

SUWANNEE COUNTY SCHOOL BOARD
WORKSHOP SESSION
September 12, 2023

AGENDA

- 9:00 a.m. Call to Order/Welcome/Pledge Jerry Taylor, Chairman
- 9:02 a.m. Health Insurance Update.....Representatives of Acentria Public
Risk Partners Corporation/The Jordan Agency
- 9:30 a.m. Assistant Superintendent of Jennifer Barrs
Instruction Department Update
- SCSD 2023-2024 Uniform Statewide Assessment Calendar
(pgs. 2-14)
- 10:00 a.m. Assistant Superintendent of Malcolm Hines
Administration Department Update
- Policy Updates (pgs. 15-26)
 - New Form #7200-142 (pg. 27)
- 10:30 a.m. Facilities Department Update Ethan Butts
- 11:00 a.m. Student Services Department Update Elizabeth Johnston
ESE Coordinator
- Various New Forms (pgs. 28-41)
- 11:30 a.m. Superintendent Update..... Ted Roush
- 12:00 p.m. Adjourn

Suwannee County School District

2023–24 Uniform Statewide Assessment Calendar

Board Approved xx/xx/2023

According to Section 1008.22(7)(b), Florida Statutes (F.S.), and State Board of Education Rule 6A-1.094224, Florida Administrative Code (F.A.C.), the uniform assessment calendar must be published on the Florida Department of Education (FDOE) website by January of each year for, at a minimum, the following two school years. Prior to posting, FDOE will complete sections 1 through 4 with the appropriate information.

Each school district must then complete the uniform calendar with district-required assessment information, publish the calendar to the district website, and provide it to the FDOE by October 1 of each school year. Districts must provide completed calendars to schools and include the calendar in their parent guides. In addition, each school must publish the completed calendar on its website.

The statewide assessment information provided by the Department in sections 1 through 4 should not be altered; however, districts may otherwise modify and populate this template to accurately indicate their assessment schedules for the school year.

1. Glossary of Assessment Terms

The following glossary includes definitions of assessment terms and explanations of acronyms used throughout this template. The FDOE will populate this section with state-level terms in addition to those specified in s. 1008.22(7)(i), F.S. Districts may add rows as needed for additional glossary terms that are specific to district-required assessments but should not modify any FDOE-provided information.

Acronym/Term	Definition
ACCESS for ELLs	Assessing Comprehension and Communication in English State-to-State (ACCESS) for English Language Learners (ELLs)
Accommodation	Per Rule 6A-1.0943, F.A.C., "Accommodations are defined as adjustments to the presentation of the statewide standardized assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a statewide standardized assessment to include amount of time for administration, settings for administration of a statewide standardized assessment, and the use of assistive technology or devices to facilitate the student's participation in a statewide standardized assessment."
B.E.S.T.	Benchmarks for Excellent Student Thinking
CBT	Computer-Based Test
CLT	Classic Learning Test
Concordant and Comparative Scores	Concordant and comparative scores refer to scores that have been determined by establishing a relationship between assessments that measure similar (but not identical) constructs, such as the Algebra 1 End-of-Course Assessment and the SAT. In statute, concordant refers to scores associated with the ELA assessment and comparative refers to scores associated with the Algebra 1 assessment. A student can meet assessment graduation requirements by earning a concordant or comparative score as specified in Rule 6A-1.09422, F.A.C.
Diagnostic	Assessments that measure students' understanding of a subject area or skills base, which allow teachers and educators to evaluate student learning, focusing on strengths and areas of need.
District Window	The selected dates within the statewide window during which a district will administer a given assessment.
District-Required Assessments	Assessments required by the school district for students in a specific grade or course.
ELA	English Language Arts
EOC	End-of-Course
Evaluative	Assessments that measure student proficiency at selected intervals in order to compare change over time and to compare state-level results.

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Acronym/Term	Definition
FAST	Florida Assessment of Student Thinking
FCLE	Florida Civic Literacy Exam
Formative	Formative assessments are the formal and informal ways that teachers and students gather and respond to evidence of student learning. Formative assessments are part of teaching in the classroom. Formative assessments will not result in a score that will appear on a student's report card, but they serve the greater purpose of informing both students and teachers on what changes need to happen in classroom instruction to better serve the needs of individual students.
FSA	Florida Standards Assessments
FSAA	Florida Standards Alternate Assessment
Interim	Interim assessments are administered on a smaller scale (i.e., school or district) with results that can be used at the classroom level or aggregated at the school- or district-level. Depending on the design, interim assessments can be used to predict a student's ability to succeed on a summative assessment, to evaluate a program, or to diagnose student learning gaps.
NAEP	National Assessment of Educational Progress
PBT	Paper-Based Test
PM1	The baseline administration of FAST Progress Monitoring in the beginning of the school year.
PM2	The midyear administration of FAST Progress Monitoring in the middle of the school year.
PM3	The summative administration of FAST Progress Monitoring at the end of the school year.
Progress Monitoring	The process used to determine whether a student's academic performance is improving, at what rate it is improving, and how effective instruction has been. In accordance with s. 1008.25(8)(b)1., F.S., the progress monitoring assessments for VPK through grade 2 must be administered at least three times within a program year or school year, as applicable, with the first administration occurring no later than the first 30 instructional days after a student's enrollment or the start of the program or school year, the second administration occurring midyear, and the third administration occurring within the last 30 days of the program or school year. In accordance with s. 1008.25(8)(b)2., F.S., the progress monitoring assessments for grades 3 through 10 must be administered at the beginning, middle, and end of the school year.
PSAT/NMSQT	Preliminary SAT/National Merit Scholarship Qualifying Test
Summative	Assessments that evaluate student mastery of Florida's academic standards at or near the conclusion of the course of instruction.
Statewide, Standardized Assessments	All assessments required by s. 1008.22, F.S.
Statewide Window	The range of dates during which districts and/or schools may choose to administer a given assessment.
Testing Time	The amount of time individual students are each given to respond to test items on each test.
VAM	A Value-Added Model (VAM) is used by some school districts as part of their educator evaluation system. It is also used in the approval process for teacher preparation programs and as part of the criteria to extend an educator's temporary teaching certificate.
VPK	Florida's Voluntary Prekindergarten Education Program

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2. Test, Type, and Purpose/Use

FDOE will populate this section with information related to state-level tests. Districts may add rows as needed to define district-required tests, test type, and their purpose/use in the district but should not modify any FDOE-provided information. If additional types are added, define applicable types in the glossary.

Test	Type	Purpose/Required Use	Statutory Authority/Required Use Citation
ACCESS for ELLs	Diagnostic	Measure English language acquisition of ELLs	s. 1003.56, F.S.
Alternate ACCESS for ELLs	Diagnostic	Measure English language acquisition of ELLs with significant cognitive disabilities	Rule 6A-6.0902, F.A.C. Rule 6A-6.09021, F.A.C. Rule 6A-6.0903, F.A.C.
ACT	Summative	Inform course placement; can be used as a concordant or comparative score to meet assessment graduation requirements; provide postsecondary opportunities	s. 1008.22, F.S. Rule 6A-1.09422, F.A.C.
CLT	Summative	Inform course placement; can be used as a concordant or comparative score to meet assessment graduation requirements; provide postsecondary opportunities	s. 1008.22, F.S. Rule 6A-1.09422, F.A.C.
FAST PM1 and PM2	Diagnostic/Progress Monitoring	Provides information in mastering the appropriate grade-level standards and provides information on students' progress to parents, teachers, and school and program administrators. Used to provide data for accountability of the Voluntary Prekindergarten Education Program.	s. 1008.25(8), F.S. s. 1008.2125, F.S. s. 1002.68, F.S. Rule 6M-8.601, F.A.C.
FCLE	Summative	If passed, exempts students from the postsecondary civic literacy assessment requirement established by s. 1007.25(4), F.S.	s. 1003.4282(3)(d), F.S. s. 1007.25(4)(b), F.S.
FAST PM1 and PM2	Progress Monitoring	Provide information regarding whether a student's academic performance is improving, at what rate it is improving, and how effective instruction has been	
B.E.S.T. ELA Writing	Summative	Purpose: FAST PM3, B.E.S.T., Next Generation Sunshine State Standards assessments measure student achievement of Florida's academic standards/access points. Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting	s. 1002.38, F.S.
B.E.S.T. EOC	Summative		s. 1002.68, F.S.
FAST PM3	Progress Monitoring/Summative		s. 1003.4156, F.S.
FSA	Summative		s. 1003.4282, F.S.
Florida Alternate Assessment—Performance Task	Summative		s. 1004.04, F.S.
Florida Alternate Assessment—Datafolio	Portfolio		s. 1004.85, F.S.
Science/Social Studies EOC	Summative		s. 1008.22, F.S.
Statewide Science	Summative		s. 1008.25, F.S. s. 1008.33, F.S. s. 1008.34, F.S. s. 1008.341, F.S. s. 1012.34, F.S.

