guardian of children riding in the volunteer's vehicle.

### **Authorization for Transportation in Private Vehicles**

Student transportation in private vehicles may only be authorized by the principal.

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### **Liability**

Board employees will be covered by the Board’s liability program when they are transporting students as part of their assigned or related duties.

Parents or other adults are not covered by the Board’s liability program when they are transporting students, and therefore, must have adequate insurance during the time that the vehicle is being used to transport students.

### **Emergencies**

Notwithstanding any other provision of this policy, in an emergency situation which constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.

### **STATUTORY AUTHORITY:**

**1001.42, 1001.43, F.S.**

### **LAW(S) IMPLEMENTED:**

**1006.21, 1006.22, 1006.24, F.S.**

### **STATE BOARD OF EDUCATION RULE(S):**

**6A-3.0171**

History:

Adopted:

Revision Date(s): 10/21/2014

Formerly: EEAD(6), (8)

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

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| <b>USE OF SCHOOL BUSES FOR FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES</b> | <b>8.211</b> |
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### **POLICY:**

In addition to the transportation of students to and from school, school buses may be used for educational field trips or for special school-connected or school-sponsored events provided any such trip is approved by the principal and is under the supervision of an instructional staff member of the school. Such trips may include educational field trips and extracurricular trips relating to athletics, band, choral music, clubs, and organizations sponsored by the school.

- A. Educational Field Trips - Any trip directly related to a unit of instruction being studied by a particular group of students.
  - 1. A field trip scheduled during the school day must be completed in time for the bus to return at least fifteen (15) minutes prior to normal pick-up time.
  - 2. Special educational field trips may be requested through the Superintendent for weekends, or after normal school hours.
  - 3. A list of field trips approved by the School Board shall be on file in the District Office.
  - 4. An educational field trip shall be without cost to the student.
- B. Extracurricular Trips - Any trip related to a school-sponsored or school-connected activity; it does not pertain to the instructional program activity.
  - 1. Requests for extracurricular use of school buses shall be made by the school principal to the Superintendent or designee not

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

later than two (2) weeks prior to the time of the scheduled trip. The Superintendent shall approve or disapprove such use in accordance with this policy and State Board of Education Rules.

2. The Director of Transportation, immediately following any such trip, shall send a statement of the cost to the Director of Business and a copy to the principal of the school. The principal, upon receipt of shall pay to the School Board the amount due within thirty (30) days. Any payment to a bus driver shall be prescribed in State Board of Education Rule 6A-1.052.
  3. To assist in scheduling, tentative dates for the use of buses for athletic trips shall be submitted to the Superintendent prior to the season for each sport. The schedule shall be September 1 for football, November 1 for basketball, and February 28 for spring sports.
- C. Transportation, when needed by summer school programs, shall be provided upon approval of the Superintendent. The cost of the transportation service shall be paid by FTE or, where not eligible for FTE, by the summer program.
- D. All out-of-state trips shall be approved by the School Board at least ten (10) days prior to the trip.
- E. No individual school shall be permitted to own and operate a bus. All school buses shall be operated by the School Board through the use of District school bus drivers or a driver duly approved by the School Board and properly qualified to operate a bus.

STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.



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LAWS IMPLEMENTED: 1001.43; 1006.21; 1006.22; 1006.24, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.052; 6A-3.017

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| <u>History:</u> | Adopted:               |
|                 | Revision Date(s):      |
|                 | Formerly: EAAD (1 - 5) |

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **USE OF SCHOOL BUSES BY NON-SCHOOL GROUPS**

**8.212**

#### **POLICY:**

The following procedures shall be followed when school buses are used by non-school groups or organizations.

- A. All applications shall be submitted to the Director of Transportation for tentative approval thirty (30) working days prior to the desired date of use. All applications shall be forwarded to the Superintendent who will:
  - 1. Confer with the Director of Transportation.
  - 2. Make the recommendation to the School Board.
  - 3. Notify the Director of Transportation of the School Board's decision.
- B. The Director of Transportation shall notify the requesting agency of the School Board's decision.
- C. Driver and mileage charges shall be at a rate determined annually by the School Board. All conditions shall comply with the Contract Agreement between the District School Board of Suwannee County and the Non-instructional Personnel of the United Teachers of Suwannee County.

#### **STATUTORY AUTHORITY:**

[1001.41; 1001.42, F.S.](#)

#### **LAWS IMPLEMENTED:**

[1001.43; 1001.44; 1006.21; 1006.261, F.S.](#)

#### **History:**

**Adopted:**  
**Revision Date(s):**  
**Formerly: EEBE**

## CHAPTER 8.00 – AUXILIARY SERVICES

### SAFETY BELTS

8.22

#### POLICY:

- I. The operator and each front seat passenger of a motor vehicle who are conducting School Board business or a school-related activity shall be restrained by a safety belt when the vehicle is in motion. This provision is applicable to all vehicles as defined in section 316.003, Florida Statutes, except for the following:
  - A. A school bus except as required by law or rule;
  - B. A bus used for transportation of persons for compensation;
  - C. A farm tractor or implement of husbandry;
  - D. A truck of net weight of more than five thousand (5,000) pounds; and,
  - E. A motorcycle, moped, or bicycle.
- II. The number of passengers of a pick-up truck shall not exceed the number of safety belts which were installed by the manufacturer.
- III. School bus drivers shall wear a seat belt when operating a school bus.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 316.003; 316.614; 1006.21, F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.0171

|                 |                           |
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| <u>History:</u> | Adopted:                  |
|                 | Revision Date(s): 2/22/11 |
|                 | Formerly: EEB             |