Rule 6A-1.094224, F.A.C.
Form ARM 001
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Test	Type	Purpose/Required Use	Statutory Authority/Required Use Citation
Assessment			s. 1012.56, F.S. Rule 6A-1.09422, F.A.C. Rule 6A-1.094221, F.A.C. Rule 6A-1.094222, F.A.C. Rule 6A-1.0943, F.A.C. Rule 6A-1.09432, F.A.C. Rule 6A-1.09981, F.A.C. Rule 6A-1.099811, F.A.C. Rule 6A-1.099822, F.A.C. Rule 6A-5.0411, F.A.C.
NAEP	Evaluative	Measure student performance for comparison among state and national populations over time	s. 1008.22, F.S.
PreACT	Summative	Inform course placement	s. 1007.35, F.S.
PSAT/NMSQT	Summative	Inform course placement; can be used as a concordant or comparative score to meet Algebra 1 assessment graduation requirements	s. 1007.35, F.S. Rule 6A-1.09422, F.A.C.
SAT	Summative	Inform course placement; can be used as a concordant or comparative score to meet assessment graduation requirements; provide postsecondary opportunities	s. 1008.22, F.S. Rule 6A-1.09422, F.A.C.

3. Required Statewide Assessments

The following assessments are required for students as indicated in the **Students to Be Tested** column. FDOE will complete this section with the required statewide assessments. Districts should then populate the **District Window** column for each assessment in the table but should not modify any FDOE-provided information.

When calculating total test time in Section 6, do not include times for assessments indicated by grey rows, which indicate duplicate assessment windows (e.g., EOCs), assessments that take the place of another assessment, or assessments that do not have a specified testing time.

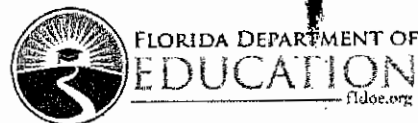
Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
VPK FAST PM1	Students enrolled in VPK	First 30 instructional days after a student's enrollment or the start of a program year or school year	August 14-September 14, 2023	CBT	10–20 minutes	Immediately following test completion

Rule 6A-1.094224, F.A.C.

Form ARM 001

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Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
FAST PM1	K–Grade 1 ELA Reading	August 7–September 29, 2023 ¹	August 7–September 29, 2023	CBT ²	10–20 minutes	Immediately following test completion
FAST PM1	Grade 2 ELA Reading	August 7–September 29, 2023 ¹	August 7–September 29, 2023	CBT ²	15–20 minutes	Immediately following test completion
FAST PM1	K–Grade 2 Mathematics	August 7–September 29, 2023 ¹	August 7–September 29, 2023	CBT ²	20–30 minutes	Immediately following test completion
FAST PM1	Grades 3–10 ELA Reading	August 14–September 29, 2023	August 14–September 29, 2023	CBT ²	90 minutes ³	Immediately following test completion
FAST PM1	Grades 3–5 Mathematics	August 14–September 29, 2023	August 14–September 29, 2023	CBT ²	80 minutes ³	Immediately following test completion
FAST PM1	Grades 6–8 Mathematics	August 14–September 29, 2023	August 14–September 29, 2023	CBT ²	100 minutes ³	Immediately following test completion
Alternate Assessment Datafolio ⁴	Grades 3–10 ELA (Reading & Writing); Grades 3–8 Mathematics; Grades 5 & 8 Science; and Algebra 1, Biology 1, Civics, Geometry, & U.S. History EOCs	Collection Period 1: September–October 2023	N/A	PBT	Varies/Untimed	June 2024
Alternate Assessment Datafolio ⁴	Grades 3–10 ELA (Reading & Writing); Grades 3–8 Mathematics; Grades 5 & 8 Science; and Algebra 1, Biology 1, Civics, Geometry, & U.S. History EOCs	Collection Period 2: November–December 2023	N/A	PBT	Varies/Untimed	June 2024

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Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
FCLE	Students enrolled in associated courses	November 6–December 15, 2023	November 6–December 15, 2023	CBT ²	160 minutes ⁵	Immediately following test completion
VPK FAST PM2	Students enrolled in VPK	Midyear	November 29, 2023–February 7, 2024	CBT	10–20 minutes	Immediately following test completion
FAST PM2	K–Grade 1 ELA Reading	December 4, 2023–January 26, 2024	December 4, 2023–January 26, 2024	CBT ²	10–20 minutes	Immediately following test completion
FAST PM2	Grade 2 ELA Reading	December 4, 2023–January 26, 2024	December 4, 2023–January 26, 2024	CBT ²	15–20 minutes	Immediately following test completion
FAST PM2	K–Grade 2 Mathematics	December 4, 2023–January 26, 2024	December 4, 2023–January 26, 2024	CBT ²	20–30 minutes	Immediately following test completion
FAST PM2	Grades 3–10 ELA Reading	December 4, 2023–January 26, 2024	December 4, 2023–January 26, 2024	CBT ²	90 minutes ³	Immediately following test completion
FAST PM2	Grades 3–5 Mathematics	December 4, 2023–January 26, 2024	December 4, 2023–January 26, 2024	CBT ²	80 minutes ³	Immediately following test completion
FAST PM2	Grades 6–8 Mathematics	December 4, 2023–January 26, 2024	December 4, 2023–January 26, 2024	CBT ²	100 minutes ³	Immediately following test completion
Alternate Assessment Datafolio ⁴	Grades 3–10 ELA (Reading & Writing); Grades 3–8 Mathematics; Grades 5 & 8 Science; and Algebra 1, Biology 1, Civics, Geometry, & U.S. History EOCs	Collection Period 3: March–April 2024	N/A	PBT	Varies/Untimed	June 2024

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Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
Alternate Assessment Performance Task ⁶	Grades 3–8 ELA & Mathematics; Grades 4–8 Writing; Grades 5 & 8 Science; and Civics EOC	February 26–April 12, 2024	February 26–April 12, 2024	PBT	Varies/Untimed	June 2024
ACT ⁷	Grade 11 students in districts that selected ACT	March–April 2024	N/A	CBT	175 minutes	3–8 weeks after test administration
SAT ⁷	Grade 11 students in districts that selected SAT	March–April 2024	March 4, 2024	CBT	134 minutes	2–4 weeks after test administration
CLT ⁷	Grade 11 students in districts that selected CLT	March–April 2024	N/A	CBT	120 minutes	Within 8 business days
VPK FAST PM3	Students enrolled in VPK	The last 30 days of the program or school year	April 17–May 30, 2024	CBT	10–20 minutes	Immediately following test completion
FAST PM3	K–Grade 1 ELA Reading	April 15–May 31, 2024 ⁸	April 15–May 30, 2024	CBT ²	10–20 minutes	Immediately following test completion
FAST PM3	Grade 2 ELA Reading	April 15–May 31, 2024 ⁸	April 15–May 30, 2024	CBT ²	15–20 minutes	Immediately following test completion
FAST PM3	K–Grade 2 Mathematics	April 15–May 31, 2024 ⁸	April 15–May 30, 2024	CBT ²	20–30 minutes	Immediately following test completion
FAST PM3	Grades 3–10 ELA Reading	May 1–May 31, 2024	May 1–May 30, 2024	CBT ²	120 minutes ³	Immediately following test completion
FAST PM3	Grades 3–5 Mathematics	May 1–May 31, 2024	May 1–May 30, 2024	CBT ²	100 minutes ³	Immediately following test completion
FAST PM3	Grades 6–8 Mathematics	May 1–May 31, 2024	May 1–May 30, 2024	CBT ²	120 minutes ³	Immediately following test completion