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **GENERAL FOOD SERVICE REQUIREMENTS**

**8.23\***

#### **POLICY:**

- A. The school food service program shall operate according to requirements set forth in Florida Statutes, and State Department of Agriculture and Consumer Services Rules. The school food service program shall include the federally reimbursed lunch program, ala carte food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include the federally reimbursed breakfast program.
- B. The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.
- C. Foods and beverages available in schools shall be only those which meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Department of Agriculture and Consumer Services rules and approved by the Superintendent.
- D. The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Agriculture and Consumer Services.
- E. The Superintendent shall cause to be developed a School Food Service Handbook which shall provide guidelines for operation and direction of the District food service program consistent with sound business practice, with federal and state laws and regulations, and with School Board policy.

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STATUTORY AUTHORITY: 1001.42; 1001.43, F.S.

LAWS IMPLEMENTED: 570.98, 570.981, 1001.43, , F.S.

STATE DEPARTMENT OF AGRICULTURE  
AND CONSUMER SERVICES RULE(S): 5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005

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| <u>History:</u> | Adopted:<br>Revision Date(s): 11/21/2000, 11/20/01, 10/23/12<br>Formerly: EF |
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## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **MEAL PATTERNS**

**8.24\***

#### **POLICY:**

All schools with grades K-12 shall participate in the National School Lunch and Breakfast Programs and serve students meals according to meal patterns established by the United States Department of Agriculture. Schools may participate in other Child Nutrition Programs; meals shall be served to students according to meal patterns established by the United States Department of Agriculture.

#### **STATUTORY AUTHORITY:**

1001.42; 1001.43, F.S.

#### **LAWS IMPLEMENTED:**

570.981, F.S.

#### **STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S):**

5P-1.001

#### **History:**

Adopted:

Revision Date(s): 11/20/01, 10/23/12

Formerly: EF

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **FREE AND REDUCED PRICE MEALS**

**8.25\***

#### **POLICY:**

Free or reduced price meals shall be served to all students who are unable to pay the full price of meals and who qualify based on eligibility criteria approved by the School Board.

- A. The income Eligibility Guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Education as adopted by the State Board of Education based upon income guidelines prescribed by the United States Secretary of Agriculture.
- B. Eligibility criteria shall be applicable to all District schools and shall provide that all students from a family meeting the eligibility criteria and attending any District school are offered the same benefits.
- C. Procedures for implementing the free and reduced price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Education and the United States Department of Agriculture.

#### **STATUTORY AUTHORITY:**

1001.42; 1001.43, F.S.

#### **LAWS IMPLEMENTED:**

1006.06; 1006.0605, F.S.

#### **STATE BOARD OF EDUCATION RULES:**

6A-7.0421

#### **History:**

**Adopted:**

**Revision Date(s): 10/23/12**

**Formerly: EF; EFB**

## **CHAPTER 8.00 – AUXILIARY SERVICES**

### **SCHOOL BREAKFAST PROGRAM**

**8.255**

- I. Breakfast shall be available to all students in elementary, middle and high schools.
- II. Breakfast programs shall be implemented at alternative educational sites when feasible. Alternative breakfast options may be served at such sites.
- III. Students who arrive at school on a school bus less than fifteen (15) minutes prior to the start of school shall be allowed a minimum of fifteen (15) minutes to eat breakfast.
- IV. The School Board shall adopt prices for breakfast meals so that the amount paid, state allocations and federal reimbursements defray the cost of the school breakfast program.
- V. A breakfast meal may be provided for each student, at no cost to the student or parent, at any school in which eighty percent (80%) of the students are eligible for free or reduced price meals. The Suwannee County School Board may seek an exemption from sponsoring a universal breakfast program as provided by law.
- VI. Annually, all students and parents shall be notified about the school breakfast program. Parental notification shall be in writing.

#### **STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

#### **LAW(S) IMPLEMENTED:**

**570.981, 1001.43, F.S.**

#### **STATE DEPARTMENT OF AGRICULTURE**

**AND CONSUMER SERVICES RULE(S): 5P-1.001, 5P-1.002, 5P-1.003, 5P-1.00**

#### **HISTORY:**

#### **ADOPTED:**

**REVISION DATE(S): 2/23/2010, 9/27/11**

**FORMERLY: NEW**

**PUBLIC HEARINGS: 7/14/09, 7/21/09, 2/23/10, 8/23/11, \*7/3/12 (\*6/28/12 agenda), 7/24/12, 8/28/12**



## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **RECORDS RETENTION AND DISPOSAL**

**8.26\***

#### **POLICY:**

- I. The School Board shall establish and maintain a system for the retention and destruction of District school records in order to reduce the space required for record storage and to permit the Superintendent to administer the affairs of the District more efficiently.
- II. Pursuant to public records laws and rules of the Florida Department of State, the Management Information Services Office shall develop a records retention schedule for each records series of type of record, including teacher's records on each student's grade and attendance.
- III. Records which are designated as permanent in Florida Statutes, and by the Division of Archives, History and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent as having permanent value, may be destroyed after being photographed or reproduced on film, or stored on electronic media and provided applicable audits have been completed for the period covering the dates of said documents. Photographs or microphotographs, in the form of film or prints made in compliance with this rule, shall have the same force and effect as the originals and shall be treated as originals for the purpose of admissibility in evidence.
- IV. After complying with the provisions of Florida Statutes, the Superintendent is authorized, at his / her discretion, to destroy general correspondence over three (3) years old and other records, papers, documents and stored electronic media over three (3) years old which are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained for five (5) years.

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STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 119.01; 257.37; 1001.43; 1001.52, F.S.

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| <u><i>History:</i></u><br>Adopted<br>Revision Date(s): 2/22/11<br>Formerly: EHB |
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## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **SCHOOL CONSTRUCTION BIDS**

**8.27**

#### **POLICY:**

- I. All school construction bids shall be the immediate responsibility of the Superintendent or designee. All applicable Florida Statutes, State Board of Education Rules, and School Board Rules shall be observed in school construction bid procedures.
- II. The Superintendent or designee shall be responsible for preparing the legal notice for bids and shall determine that such notice meets the requirements of Florida Statutes and State Board of Education Rules and contains the information needed by the prospective bidders to include the following:
  - A. Date, time and place relating to submitting of bids;
  - B. Procedures for presenting bids;
  - C. Conditions and terms for receiving bids;
  - D. Procedures to be followed in opening and presenting bids to the School Board; and,
  - E. Conditions for awarding contracts based on bids.
- III. Bid bonds may be required on new construction and any renovations or remodeling exceeding twenty-five thousand dollars (\$25,000.00).
- IV. These provisions shall be followed for construction bids:
  - A. The bid time and date shall be established by the School Board after the Superintendent's recommendation.
  - B. Bids shall be opened at the designated time in the invitation to bid. At the designated time, the person presiding shall inquire if all bids have been received; no other bids shall be accepted

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

and no bid may be withdrawn after the deadline. Negligence on the part of the bidder in preparing the bid shall confer no right for withdrawal after the designated time for opening of bids. Bids by telegram shall not be accepted nor shall any other type of bid be accepted which cannot be classified as a sealed bid. Bids received by mail shall be stamped with the time and date received by the Purchasing Office.

- C. All bids shall be opened, read aloud, and recorded in the presence of all persons.
- D. Each bid shall be accompanied by a bid bond, if required, a certified check, or a cashier's check in an amount equal to five percent (5%) of the total amount of the bid. Failure to include such bond shall automatically disqualify the bid from further consideration.
- E. Unless all bids are rejected by the School Board for valid reasons, the contract shall be awarded to the lowest responsible, or best bidder meeting all requirements and specifications.
- F. The School Board shall approve all subcontractors. When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the ten percent (10%) hold-back required by Florida Statutes. Upon completion of the construction, the final payment shall be made only on the School Board's approval after proper inspection of the facilities.
- V. The specifications for construction bids may not be written to limit any purchase of systems or materials to a specific brand or a single source of supply, unless the School Board, after consideration of all available alternative materials and system, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

- VI. All bid requests shall include a notification to bidders that failure to file a bid protest within the time and in the manner prescribed by School Board rule shall constitute a waiver of any further right to protest such bid award.

STATUTORY AUTHORITY:

1001.42, F.S.

LAWS IMPLEMENTED:

255.04; 287.055; 287.057;  
1001.43; 1013.46-.48, F.S.

History:

Adopted:

Revision Date(s): 2/22/11

Formerly: FEF; FEH

## CHAPTER 8.00 – AUXILIARY SERVICES

### PROTEST OF CONSTRUCTION CONTRACT BIDS

8.271

#### POLICY:

- I. The School Board shall provide notice of its decision or intended decision concerning a bid solicitation or a contract award for construction projects as follows:
  - A. For a bid solicitation, notice of a decision or intended decision shall be given by United States mail, hand delivery, posted on the District website, or via email.
  - B. For any other School Board decision, notice of a decision or intended decision shall be given either by posting the bid tabulation on the District website, via email, or United States mail, return receipt requested. The notice required by this paragraph shall contain the following statement:

*“Failure to file a protest within the time prescribed in Section 120.53(5), F.S., shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”*
- II. Any person who is affected adversely by the School Board’s decision or intended decision shall file a notice of protest in writing with the Superintendent within seventy-two (72) hours after the posting of the bid tabulation or after receipt of the notice of the School Board decision or intended decision and shall file a formal written protest within ten (10) days after the date of filing of the notice or protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, F.S. Bid protest shall be accompanied by a bond as prescribed in 337.11(5) (a), F.S.
- III. Upon receipt of a notice of protest which has been timely filed, the School Board shall stop the bid solicitation process or in the contract award process until the subject of the protest is resolved by final agency action, unless the

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

School Board sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public's health, safety, or welfare.