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Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
Alternate Assessment Performance Task ⁶	Grades 9 & 10 ELA; Grades 9 & 10 Writing; and Algebra 1, Biology 1, Geometry, and U.S. History EOCs	March 11–April 26, 2024	March 11–April 26, 2024	PBT	Varies/Untimed	June 2024
B.E.S.T. ELA Writing	Grades 4–10	April 1–12, 2024	April 1–12, 2024	CBT ²	120 minutes ⁵	June 2024
FCLE	Students enrolled in associated courses	April 1–May 31, 2024	April 1–May 30, 2024	CBT ²	160 minutes ⁵	Immediately following test completion
B.E.S.T. Algebra 1 and Geometry EOCs	Students enrolled in associated courses	May 1–31, 2024	May 1–30, 2024	CBT ²	160 minutes ³	Immediately following test completion
Biology 1, Civics, and U.S. History EOCs	Students enrolled in associated courses	May 1–31, 2024	May 1–30, 2024	CBT ²	160 minutes ³	Immediately following test completion
Statewide Science	Grades 5 and 8	May 1–31, 2024	May 1–30, 2024	CBT ²	120 minutes ³	Immediately following test completion

¹ K–2 FAST assessments for PM1 must be administered within the first 30 instructional days of the school year.

² Paper-based accommodations (e.g., regular print, large print, braille, one-item-per-page) for computer-based tests are available to eligible students if indicated as an accommodation on an IEP or Section 504 plan.

³ Any student who has not completed the session by the end of the allotted time may continue working; however, testing must be completed within the same school day.

⁴ The Alternate Assessment Datafolio is designed for students with significant cognitive disabilities for whom participation in the general statewide assessment or the Alternate Assessment Performance Task is inappropriate, even with accommodations.

⁵ Any student who has not completed the test by the end of the allotted time may continue working up to half the length of a typical school day.

⁶ The Alternate Assessment Performance Task is designed for students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations.

⁷ Each district must choose to administer the ACT, CLT, or SAT. Complete the row for the assessment chosen by your district and then change the background for the assessment not chosen to gray and leave the district window cell blank.

⁸ K–2 FAST assessments for PM3 must be administered within the last 30 instructional days of the school year.

4. Statewide Assessments for SELECT Students

The following assessments are only intended for selected students/students in certain sub-groups. The FDOE will complete this section with the applicable statewide assessments. Districts should then populate the **District Window** column for the assessments in the table below but should not modify any FDOE-provided information. If an assessment is not being administered in your district, indicate “N/A” in the District Window column.

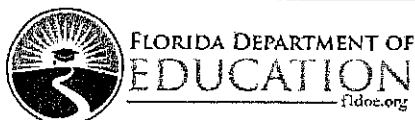
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Because the tests included in this section are not administered to all students or, in some cases, are optional for students, the testing time for these tests should not be included in the total testing time calculated in Section 6.

Assessment	Students to Be Tested ⁴	Statewide Window	District Window	Mode	Testing Time	Results Expected
PreACT	Grade 10	October 2023–April 2024	N/A	PBT	150 minutes	Approximately 2 weeks after testing
FSA ELA Writing Retake		September 11–29, 2023	September 11–29, 2023	CBT ¹	120 minutes ²	December 2023
FSA ELA Reading Retake		September 11–29, 2023	September 11–29, 2023	CBT ¹	180 minutes ²	December 2023
FSA Algebra 1 EOC Retake		September 11–29, 2023	September 11–29, 2023	CBT ¹	180 minutes ²	October 2023
FAST Grade 10 ELA Reading Retake		September 11–October 6, 2023	September 11–October 6, 2023	CBT ¹	120 minutes ³	Immediately following test completion
B.E.S.T. Algebra 1 and Geometry EOCs		September 11–October 6, 2023	September 11–October 6, 2023	CBT ¹	160 minutes ³	Immediately following test completion
Biology 1, Civics, and U.S. History EOCs		September 11–October 6, 2023	September 11–October 6, 2023	CBT ¹	160 minutes ³	October 2023
FSAA—Performance Task ⁵ Grade 10 ELA and Algebra 1 EOC Makeup		September 25–October 13, 2023	N/A	PBT	Varies/Untimed	December 2023
PSAT/NMSQT	Grade 10	October 2023	October 12, 2023	PBT	165 minutes	January 2024
NAEP Mathematics	Select grades 4, 8, & 12 students	January–March 2024	N/A	CBT	120 minutes	Fall 2024 (grades 4 & 8); Spring 2025 (grade 12)
NAEP Reading	Select grades 4, 8, & 12 students	January–March 2024	N/A	CBT	120 minutes	Fall 2024 (grades 4 & 8); Spring 2025 (grade 12)
NAEP Science	Select grade 8 students	January–March 2024	N/A	CBT	120 minutes	Spring 2025

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Assessment	Students to Be Tested ¹	Statewide Window	District Window	Mode	Testing Time	Results Expected
FAST Grade 10 ELA Reading Retake		November 27–December 15, 2023	November 27–December 15, 2023	CBT ¹	120 minutes ³	Immediately following test completion
B.E.S.T. Algebra 1 and Geometry EOCs		November 27–December 15, 2023	November 27–December 15, 2023	CBT ¹	160 minutes ³	Immediately following test completion
Biology 1, Civics, and U.S. History EOCs		November 27–December 15, 2023	November 27–December 15, 2023	CBT ¹	160 minutes ³	January 2024
ACCESS for ELLs	Grades K–12 currently classified as ELL with “LY” code	January 22–March 15, 2024	January 22–March 15, 2024	PBT	Kindergarten: 45 minutes Grades 1–12: 105–245 minutes (varies by grade-level/tier)	June 2024
Alternate ACCESS for ELLs	Grades 1–12 with significant cognitive disabilities and currently classified as ELL with “LY” code	January 22–March 15, 2024	January 22–March 15, 2024	PBT	80 minutes	June 2024
FSA ELA Grade 10 Retake – Writing		February 19–March 8, 2024	February 19–March 8, 2024	CBT ¹	120 minutes ²	May 2024
FSA ELA Grade 10 Retake – Reading		February 19–March 8, 2024	February 19–March 8, 2024	CBT ¹	180 minutes ²	May 2024
FSA Algebra 1 EOC Retake		February 19–March 8, 2024	February 19–March 8, 2024	CBT ¹	180 minutes ²	May 2024
FAST Grade 10 ELA Reading Retake		May 1–31, 2024	May 1–30, 2024	CBT ¹	120 minutes ³	Immediately following test completion
FAST Grade 10 ELA Reading Retake		July 15–26, 2024	July 15–26, 2024	CBT ¹	120 minutes ³	Immediately following test completion
B.E.S.T. Algebra 1 and Geometry EOC		July 15–26, 2024	July 15–26, 2024	CBT ¹	160 minutes ³	August 2024
Biology 1, Civics, and U.S. History EOCs		July 15–26, 2024	July 15–26, 2024	CBT ¹	160 minutes ³	August 2024

¹ Paper-based accommodations (e.g., regular print, large print, braille, one-item-per-page) for computer-based tests are available to eligible students if indicated as an accommodation on an IEP or Section 504 plan.

² Any student who has not completed a session by the end of the allotted time may continue working up to half the length of a typical school day.

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³ Any student who has not completed the session by the end of the allotted time may continue working; however, testing must be completed within the same school day.

⁴ If indicated, “applicable students” relates to the sub-group(s) of students who *may* take that assessment; it does not indicate that all students throughout the state in that sub-group will take that assessment.

Assessments for which no applicable student group is listed are available to students as needed but are not limited to any specific sub-group.

⁵ The FSAA—Performance Task is designed for students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations.

5. District-Required Assessment Information

Complete the table below with assessments that are required for all schools in the district.