- IV. The School Board, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days of receipt of a formal written protest.
- A. If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted pursuant to Section 120.57(2), F.S., and applicable agency rules before a person whose qualifications have been prescribed by rules of the agency.
- B. If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is a disputed issue of material fact, the agency shall refer the protest to the division for proceedings under Section 120.57(1), F.S.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.53(5); 120.57 (3); 337.11(5)(A);  
1001.43; 1013.02; 1013.46-.48, F.S.

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| <u>History:</u><br>Adopted: 11/21/00<br>Revision Date(s): 2/22/11<br>Formerly: New |
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## CHAPTER 8.00 – AUXILIARY SERVICES

### CHANGE ORDERS

8.28

#### POLICY:

The Superintendent is authorized to approve construction change orders which will not increase the contract amount more than six thousand dollars (\$6,000.00) over the original contract amount or the last contract amount (increase or decrease) approved by the School Board and recorded in its minutes.

- I. All requested change orders must be in writing and must be approved in writing before the work is done.
- II. Requested change orders concerning the same subject shall not be split in the event that the sum total of the initial requested change order increases the contract amount by more than six thousand dollars (\$6,000.00).
- III. In the Superintendent's absence, the Director of Facilities shall serve as the Superintendent's designee.
- IV. Copies of all approved change orders shall be provided to the School Board at its first regular or special meeting following the approval date of the change order.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1013.48, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.0010

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| <u>History:</u> | Adopted:<br>Revision Date(s): 2/22/11<br>Formerly: FEF |
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## CHAPTER 8.00 – AUXILIARY SERVICES

### IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.29

#### POLICY:

Any group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for approval. Any such improvement or addition shall become the property of the School Board. Permanent structures shall have utilitarian value in the operation of the school or shall be erected in memory of some individual or group that has been associated with the school either as a student or School Board employee or an organization which has made some outstanding contribution to the school or District school system.

- A. Articles of equipment donated to schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program. Donors shall be notified that the title of this gift be in the name of the School Board.
- B. All property, acquired, moved, or transferred which require alterations to the buildings or grounds for utilization of the facilities, shall be submitted for the Superintendent or designee's approval or disapproval. The request shall include a description and method of financing the property. Any agreement in which District funds are to supplement installation shall require prior written approval. All installations, including air conditioners, shall be in compliance with the overall plan for the building and its maintenance.

#### STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43; 1013.37; 1013.371; 1013.372, F.S.

#### History:

Adopted:

Revision Date(s):

Formerly: FK

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **RENOVATION OR REMODELING OF FACILITIES**

**8.30**

#### **POLICY:**

- A. The Superintendent when recommending the preliminary school budget, or any amendments thereto relating to capital outlay projects may, after evaluation, recommend to the School Board that suitable projects costing two hundred thousand dollars (\$200,000.00) or less be provided on a day labor basis.
- B. Parent groups, school staff and civic associations often raise funds to make improvements to various School Board facilities. Such changes are regulated by building codes, Florida State Department of Education rules, School Board rules and Florida Statutes. In addition, these changes often have cost implications on maintenance, energy usage and inhibitions to future site construction. The change or addition always poses questions regarding Board liability for the facilities as any deviation from State Regulations would be a factor in a damage suit, if the change in facility was related to a personal injury.

Therefore, when a project is being considered at any existing facility, the following procedures shall be followed:

- 1. A description of the proposed project, including an approximation of the expected cost, shall be submitted to the school principal for review and approval on the Request for Change(s) to School Board Facility form.
- 2. Full funding for the design costs, construction and any other related costs must be identified.
- 3. If the principal is in agreement, he / she shall request approval from the Superintendent to submit the request.

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- a. If the project requires funding from the District, the Director of Business must be consulted to determine feasibility and availability of funds.
  - b. Should a booster club, PTA, or other school affiliated group be supplying the funds, the Superintendent must be informed.
  - c. All projects must comply with DOE Rules, Chapter 6A-2.
  - d. If the project will affect the student capacity of the school, approval of the Superintendent is required.
4. Prior to an installation or construction, a detailed design must be submitted to the Facilities Supervisor. The content of this request shall include a detailed project description and a statement regarding the method of funding. Plans and / or specifications will be reviewed by the Facilities and Maintenance Departments.
  - a. Upon completion of the plans and specifications, such must be submitted for review for compliance with State Board of Education Regulations (Chapter 6A-2.) with consideration given to the impact upon the maintenance and energy usage of the facilities and inhibitions to future site construction. A minimum of ten (10) days is required and must be provided for review of plans and specifications, plus time to prepare an agenda item to present to the School Board if judged appropriate by the Superintendent.
  - b. After approval by the School Board, plans may require submission to the Department of Education Regulations, Chapter 6A-2. (Department of Education approval will take approximately two (2) to three (3) months.)
  - c. Upon Department of Education approval, (if required), the project must either be formally advertised and bid, in accordance with State Board of Education Regulations

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

(6A-2.16) or a minimum of three sealed proposals must be obtained to ensure compliance with the Construction Documents. The bids must contain a work schedule to facilitate inspections by the reviewing department.