Assessment	Students to Be Tested	District Window	Mode	Testing Time	Results Expected
I-Ready ELA and Math Diagnostic	Kindergarten, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5	Aug. 21-Sept. 29, 2023 Dec. 4, 2023-Jan. 26, 2024 Apr. 1-Apr. 30, 2024	CBT	120 minutes each; total 360 minutes	Immediately following test completion
I-Ready ELA and Math Diagnostic	Grade 6-8 (ELA) Grades 6-7 (MA)	Sept. 18-Oct. 27, 2023 Feb. 27-April 5, 2024	CBT	120 minutes each; total 360 minutes	Immediately following test completion
Write Score	Grades 4-10	Nov. 1-7, 2023 Jan. 30-Feb. 6, 2024	CBT	120 minutes each; total 240 minutes	2-4 weeks
Science Diagnostic (Performance Matters)	Grade 5, Grade 8	Aug. 23-Sept. 12, 2023 Feb. 20-March 8, 2024	CBT	50 minutes; total 100 minutes	Immediately following test completion
USH Diagnostic (Performance Matters)	Students enrolled in US History (grade 11)	Aug. 23-Sept. 12, 2023 Feb. 20-March 8, 2024	CBT	50 minutes; total 100 minutes	Immediately following test completion
Biology Diagnostic (Performance Matters)	Students enrolled in Biology (grade 10)	Aug. 23-Sept. 12, 2023 Feb. 20-March 8, 2024	CBT	50 minutes; total 100 minutes	Immediately following test completion
Civics Diagnostic (Performance Matters)	Grade 7	Aug. 23-Sept. 12, 2023	CBT	50 minutes; total 100	Immediately

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Assessment	Students to Be Tested	District Window	Mode	Testing Time	Results Expected
		Feb. 20-March 8, 2024		minutes	following test completion
STAR Reading (ELA)	Grades 9-10	Aug. 14-Sept. 29, 2023 Nov. 27, 2023-Jan. 12, 2024	CBT	20 minutes each; total 40 minutes	Immediately following test completion
STAR Math	Students enrolled in Algebra 1 and Geometry	Aug. 14-Sept. 29, 2023 Nov. 27, 2023-Jan. 12, 2024	CBT	20 minutes each; total 40 minutes	Immediately following test completion

6. Estimates of Total Testing Time by Grade Level

Estimates of average time for administering state-required and district-required assessments (listed in Sections 3 and 5 above) by grade level. Subject-based assessments should be included with the grade level to which they are most likely to be administered (e.g., Biology 1 with grade 9).

Grade Level	Statewide Assessments ¹			District Assessments ¹			Approximate Total Testing Time (In Minutes)
	Range of Minutes	Median Number of Minutes	% Net Instructional Time ²	Range of Minutes	Median Number of Minutes	% Net Instructional Time ²	
VPK	30–60	45	0.10%		0	0	45
K	90–150	120	0.28%	340–380	360	0.83	480
1	90–150	120	0.28%	340–380	360	0.83	480
2	105–150	127.5	0.30%	340–380	360	0.83	487.5
3	560	560	1.30%	340–380	360	0.83	920
4	680	680	1.26%	580–620	600	1.11	1160
5	800	800	1.48%	680–720	700	1.30	1420

¹ In accordance with Senate Bill 2524 § 45 (Chapter 2022-154, § 45, Laws of Florida), the Department must collect from each school district, by grade level, the range and median number of minutes per school year, including as a percentage of net instructional time, students in prekindergarten through grade 5 spend on district-required assessments and coordinated screening and progress monitoring and state-required assessments and coordinated screening and progress monitoring.

² The percent net instructional time is based on 43,200 instructional minutes per school year for VPK through grade 3 and on 54,000 instructional minutes per school year for grades 4 through 5, per s. 1011.61, F.S.

Suwannee County School District
2023–24 Uniform Statewide Assessment Calendar

Board Approved xx/xx/2023

Grade Level	Statewide Assessments	District Assessments	Approximate Total Testing Time (in Minutes)**
6	740	600	1220
7	900	700	1480
8	860	560	1340
9	740	320	940
10	580	380	840
11	160+175/134 ¹	100	440
12	160	0	0

¹ The amount of time for grade 11 statewide assessments will depend on whether a district selects ACT or SAT. If ACT, use 335 minutes (160 + 175) for the grade 11 Statewide Assessments cell. If SAT, use 294 minutes (160 + 134) for the grade 11 Statewide Assessments cell.

NOTICE OF RULE DEVELOPMENT

THE SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA

A RULE DEVELOPMENT WORKSHOP REGARDING THE BELOW RULES WILL BE HELD AT THE FOLLOWING DATE, TIME, AND PLACE:

DATE AND TIME: September 12, 2023

LOCATION: School Board Meeting Room
1740 Ohio Avenue, South
Live Oak, FL 32064

Policy #	Policy Title	Subject Area	Purpose & Effect	Rulemaking Authority	Law(s) Implemented
	Student Conduct and Discipline Code	The changes to the Student Conduct and Discipline Code policy updates student responsibilities, conduct and other student related matters in the K-12 environment.	Revisions to the Student Conduct and Discipline Code are necessary to satisfy the statutory requirements regarding the use of bathroom and changing facilities designated for exclusive use by males or females, as determined at birth by biological sex.	1001.41, 1001.42, 1006.07, 1003.32, F.S.	381.0056, F.S. 6A-10.086 553.865, F.S.
3.07	Photocopying of Public Records	This policy revision creates alignment with current costs for gathering and reproducing public records.	The purpose for the revision is to cover the cost for district personnel to meet public records requests.	1001.41; 1001.42, F.S.	119.07, 1001.43; 1001.52, F.S.

For information regarding the proposed rule development and to obtain a copy (at no charge) of any available preliminary draft, please contact: Malcolm Hines at email malcolm.hines@suwannee.k12.fl.us, phone 386-674-4610.

SUWANNEE COUNTY SCHOOL DISTRICT



Student Conduct and Discipline Code 2023-2024

Branford Elementary School
Branford High School
Suwannee Riverside Elementary
Suwannee Pineview Elementary
Suwannee Springcrest Elementary
Suwannee Middle School
Suwannee High School
Suwannee Opportunity School
Suwannee Virtual School
RIVEROAK Technical College

Ted L. Roush
Superintendent of Schools

Suwannee County School Board

Jerry Taylor – District 1

Norman Crawford – District 2

Tim Alcorn – District 3

Ed daSilva – District 4

Ronald White – District 5

School Principals

Branford Elementary School – Deidre McManaway

Branford High School – Terry Huddleston

Suwannee Riverside Elementary – Marsha Tedder

Suwannee Pineview Elementary – Amy Boggus

Suwannee Springcrest Elementary – Jennifer Beach

Suwannee Middle School – Laura Williams

Suwannee High School – Carl Manna

Suwannee Opportunity School – Angie Stuckey

Suwannee Virtual School – Angie Stuckey

RIVEROAK Technical College – Mary Keen

*Student Conduct and Discipline Code
adopted by the School Board ~~September~~ June 2023*

DISTRICT WEBSITE

www.suwannee.k12.fl.us

(Link to FOCUS to check student grades and attendance online.)

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The SCSB is working in conjunction with the Suwannee County Sheriff's Office, Department of Juvenile Justice, and the local police department to deter gang activity on school campuses. Any student exhibiting gang activity/characteristics as described in this section may be photographed and information will be shared with local law enforcement. A student identified as a gang member by the School Resource Officer/Deputy will be photographed and entered into the Florida Department of Law Enforcement's Gang Net (§§874.03 and 874.05, Florida Statutes).

BULLYING/HARASSMENT

The term harassment includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. Harassment includes, but is not limited to, racial slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile written or graphic material in student's possession or constructive possession (i.e., book bag, locker, etc.), worn, posted, circulated in the workplace or schools. The term also includes sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance. This includes dating violence as per §784.046(1)(d), Florida Statute and SCSB policy 5.101.

USE OF BATHROOMS AND CHANGING FACILITIES

Restrooms and changing facilities are designated for exclusive use by males or females, as determined at birth by biological sex, or as unisex changing facilities. Any student who willfully enters, for a purpose other than those listed in Section 553.865(9), F.S., a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer shall be subject to disciplinary action, up to and including expulsion. Parents and students may also refer to SCSB Policy 5.60, Use of Bathrooms and Changing Facilities.

VIOLENT OR DISRUPTIVE BEHAVIOR

The SCSB is committed to providing an environment supported by educators for improving school safety and increasing access to mental health supports for children and youth. The District will not tolerate violent and disruptive behavior which interferes with the orderly environment and the academic process of the school. Violations may lead to the removal of a student to an Alternative Placement or referral to mental health services. A committee will be established to consider the consequences of such behavior. The purpose of the committee is to review all relevant data for making a determination of placement and services. The parent/guardian will be notified but does not have to be present for placement decisions.