- (1) Projects funded by booster clubs, PTA or other school affiliated groups, will also be handled by the “respective” group during the bid / proposal process. It is recommended proposals be sealed when submitted and opened at a designated time, in the presence of at least the school principal, the president of the parent group, a representative of the purchasing department, facilities department, or maintenance department, and the designing architect / engineer, if applicable.
- d.. In the event the project cost is expected to exceed \$10,000.00, a registered architect / registered professional engineer must be engaged to design, prepare, and “Seal” the necessary construction documents in accordance with the State Board of Education Regulation 6A-2.05. The project cost shall include all materials and labor, production design fees, reproductions, testing and surveys.
- e. All bids or proposals, including work schedules, must then be submitted to the Facilities Supervisor for review and determination of the low bidder’s compliance with the projects’ contract documents. The project’s originating group must make a recommendation regarding acceptance of the low bidder.
- f. When compliance has been established, PTA, booster club, or other school affiliated group will receive written authorization to proceed from the Superintendent.
- g. Depending on the scope of work involved, supplemental, periodic inspections may be made by the maintenance department as determined by the facilities supervisor.

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

- h. Upon completion of the work the facilities supervisor must be contacted for final inspection prior to acceptance of the School Board at one of its regularly scheduled meetings.
- i. After acceptance by the School Board, the Department of Education (DOE) must be contracted by the facilities supervisor to conduct an occupancy inspection (if the project required DOE approval) and issuance of a Certificate of Occupancy. At this time the project will be considered complete and the following departments will be notified by the facilities supervisor:
  - Superintendent
  - Risk Management Administrator
  - Maintenance Department

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 235.30; 1001.43; 1013.01; 1013.35; 1013.45, F.S.

STATE BOARD OF EDUCATION RULE: 6A-2.0111

History:

Adopted:

Revision Date(s): 11/21/2000

Formerly: NEW

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **FACILITY FIRE SAFETY INSPECTION**

**8.31\***

#### **POLICY:**

When an authorized agent under the Florida Fire Prevention code conducts a fire safety inspection as authorized in sections 633.081 and 633.085, Florida Statutes, and it is determined that a serious fire safety hazard exists which poses an immediate danger to the public health safety, or welfare, the authorized agent and Superintendent are permitted to issue a joint order to vacate the facility in question, which order shall be effective immediately. The Superintendent shall immediately notify the School Board members about such an order.

#### **STATUTORY AUTHORITY:**

1001.42, F.S.

#### **LAWS IMPLEMENTED:**

125.56; 1001.43; 1013.12, F.S. Ch. 633

#### **STATE BOARD OF EDUCATION RULE:**

6A-2.0111

#### **History:**

Adopted:

Revision Date(s):

Formerly: NEW

## **CHAPTER 8.00 – AUXILIARY SERVICES**

## TOBACCO USE IN DISTRICT FACILITIES

8.32

**POLICY:**

All uses of tobacco products in any form are prohibited in any District-owned facility or vehicle.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 386.201 – 386.209; 1001.43, F.S.

History:                      Adopted:  
Revision Date(s):  
Formerly: NEW

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **TELEPHONE SERVICE**

**8.33**

#### **POLICY:**

- A. In order to promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. School personnel shall be informed of this system.
- B. The system shall encourage use of SUNCOM networks or equivalent services. Logs shall be maintained of long distance calls by work location. Logs shall be in a uniform format. Staff shall not utilize the School Board telephone system for conducting personal business.
- C. Telephone service billings and long distance logs shall be subject to periodic review and audit. No person shall charge personal calls to the School Board.

#### **STATUTORY AUTHORITY:**

1001.42, F.S.

#### **LAWS IMPLEMENTED:**

386.201 – 386.209; 1001.43, F.S.

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| <b><u>History:</u></b> | <b>Adopted:</b>          |
|                        | <b>Revision Date(s):</b> |
|                        | <b>Formerly: NEW</b>     |



## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **MANAGEMENT INFORMATION SYSTEM**

**8.34**

#### **POLICY:**

The District shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall assure that compatibility exists with the state comprehensive management information system. Procedures and guidelines shall be developed to assure that adequate management information support needs are met.

#### **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.11; 1008.385, F.S.

#### **STATE BOARD OF EDUCATION RULE(S):**

6A-1.0014

#### **History:**

Adopted:

Revision Date(s): 2/22/11

Formerly: NEW

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

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| <b>CONSERVATION OF RESOURCES</b> |
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| <b>8.50+</b> |
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The School Board of Suwannee County is committed to the conservation of resources, both natural and material. Resources shall include, but not be limited to, electricity, energy, fuel oil, gasoline, natural gas, propane, and refuse. All conservation initiatives shall be consistent with Florida Statutes and *State Requirements for Educational Facilities*.