Any student who is determined to have brought a firearm or weapon must be referred to mental health services identified by the District. Any student who is determined to have made a threat or false report must be referred to mental health services identified by the District for evaluation or treatment, when appropriate.

REPORTING SUSPICIOUS BEHAVIOR

FortifyFL is a suspicious activity reporting tool that allows the public to instantly relay information to appropriate law enforcement agencies and school officials and may be found and utilized as a reporting tool on the District website and all District issued devices.

HEALTH SERVICES PROVIDED

School health staff provides health counseling, health education, health screening, referral, and follow up services for suspected or confirmed health problems. They also provide consultation with students' parents/guardians regarding the need for health evaluation by the family physician, dentist, or other specialist when definitive diagnosis or treatment is indicated. School health staff reviews and maintains records on incidents of health problems, corrective measures taken, and other information that may be needed to plan and evaluate health programs and policies. The school nurse provides health information, when necessary, regarding the placement of students in exceptional student programs and the reevaluation at periodic intervals of students placed in such programs.

Parents have the primary responsibility to assure the health and well-being of their children, and schools can also play a partnering role. Due to the "Parents' Bill of Rights", Florida Statute 1014.06-Parental consent for health care services, parents must give written consent for school nurses to provide health care services to minor students. The consent must be completed electronically in your FOCUS Parent Portal. **If a consent form is not on record/file at Suwannee County School District, or if you choose "no" to School Health Services, your child will not receive services except for the event of an emergency. If your child gets sick or injured (anything that requires first aid or nursing services), you will be called to come pick him/her up from school.**

USE OF BATHROOMS AND CHANGING FACILITIES: Restrooms and changing facilities are designated for exclusive use by males or females, as determined at birth by biological sex, or as unisex changing facilities. Any student who willfully enters, for a purpose other than those listed in Section 553.865(9), F.S., a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer shall be subject to disciplinary action, up to and including expulsion. Parents and students may also refer to SCSB Policy 5.60, Use of Bathrooms and Changing Facilities.

The amended state rule (6A-10.086) now says:

(2) Compliance. School districts, the Florida School for the Deaf and the Blind, developmental research (laboratory) schools, and charter schools must comply with all applicable requirements of Section 553.865, F.S., pertaining to the use of restrooms and changing facilities by males or females, as determined at birth by biological sex, including the subsections that require the following:

(a) That restrooms are designated for exclusive use by males or females, as defined by Section 553.865(1), F.S., or that there is a unisex restroom.

(b) That changing facilities are designated for exclusive use by males or females, as defined by Section 553.865(1), F.S., or that there is a unisex changing facility.

(c) That the student code of conduct has been updated according to Section 553.865(9)(a), F.S.

(d) That the school district has established disciplinary procedures for employees according to Section 553.865(11)(a), F.S.

The new Section 553.865(9)(a), Florida Statutes, requires:

(9)(a) Each educational institution shall, within its code of student conduct, establish disciplinary procedures for any student who willfully enters, for a purpose other than those listed in subsection (6), a restroom or changing facility designated for the opposite sex on the premises of the educational institution and refuses to depart when asked to do so by:

1. For a K-12 educational institution or facility, any instructional personnel as described in s. 1012.01(2), administrative personnel as described in s. 1012.01(3), or a safe-school officer as described in s. 1006.12(1) -(4) or, if the institution is a private school, any equivalent of such personnel or officer.

(6) For purposes of this section, a person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

- (a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
- (b) For law enforcement or governmental regulatory purposes;
- (c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- (d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- (e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

POLICY:

- I. Requests for public records may be made in writing (electronic mail, US mail, fax) or in person. All requests will be processed by the appropriate staff members at a time that does not interfere with their normal work duty and will be completed during normal business hours. All requests will be completed in a reasonable amount of time.
- II. Public records requests are applicable to non-exempt, non-confidential portions of existing public records. The District shall not be obligated to create a new record or compile lists of information from various existing records to accommodate a public records request.
- III. The following Schedule of Fees is for duplication only and is established consistent with F.S. 119.07 (4). Wherever the term "actual cost" appears in this Schedule, it shall mean, as defined in F.S. 119.011 (1) "the cost of material and supplies used to duplicate the record, but does not include the labor cost or overhead cost associated with such duplication".

<u>TYPE OF RECORD DUPLICATED</u>	<u>FEES</u>
a. <u>Legal page, one side</u>	<u>\$0.15</u>
b. <u>Letter page, one side</u>	<u>\$0.15</u>
c. <u>Legal page, double-sided</u>	<u>\$0.20</u>
d. <u>Letter page, double-sided</u>	<u>\$0.20</u>
e. <u>Audio Tape</u>	<u>Actual Cost (approx. \$3.00)</u>
f. <u>Video Tape</u>	<u>Actual Cost (approx. \$5.00)</u>
g. <u>Computer Disc (CD)</u>	<u>Actual Cost (approx. \$1.00)</u>
h. <u>Flash Drive</u>	<u>Actual Cost (approx. \$8.00)</u>
i. <u>Shipping</u>	<u>Actual Cost</u>

<u>ADDITIONAL SERVICES</u>	<u>FEES</u>
j. <u>Certified copy charges</u>	<u>\$1.00</u>
k. <u>Special Service Charges (extensive (varies, but approx. average use of technology resources and/or may be \$15.00 per hour clerical/supervisory assistance) plus benefits)</u>	

Prior to the duplication of records, the District shall determine an estimated cost to complete the request. If the estimated cost exceeds \$100, the requester will be notified and upon agreement by the requestor and payment of a deposit equal to an estimated half of the charges, the District will proceed to complete the request.

- IV. Suwannee County School District is responsible for protecting any confidential information or as otherwise exempted according to Florida Statutes, Section 119.071. All confidential information will be redacted (concealed or removed) from records prior to inspection or distribution of copies of the nonexempt portions.

Records maintained by the Suwannee County School District, which are exempt from public inspection, include:

- 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. 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.
- g. Employee and student health and medical records as protected by HIPPA.
- h. Exemption for coverage limits and deductible or self-insurance amounts of insurance or risk mitigation coverages acquired for the protection of information technology systems, operational technology systems or data of a local government. Also, information related to an agency's critical infrastructure, agency network schematics, hardware and software configurations, or encryption information or details that identify detection, investigation or response practices or confirmed cybersecurity

incidents are exempted. A public meeting is also exempt that would reveal the confidential and exempt information described above. The meetings must be recorded and transcribed, but those meeting records would be redacted.

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

Light Duty Assignment and Pay

Employee's Name _____

This document is to confirm that Suwannee County School District will temporarily accommodate your physical work restrictions as outlined by your workers' compensation provider on the DWC25, dated on _____ by modifying your regular job of _____.

Work Restrictions:

Work Hours:

Monday _____ a.m. to _____ p.m. Hours/per day: _____

Tuesday _____ a.m. to _____ p.m. Hours/per day: _____

Wednesday _____ a.m. to _____ p.m. Hours/per day: _____

Thursday _____ a.m. to _____ p.m. Hours/per day: _____

Friday _____ a.m. to _____ p.m. Hours/per day: _____

You will be paid your regular wages of \$_____ per day.

Work Location:

Should you experience any difficulties' while performing your duties, you are to report them to your supervisor immediately. If you are unable to come into work, for whatever reason, you must call your supervisor or Lorie Norris, in Risk Management, at 386-647-4608.

Please note that physical therapy and doctor appointments should be scheduled around work hours, if possible.