### **I. Resource Conservation Program**

The Superintendent or designee shall develop a comprehensive resource conservation program which shall include short and long range plans to conserve resources, procedures to be observed by all staff members, an instructional program to be implemented at all grade levels, and a method of evaluating the conservation program.

### **II. Curriculum**

Resource conservation shall be incorporated into the curriculum at all grade levels and appropriate subject areas. The curriculum shall address the economic, environmental, and social impact of resource conservation.

### **III. Facilities and Equipment**

- A. New facilities shall be designed and constructed to be energy efficient. Renovations and additions to existing facilities shall include features to minimize energy consumption. Facilities shall be operated in a manner to keep energy use to a minimum.
- B. Life-cycle costs shall be determined prior to construction or renovation of buildings or replacement of major equipment.
- C. Equipment to reduce energy consumption and/or costs shall be utilized where economically feasible.

## ***CHAPTER 8.00 – AUXILIARY SERVICES***

### **IV. Recycling Program**

- A. The District shall engage in a recycling program that shall include as many reusable materials as is practical and economically feasible.
- B. Each school shall annually report all recycled materials as required by law.

### **V. Incentives**

- A. The District shall pursue incentive programs offered by utility companies and other energy providers.
- B. Cost savings shall be used to further resource conservation at school sites.
- C. An incentive program may be developed to reward schools for resource conservation when cost savings can be attributed to reduced resource consumption and/or energy savings at the particular schools.

### **VI. Staff Training**

Training shall be provided for school and District staff. Training shall include methods of resource conservation at the worksite, curriculum components and instructional strategies.

### **VII. Effectiveness of Program**

Prior and current consumption of energy and other resources shall be determined and used as a baseline for the assessment of curriculum, procedures, equipment, maintenance strategies and facilities design that are implemented in the resource conservation program. The effectiveness of the program shall be evaluated and modifications shall be made based on the analysis of cost savings and utilization of resources.

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**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 403.7032, 1001.43, 1013.23, 1013.44, F.S.

**STATE BOARD OF EDUCATION RULE(S)** 6A-2.0010

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| <b>HISTORY:</b> | <b>ADOPTED:</b> 3/22/11<br><b>REVISION DATE(S):</b><br><b>FORMERLY:</b> Energy Management and Conservation<br>8.091 |
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**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL  
AGREEMENT**

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| <b>PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS     9.01</b> |
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**POLICY:**

Each school principal is encouraged to cooperate with parent and school support groups in the District. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

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| <u>History:</u> | <u>Adopted:</u><br><u>Revision Date(s):</u><br><u>Formerly: NEW</u> |
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## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

### **PUBLIC INFORMATION**

**9.02**

#### **POLICY:**

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the School Board:

- I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs and the planning of the school system and to carry out this policy through its own efforts and the Office of the Superintendent.
- II. To seek advice and opinion of the people of the School District.
- III. To require each school and the District staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens of the District and which would promote the welfare of the school system; provided, that any news release by a particular school be approved by the principal, and that any release relating to the District as a whole shall be approved by the Superintendent.

#### **STATUTORY AUTHORITY:**

1001.42, F.S.

#### **LAWS IMPLEMENTED:**

1001.43; 1001.51, F.S.

#### **History:**

Adopted:

Revision Date(s): 2/22/11

Formerly: KB

**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL  
AGREEMENT**

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| <b>DONATIONS AND GIFTS</b> | <b>9.021</b> |
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**POLICY:**

- A. Any donation or gift of funds, materials, or equipment with a value of one-hundred dollars (\$100.00) to seven hundred fifty (\$750.00) shall be accepted and processed by the Superintendent for the District.
  
- B. Any donation having a value in excess of seven hundred fifty (\$750.00) shall be presented to the School Board for action.

**STATUTORY AUTHORITY:**

1001.42; 1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.42; 1001.43, F.S.

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| <b><u>History:</u></b> | <b>Adopted:</b><br><b>Revision Date(s): 2/22/11</b><br><b>Formerly: KH</b> |
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**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT**

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| <b>SCHOOL REPORTS</b> | <b>9.03</b> |
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**POLICY:**

- I. Each school shall make available annually to parents and the community, school reports required by federal and state laws and State Board of Education rules.
- II. Reports shall follow a uniform District-wide format that is easy to read and understand.
- III. Schools may include other information in the report about the school's progress and other related school information.
- IV. School reports shall be published on the District website and in the local newspaper.

**STATUTORY AUTHORITY:**

1001.42, F.S.

**LAWS IMPLEMENTED:**

1001.11; 1000.21; 1008.25;1008.345, F.S.

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| <b><u>History:</u></b> | <b>Adopted:</b><br><b>Revision Date(s): 11/20/01, 2/22/11, 3/25/2014</b><br><b>Formerly: NEW</b> |
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## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

### **USE OF FACILITIES**

**9.04\***

#### **POLICY:**

School property, facilities, and equipment are intended primarily for school educational purposes and for the benefit of students. No other use shall interfere with these purposes. The principal shall recommend approval or denial of a request for the use of school property, facilities and equipment by any groups or individuals, and shall be responsible for safeguarding such property, facilities, and equipment. In addition, the principal shall ensure that School Board rules are observed and that proper forms are executed by the group using the school property, facility, or equipment.

- A. Use of School Property Without Charge - School property, facilities, and equipment shall be made available for:
1. Any District educational purpose approved by the principal of the affected school;
  2. National youth groups (e.g., scout groups) which are under a county organization and are properly supervised and sponsored. A use agreement shall be executed with all schools or an individual school depending upon the organization's function;
  3. School facilities may be used by a non-school connected organization upon approval of the principal/designee, with the approved use of facilities agreement forms and stipulations in place. A non-school connected organization is defined as an organization that operates independently through a local, state, or national charter or organization, but whose primary aim is to assist in improving the curriculum or extra-curricular program. Examples of non-school connected groups that would potentially operate under a facilities use agreement includes but is not limited to: booster club organizations which sponsor AAU, Pop Warner, Wrestling USA, or other recreational activity functions on school campuses;

## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

4. Civil defense use when notified by the Superintendent or designee;
5. The Board of County Commissioners for voting precincts in any primary, regular, or special election based on prior approval by the principal who shall make arrangements such that the election does not interfere with operating the school; and,
6. Any legal assembly or governmental function based on guidelines established by the Superintendent.

### **B. Use of School Property With a Charge - The following provisions shall apply:**

1. School property, facilities, and equipment may be made available for:
  - a. Specific, temporary, short-term purposes to organizations which are civic, religious, or community connected;
  - b. County, city, or community organized recreational programs provided activities do not interfere with the school program and proper forms are executed to release the School Board of any liability. The School Board may waive fees for such organizations; and,
  - c. Profit motivated groups. Profit sharing shall be arranged with the Superintendent or designee and the principal.
2. The usage fee shall be determined by the Superintendent. In establishing fees, consideration shall be given to the cost of utilities, custodial services, and other personnel services as required. Such fees shall not be less than the School Board adopted minimum fee schedule.
3. A service fee may be charged to replace broken and obsolete equipment in the facility. All fee charges and expenses shall be paid to the School Board.

## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

4. The principal shall be responsible for ensuring that the building is under adequate custodial services or other personnel services as required; such services shall be paid based on the annually adopted salary schedules with overtime as applicable.
- C. **Restricted Uses of School Buildings** - No school building shall be used for programs involving any form of gambling or illegal activity or violating any School Board rule or shall be made available for any organization or party which directly or indirectly believes in or teaches the overthrow of the United States or of Florida by force or violence.

Written Appeal - Any group or organization which has been denied use of school property, facilities, or equipment may submit a written appeal to the School Board.
- D. **Governmental Agencies** - The development of or the exchange of school facilities with a governmental or civic group shall be through mutual agreement recommended by the principal and Superintendent and approved by the School Board. Such agreements shall be initiated by the principal on the proper agreement forms through the Superintendent.
- E. Each user of a school board facility shall provide a certificate of general liability insurance coverage in the amount of at least \$1,000,000.00 for each occurrence and \$100,000.00 for property damage. The board shall be named on the face of the certificate as an additional insured/certificate holder. This certificate must be filed with the school district and a copy maintained by the facility manager of the facility being used, prior to the use of the facility.

**STATUTORY AUTHORITY:**

**1001.41; 1001.42, F.S.**

## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

**LAWS IMPLEMENTED:** 106.15; 1001.33; 1001.43; 1001.51; 1013.10;  
509.032; 509.232, F.S.

History:                      Adopted:  
Revision Date(s):        May 26, 2015  
Formerly: KB

## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

### **ADVERTISING IN SCHOOLS**

**9.05**

#### **POLICY:**

School facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency; or individual organization; nor shall School Board employees or students be employed in such a manner. Advertising on school buses shall be subject to School Board approval. The following are exceptions:

- A. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
- B. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.
- C. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.
- D. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.
- E. Secondary schools may utilize designated athletic facilities for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

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AGREEMENT***

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

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| <u>History:</u><br>Adopted: 09/25/07<br>Revision Date(s): 08/28/07<br>Formerly: KJ |
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## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

### **DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS**

**9.06**

#### **POLICY:**

- A. Materials originating from sources outside the school system for posting shall not be posted without the written approval of the principal.
- B. No material or literature from non-school sources shall be distributed to the homes by students without the Superintendent's, or his designee's written approval.
- C. Literature of a denominational, partisan, or sectarian nature shall not be distributed in any school. This restriction does not apply to the development and use of library collections.
- D. Commercial advertising shall not be permitted except where reference is only an incidental part of a program or film and is approved by the principal.
- E. Literature intended to spread propaganda, to foster membership in an organization, or to solicit funds is prohibited unless it is controlled and supervised by the School Board.
- F. Materials pertaining to a school bond or other school elections shall not be distributed to students.