Employee's Signature: _____ Date: _____

Suwannee County School Board Mental Health Counseling Referral

Student Name _____

School _____ Grade _____

Referred by _____ Date _____

Student Referral Pathway:

☐ Threat Report

☐ Harm To Self

☐ Foster Care

☐ Involuntary Examination/Baker Act

☐ Incarceration of Parent

☐ Death of Family Member

Check any areas of concern:

☐ aggression

☐ academics

☐ intent or attempt to harm another person

☐ work completion

☐ intent or attempt to harm self

☐ study/organizational skill

☐ fighting

☐ impulsive

☐ bullying – victim

☐ always tired

☐ bullying – bully

☐ inattentive

☐ poor social skills

☐ disruptive

☐ poor peer relationships

☐ worried/anxious

☐ family concerns (illness, domestic violence, other _____)

☐ scared/fearful

☐ suspected abuse

☐ sadness

☐ cries often/easily for age

☐ withdrawn/shy

☐ self image/confidence

☐ depressed

☐ personal hygiene

☐ defiant

☐ lying

☐ stealing

☐ grief and loss

☐ difficulty making friends

☐ other: _____

☐ alcohol/substance abuse

Referral reviewed by (MH Counselor) _____ Date _____

Informed Parent Consent for SCSB Mental Health Services

When a student experiences mental health challenges, it limits their ability to participate and be successful academically, socially, and emotionally. Your student has been referred for mental health services through the Suwannee County School Board. SCSB Mental Health Counselors provide school based services that are individualized and ongoing for students. These services may include assessing mental health needs in the school environment, individual counseling, group counseling, crisis intervention, and/or referrals as needed. SCSB MH Counselors will work with students on issues such as developing appropriate goals, identifying and implementing effective coping strategies, self awareness and self management, developing resiliency, and working with the student regularly to achieve these goals and be able to successfully implement strategies. Any in depth evaluation or diagnosis will be referred to the appropriate agency.

☐ *By checking this box, I indicate that I understand the services offered by SCSB Mental Health Counselors.*

When a student is not making progress or the student's challenges need more intensive services, the student may be referred for services with a community provider of mental health services. A referral for services through a community mental health provider outside the school district indicates that school based services have been unsuccessful or are not appropriate. If this occurs, the SCSB Mental Health Counselor will provide a list of mental health providers for the parent/guardian. It is important for the school based mental health counselor to communicate with the community mental health provider. Parents/guardians are not required to authorize sharing of information. However, we strongly encourage you to sign a release of information so the school based counselor and the community mental health provider can work together if needed to best serve your student. When determined to be the most effective way to provide mental health services for your child, through collaboration of the community provider and the school based counselor, the student's mental health services will be returned to the SCSB Mental Health Counselor to facilitate wrap around mental health services and success for the student.

☐ *By checking this box, I indicate that I understand the services offered through the Suwannee County School Board are not intended as a substitute for medical diagnosis, serious mental health disorders, or medication, which are not the responsibility of the school district. I understand that it is my responsibility to seek different services if necessary for the best interests of my child.*

As required by law, confidentiality in a counseling relationship does not extend to the following circumstances:

Suspected abuse of any kind must be reported to the appropriate authorities immediately.

If a child is threatening serious bodily harm to another person/s, the counselor must notify the School Resource Officer, school administration, and inform the intended victim.

If a child expresses intent to harm himself or herself, the Mental Health Counselor will make every effort to engage the cooperation of the child and their parent/guardian in order to ensure their safety. If we believe the child is in immediate danger, then the SCSB will take measures available under Florida law in order to ensure our child's safety.

☐ *By checking this box, I am indicating that I understand the importance of confidentiality in a counseling relationship and the limits of confidentiality as outlined above.*

☐ *By checking this box, I affirm that I am the legal parent/guardian of the child listed below. I have read, understand, and agree to the terms of the SCSB school based counseling informed consent.*

Please check one of the statements below:

☐ *OPTION 1: I give permission for my child to receive the following selected services offered by the Suwannee County School Board. I understand that I may withdraw permission at any time by written communication requesting the termination of counseling services.*

☐ *Individual counseling services*

☐ *group counseling services*

☐ *OPTION 2: I choose to decline SCSB counseling services for my child at this time.*

Child's Name _____ School _____ Grade _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

SCSB Mental Health Counselor _____

Office Location _____ Phone Number _____

Suwannee County School Board Mental Health Services Intake Interview

Date _____

Child's Name _____

School _____ Grade _____

Intake interview/information provided by _____

Relationship to child: _____

Presenting problem(s):

History of previous mental health concerns:

Diagnoses/diagnosed by: _____

Previous mental health services:

Current medication(s):

Mental health concerns perceived to be ____not serious ____serious ____very serious

What are your expectations from counseling?

What are your expectations of your child and what changes would you like to see in your child?

Adverse Childhood Experiences:

- | | | | |
|--|---|---|--|
| ☐ Emotional abuse | ☐ Physical abuse | ☐ Sexual abuse | ☐ Emotional neglect |
| ☐ Physical neglect | ☐ Mother abused in home | ☐ Parental substance abuse | ☐ Parental mental illness |
| ☐ Separation/divorce | ☐ Parental incarceration | ☐ Foster Care | ☐ Witnessing community violence |
| ☐ Living in unsafe neighborhood | ☐ Experiencing racism | ☐ Experiencing bullying | |

ACE score _____

Recommendation of SCSB Mental Health Counselor:

____Individual counseling with SCSB ____Group counseling with SCSB ____Referral for counseling w/ other provider

SCSB MH Counselor signature _____ Date _____

Exceptional Student Education

Student Services Office



Private Instructional Personnel (PIP) Parent/Guardian Packet 2023-2024 School Year

DIRECTIONS:

1. Parent/Guardian and PIP read and complete the packet.
 2. Remember to provide all the documents listed on page 5.
 3. Remember to initial all pages (*Parent/Guardian & PIP*).
 4. Submit the packet to the Student Services Office at the District Office.
 5. Once the packet is completed and all documents have been provided and the Private Plan of Care has been reviewed, Student Services will contact the PIP to schedule a meeting to discuss page 8 of the PIP Packet.
- * Approval of the PIP packet takes approximately 30 calendar days when school is in session.
 - * Packets can be submitted to the Student Services starting on August 1 of each year.
 - * A new packet is required each year.

1740 Ohio Avenue South
Live Oak, FL 32064
(386) 647-4630
(386) 208-8687-Fax

Date Received: _____

Initial: _____

SUWANNEE COUNTY SCHOOL BOARD

1740 Ohio Avenue South Live Oak, FL 32064 Phone 386-647-4630 or FAX 386-208-8687

Authorization for Release and/or Request for Information

Page 1 Completed by Parent/Guardian

I hereby request and authorize: _____ (Name of Agency, or Private Provider)
at _____ (Address & Telephone#)
to engage in verbal and/or written communication with and release records to and from Suwannee County School District at 1740
Ohio Avenue South Live Oak, FL 32064 1-386-647-4630 (Phone) or 1-386-208-8687 (Fax) regarding the **information checked below**
concerning my child _____ (child's name), whose date of birth is _____ (DOB).

I understand that information concerning psychiatric, psychological, medical diagnosis, drug or alcohol abuse, economic status, and educational information regarding my child will be released and/or communicated if indicated below. I further understand that this information might contain information regarding my family, in addition to my child.

- | | |
|---|--|
| ☐ Treatment Plans | ☐ Substance Abuse Treatment Records |
| ☐ Treatment / Discharge Summaries | ☐ Social and/or Developmental History |
| ☐ Health / Medical Records | ☐ Psychological and/or Psychiatric Evaluations |
| ☐ Case / Progress / Therapy Notes | ☐ Restorative Support Services |
| ☐ Student Identification Number | ☐ Social Support Services (Food, Clothing, Shelter) |
| ☐ Academic / School-related Records | ☐ Medical Services |
| ☐ Grades | ☐ Substance Abuse Treatment Records |
| ☐ Test Scores | |
| ☐ Attendance | |
| ☐ Suspensions / Expulsions | |
| ☐ Exceptional Student Education (IEP, etc) / Section 504 Records | |
| ☐ Other _____ | |

For the Purpose of: _____

I acknowledge that all information I authorize to be released or requested will be held strictly confidential and cannot be released by the recipient without an additional written consent. I understand this authorization will expire one (1) year after the date signed, or on _____, 20____, whichever is earlier. A copy of this authorization is valid in lieu of the original. I further understand I may withdraw my consent in writing at any time.

Print Name of Parent / Guardian / Eligible Student

Signature of Parent / Guardian / Eligible Student

Date

Relationship to Child

*Eligible students (age 18 or over) may authorize the release of their education records.

(USE THIS SPACE IF CONSENT IS WITHDRAWN)

I hereby withdraw my previous consent to the release of information about my child.

Date Consent is Withdrawn

Signature of Parent / Guardian / Eligible Student

Parent/Guardian _____ PIP _____

SUWANNEE COUNTY SCHOOL BOARD

1740 Ohio Avenue South Live Oak, FL 32064 Phone 386-647-4630 or FAX 386-208-8687

Application to allow Private Instructional Personnel into a SCSD School

Page 2 to be completed by the student's Parent/Guardian

_____	_____
Print Student's Name	Current School
_____	_____
Current Grade	Date of Birth
_____	Primary Eligibility

I have read Florida Statute 1003.572: Collaboration of public and private instructional personnel.

I request that the following Private Instructional Personnel (PIP) be allowed to provide the service(s) indicated below for my child:

- ☐ Consultation ☐ Observation ☐ Direct Instruction

_____	_____
Print Private Instructional Personnel's Name	Street Address
_____	_____
Telephone Number	City, State, Zip

Email Address	

This PIP holds the following credential(s): (Check all that apply)

- ☐ Certified to provide Applied Behavior Analysis service under F.S. § 393.17; or chapter 490 or 491. (If certified under F.S. § 393.17, individual must hold a certification from national Behavior Analyst Certification Board, Inc. This individual must be a Board Certified Behavior Analyst (BCBA) or a Board Certified Assistant Behavior Analyst (BCaBA).
- ☐ Speech-Language Pathologist, licensed under F.S. § 468.1185
- ☐ Occupational Therapists, licensed under part III of F.S. chapter 468
- ☐ Physical Therapist, licensed under F.S. chapter 486
- ☐ Psychologist, licensed under F.S. chapter 490
- ☐ Clinical Social Workers, licensed under F.S. chapter 491
- ☐ Mental Health Counselor, licensed under F.S. chapter 491
- ☐ Marriage & Family Therapist, licensed under F.S. chapter 491

As of July 1, 2022, Registered Behavior Technicians will be part of Statute 1003.572

NOTE: The Supervising PIP and Registered Behavior Technician (if applicable) must each complete and submit a packet.

Parent/Guardian _____ PIP _____

SUWANNEE COUNTY SCHOOL BOARD

1740 Ohio Avenue South Live Oak, FL 32064 Phone 386-647-4630 or FAX 386-208-8687

Application to allow Private Instructional Personnel into a SCSD School

Page 3 to be completed by the student's Parent/Guardian

Print Student's Name

We (the parent/guardian of the above-named student and the PIP) understand that the PIP is required to:

- Submit a completed packet for approval to Student Services. The packet will not be processed until it is complete with all required documents on the checklist (page 4). This process can take up to 30 calendar days, when school is in session, and may require additional documents as determined by the school-based/district administration. Requests for additional documents may extend the timeline.
- Comply with Florida Statute 1003.572 requiring certification or licensure;
- Submit to a fingerprint background screening by school district officials at the expense of the person requesting access. *(The screening must have occurred within the last five (5) years.)* Clearance must be obtained prior to services beginning;
- Apply/update vendor badge with the 2023-2024 PIP Packet. PIP is responsible to provide an updated vendor badge to the school. As per page 11 of this packet, a Florida Contractor's Badge cannot be submitted in lieu of a SCSD Vendor Badge; or My SCSD vendor badge expires on _____. I understand that it is my responsibility to provide an updated badge to the school's administrator. If I do not, I understand that I will not be allowed to provide services until an updated badge is provided.
- Submit proof of certification/licensure with the 2023-2024 PIP Packet;
 - My certification/licensure expires on _____. I understand that it is my responsibility to provide updated certification/licensure to The Student Services Office. If I do not, I understand that I will not be allowed to provide services until my updated certification/licensure is provided.
- Sign Confidentiality Statement with the 2023-2024 PIP Packet;
- Sign Communication Agreement with the 2023-2024 PIP Packet;
- Adhere to School Board Policies and any of the school's procedures including, but not limited to, adhering to the school's procedures regarding safety and security to include entering the campus through the single point of entry, signing in and out every time the PIP is on campus, and adhering to scheduled time and location of services to be provided;
- **Agree that at no time can any PIP use any physical intervention with a student on any school campus;**
- Provide a copy of the private plan of care/private behavior plan with the applicable sections highlighted to be implemented within the educational setting;
- Provide a copy of all data collected in the school setting as agreed upon between school and PIP; and,
- Arrange a schedule for services with Student Services.

As the parent/guardian of the above-named student I understand that:

- The collaboration between school staff and the PIP does not change the District's responsibility to provide the student with a free appropriate public education under the Individuals with Disabilities Education Act and that the school and the school alone will continue to be responsible to implement the student's Individual Education Plan, as well as other plans including, but not limited to, behavior and health plans;
- My child's public instructional personnel and the school's principal must consent to the time and location of where services will be provided. In determining the time and date for services to be provided, the principal must adhere to the collective bargaining agreement for instructional employees. Services may be delivered in my child's classroom with the express permission of the principal, subject to the principal's determination that such activity will not be detrimental to the educational process and/or to other students. If the principal initially permits the PIP to provide services in the classroom, the principal may rescind permission if, at a later date, it is determined that the services are disrupting the educational process for the named student and/or other students in the classroom. The parent/guardian and PIP will be informed in writing if they are no longer allowed to provide services in the classroom and/or school settings;
- The parent(s)/guardian is required to sign a release of information form annually so that the school staff and the PIP can communicate regarding services.

CONTINUE ON NEXT PAGE

Parent/Guardian _____ PIP _____

SUWANNEE COUNTY SCHOOL BOARD

1740 Ohio Avenue South Live Oak, FL 32064 Phone 386-647-4630 or FAX 386-208-8687

Application to allow Private Instructional Personnel into a SCSD School

Page 4 to be completed by the student's Parent/Guardian

Print Student's Name _____

As the parent of the above-named student I understand that:

- PIPs may not be present during state/district testing;
- At no time shall the PIP act in place of the teacher or ESP in the classroom and will not be left alone with the student to provide supervision unless previously agreed upon by school administration;
- At no time shall a PIP intervene with other students in the classroom;
- At no time shall a PIP take any photographs, audio recordings or videos while in the school setting;
- If the PIP violates any policies and/or procedures, they may be asked not to return to the school's campus to provide services;
- The parent will notify the school immediately if there is a change to the PIP provider; and/or, if the PIP is no longer providing services to the student. If another PIP will be providing services, the Parent/PIP must complete and submit a new packet to Student Services;
- Some goals that are appropriate in another setting may not be able to be implemented in a school setting;
- If your child's IEP team determines that Extended School Year (ESY) is needed for your child to receive FAPE, a new schedule and authorization form for the PIP must be established with staff at the ESY site. Please note as per Statute 1003.572, the student's public instructional personnel and principal consent to the time and place;
- In the event that your child transfers to another school in Suwannee County, it is the parent/guardian's responsibility to notify Student Services Office. The schedule that was previously in place will need to be reviewed and agreed upon by Student Services and the new school in the new setting; and,
- Medicaid billing by the school district will not impact Medicaid billing by the private provider.

The parents/guardian of the relevant minor(s) and undersigned PIP hereby acknowledge that the PIP is not an employee, agent, or assignee of the District School Board of Suwannee County (School Board). The parents/guardian of the relevant minor(s) and PIP further agree that the undersigned PIP does not have an expectation of employment with the School Board. The parent and PIP agree that the undersigned PIP has no right or expectation to the benefits, rights, or protections of an employee of the School Board, including, but not limited to wages, worker's compensation insurance, health insurance, disability insurance, fringe benefits, or any other benefits, rights, or protections afforded to School Board employees by contract or law.

The parents/guardian of the relevant minor(s) and the PIP, hereby agree and acknowledge that the School Board shall in no way be liable for any damages of any nature whatsoever which are caused or materially contributed to by the negligence, misfeasance, malfeasance, recklessness, intentional acts, unintentional acts, or any other acts of the undersigned PIP. Furthermore, the parents/guardian of the relevant minor(s), hereby fully release the School Board from any and all damages of any nature whatsoever which relate to, are caused by, or are materially contributed to by the direct or indirect negligence, misfeasance, malfeasance, recklessness, intentional acts, unintentional acts, or any other acts of the undersigned PIP. This release of liability specifically includes, but is not limited to, any and all claims concerning the School Board's supervision, direction, or control of the undersigned PIP, as well as the allowance of the PIP to be present on School Board property or act on School Board property.