#### **STATUTORY AUTHORITY:**

1001.42, F.S.

#### **LAWS IMPLEMENTED:**

847.012, 1001.43; 1006.08, F.S.

#### **History:**

#### **Adopted:**

**Revision Date(s): 3/25/2014**

**Formerly: KJA**

## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

### **VISITORS**

**9.07**

#### **POLICY:**

The School Board welcomes visits by parents in the school. Community members are encouraged to visit all District schools throughout the school year. Any person, except a School Board employee, who enters the premises of a school shall report to the principal's office to explain the purpose of the visit. This rule shall apply to all visitors, parents, and salesmen; it shall not be disregarded, except in the case of emergency where a special condition exists. The following procedures shall be followed:

- A. All visitors shall check in at the school's office. The guest register shall be signed by the visitor.
- B. To avoid interrupting the daily program, parents shall request a conference after school dismissal or during planning periods when the teacher has adequate time to confer.
  - 1. The principal shall approve all visitors who wish to enter a classroom during an instructional period.
  - 2. Teachers shall avoid discussing individual students with parents during class session.
- C. Visitations by a non-enrolled student unaccompanied by his / her parent(s) or legal guardian is prohibited unless he / she has business with the principal or prior approval has been granted by the principal.
- D. Loitering in and around the school premises is prohibited.



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- E. Unauthorized persons shall not be allowed to interrogate or question a student of this District during the school day without consent of the student’s parent(s) or legal guardian, or in his / her presence, or upon the principal’s immediate authorization. Instructional, administrative, and supervisory personnel shall not be classified as an unauthorized person.
- F. Any person who enters or remains upon District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes.

STATUTORY AUTHORITY: 1001.41, F.S.

LAWS IMPLEMENTED: 1001.42, F.S.

|                 |                                                            |
|-----------------|------------------------------------------------------------|
| <u>History:</u> | Adopted:<br>Revision Date(s):<br>Formerly: EC (Part 1); KK |
|-----------------|------------------------------------------------------------|

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| <b>COMMUNITY SERVICE</b> | <b>9.15</b> |
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- I. The Superintendent shall develop a program of community involvement to enable students to meet the community service requirement for the Florida Academic Scholars award or other scholarship program.
  
- II. A community service activity shall be a service or benefit provided by the student to meet an identified need in the community. The activity should also provide a learning opportunity for the student.
  
- III. An activity must be
  - A. Fulfilled in a safe environment;
  - B. Conducted outside the time allotted for the instructional program on a school day; and
  - C. Approved in advance by the school principal.

**STATUTORY AUTHORITY:**

**1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1009.534, F.S.**

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|-----------------|---------------------------|
| <b>HISTORY:</b> | <b>ADOPTED: 2/23/2010</b> |
|                 | <b>REVISION DATE(S):</b>  |
|                 | <b>FORMERLY: NEW</b>      |

## ***CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT***

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|---------------------------|
| <b>School Concurrency</b> |
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| <b>9.20+</b> |
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The School Board shall adopt and maintain a school concurrency system in conjunction with the county and local municipalities. The role of public school concurrency is to ensure that the capacity of schools is adequate to support growth and development at the adopted levels of service. Concurrency provides coordination of the planning and building of new schools with land development.

### **I. Interlocal Agreement**

The School Board shall enter into an interlocal agreement with Suwannee County and the municipalities within the county for school facility planning. The interlocal agreement shall establish specific ways in which School Board and local government plans and processes are coordinated. The agreement shall include but not be limited to the following:

- A. Coordinated procedures for implementing school concurrency;
- B. A public schools facilities element;
- C. Level of service standards to be applied consistently to all schools of the same type by the School Board and local governments with the exception of interim standards that may be adopted for specific schools;
- D. School concurrency service areas that utilize available school capacity and make efficient use of new and existing public schools consistent with the level of service standards;
- E. A process for the development of setting criteria for the location of public schools;
- F. The requirement that the public school capital facilities program meets the financial feasibility requirements of law and rule.
- G. A process for determining proportionate-share mitigation to offset the impact of proposed development that would cause the level of service standards to be exceeded;
- H. Provision for monitoring and evaluating the school concurrency system; and
- I. Provision for amending the agreement.

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**II. Application for School Concurrency Determination**

- A. The District shall establish procedures for a developer to submit an application for school concurrency determination. The impact of the residential development on the school system shall be evaluated.
- B. The application shall be forwarded to the local government to determine if the proposed project is appropriate in relation to the local government's comprehensive plan and land development regulations.

**III. Concurrency Review Fees**

- A. The School Board shall establish fees to offset the cost of reviewing the impact of proposed residential developments for school concurrency. The nonrefundable fee shall be paid to the School Board of Suwannee County, Florida.
- B. The School Board shall establish a fee for negotiation and determination of proportionate-share mitigation.

**STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **163.3164, 163.3177, 163.31777, 163.3180, 1001.43, 1013.33, 1013.35, F.S.**

**HISTORY:**

**ADOPTED: 7/28/09**

**REVISION DATE(S): 7/23/13**

**FORMERLY: NEW**