The parents/guardian of the relevant minor(s) and the PIP agree and acknowledge that the undersigned PIP shall indemnify, protect, and hold harmless the School Board for any and all damages of any nature whatsoever which are caused or materially contributed to by the negligence, misfeasance, malfeasance, recklessness, intentional acts, unintentional acts, or any other acts of the undersigned PIP. In the event that the School Board incurs any costs, legal fees, or losses resulting from claims or judgments arising out of the negligence, misfeasance, malfeasance, recklessness, intentional acts, unintentional acts, or any other acts of the undersigned PIP, then such PIP agrees to fully reimburse School Board for the same within thirty (30) days of the School Board's presentation of such costs, fees, or losses to the PIP. The undersigned PIP agrees that any amounts not reimbursed within the contractual thirty (30) day period, will incur monthly interest at the statutory rate applying to judgments in effect at the time that such cost, legal fee, or loss is presented to the PIP.

The School Board specifically reserves any and all rights, benefits, and protections afforded to it by Florida Law, whether it be by statute, administrative law, regulation, general law, or common-law. These protections specifically include, but are not limited to those afforded by Section 768.28, Florida Statutes, sovereign immunity, and any other controlling legal precedent. The parents/guardian of the relevant minor(s) and the PIP agree that the provisions of this agreement, and the application of any relevant laws, are to be construed in a manner that is most favorable to the School Board, so as to provide protection, indemnification, and a release of liability to the School Board.

The undersigned PIP agrees to secure a working knowledge of, and abide by, all School Board policies, rules, and procedures while present on School Board property. The undersigned PIP further understands that any observation, collaboration, or provision of private services under this agreement are subject to the consent of the applicable school principal and public instructional personnel as to time and place.

Parent/Guardian _____ PIP _____

SUWANNEE COUNTY SCHOOL BOARD

1740 Ohio Avenue South Live Oak, FL 32064 Phone 386-647-4630 or FAX 386-208-8687

Application to allow Private Instructional Personnel into a SCSD School

Page 5 Completed by the student's Parent/Guardian and the PIP

Print Student's Name _____

We, the parent(s)/guardian of the student and the PIP, have read the information contained within and agree with our responsibilities and acknowledge the Indemnification section of this agreement.

The following completed forms are attached to this agreement. We understand that the packet will not be processed until all forms are completed and provided to the Student Services Office. The approval process may take up to 30 calendar days. Any requests by SCSD for additional documentation may extend the timeline.

____ Signed Authorization for the Release of Information Form (pg. 1)

____ Application (pgs. 2-5)

____ 2023-2024 PIP/RBT and Parent Acknowledgement Form (pg. 6)

____ Signed Confidentiality Statement & Communication Agreement (pg. 7)

____ Private Instructional Provider Initiation Checklist (pg. 8)

____ Student Services Office and Florida Statue (pg. 9)

____ Documentation of Licensure/Certification

____ A copy of a Suwannee County issued vendor badge attached to the top of the packet

This verifies the individual has obtained Level 2 security clearance. As per page 9 of this packet, a Florida Contractor's Badge cannot be submitted in lieu of a SCSD Vendor Badge.

____ Private Behavior Plan or Plan of Care

When submitting a behavior plan, it must contain the procedures and strategies to be used with the applicable sections highlighted to be implemented within the educational setting.

____ Check all boxes that apply (optional - not required):

☐ The PIP carries Professional Liability Insurance including sexual molestation coverage

☐ The PIP carries Workers' Compensation Insurance or Medical Insurance

____ The PIP has provided a Certificate of Insurance naming Suwannee County School Board as an additionally insured party.

____ Proof of employment, on company letterhead, identifying the individual employed by the company matching the proof of insurance (optional - not required).

Parent/Guardian's Signature

Date

Print Parent/Guardian's Name

Private Instructional Personnel's Signature

Date

Print Private Instructional Personnel's Name

Parent/Guardian _____ PIP _____

SUWANNEE COUNTY SCHOOL BOARD

1740 Ohio Avenue South Live Oak, FL 32064 Phone 386-647-4630 or FAX 386-208-8687

Parent/Guardian and PIP/RBT Acknowledgement Form

Page 6 Completed by Parent/Guardian & PIP/RBT

Name of Private Provider (PIP/RBT): _____

Name of Student: _____

Completion of this form is a request to provide services to my child/client named above during the 2023-2024 school year.

FOR THE PARENT/GUARDIAN(S):

My signature below indicates an agreement and understanding of the documents.

Initials	Initials	Acknowledgements and Agreements for the 2023-2024 School Year
		I/We, the parent/guardian(s) of the above-named student, understand that the decision regarding the schedule for services in the school setting is determined by the Public Instructional Provider(classroom teacher), Student Services Office and the school-based administrator.
		I/We understand that approvals may take up to 30 calendar days from the date that all the required documents are received by Student Services Office.
		I have provided an Authorization for Release of Information for the 2023-2024 school year to the Student Services Office.
		I/We understand that services in the school setting may be limited and or stopped in order to ensure public safety and comply with the safety protocols put in place in response to a declared state of emergency.

Parent/Guardian Signature

Print Parent's Name

Date

Parent/Guardian Signature

Print Parent's Name

Date

FOR THE PIP/RBT:

I will implement and comply with all the requirements contained within the completed application for the 2023-2024 school year.

PIP Initials	RBT Initials	Acknowledgements and Agreements for the 2023-2024 School Year
		I/We, the PIP and RBT of the above-named student, understand that the decision regarding the schedule for services in the school setting is determined by the Public Instructional Provider(classroom teacher), Student Services Office and the school-based administrator.
		I/We understand that approvals may take up to 30 calendar days from the date that all the required documents are received by Student Services Office.
		I/We understand that services in the school setting may be limited and or stopped in order to ensure public safety and comply with the safety protocols put in place in response to a declared state of emergency.
		I/We will provide a copy of the data collected in the school setting.

Registered Behavior Technician's Signature

Print Registered Behavior Technician's Name

Date

Supervising Behavior Analyst's Signature

Print Supervising Behavior Analyst's Name

Date

Parent _____ PIP _____

SUWANNEE COUNTY SCHOOL BOARD

1740 Ohio Avenue South Live Oak, FL 32064 Phone 386-647-4630 or FAX 386-208-8687

Confidentiality Statement and Communication Agreement for Private Instructional Personnel who have access to a Suwannee County School District School

Page 7 to be completed by the Private Instructional Personnel (PIP)

Print Student's Current School

Print Student's Name

CONFIDENTIALITY STATEMENT: As a Private Instructional Personnel (PIP) providing services to the above-named student in a Suwannee County School District, I acknowledge that certain information about District's students is contained in records created and maintained by the District for which I may access and this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S. C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related District policies, as amended from time to time, currently available <https://www.suwannee.k12.fl.us/schoolboard>. I further acknowledge that I might observe and/or overhear verbal conversations about District's students that are confidential and protected by the above-named Acts and policies. This confidential information cannot be disclosed unless valid consent is obtained from eligible students or their legal guardians. I agree to protect these records in compliance with FERPA, HIPAA, and District's policy.

I acknowledge that I may create and maintain records pertaining to the above-named student and these records, shared with the District, will be maintained and protected by the District in the same manner as District created records.

I agree that I may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). I represent, warrant, and agree that I will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required for this individual student, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded.

To the extent permitted by law, nothing contained herein shall be construed as precluding either I or the District from releasing such information to the other so that each can perform its respective responsibilities.

I understand that a breach of this Confidentiality Statement shall constitute grounds for the District to terminate my access to the above-named student and/or any other student, at the students' school.

COMMUNICATION AGREEMENT: As a non-School Board employee who is being granted access to a School Board employee's classroom, the following guidelines for positive communication and working environment will be adhered to:

- The PIP will not interrupt the teaching and learning occurring in the classroom setting that is being delivered by the teacher and/or the educational support personnel;
- The PIP will provide any feedback/suggestions on implementation of interventions and strategies to the classroom staff in writing or addressed during a pre-arranged conference/collaboration time;
- The PIP will communicate any changes to the pre-approved/agreed upon schedule to the classroom teacher. If administration requests to be included in this communication regarding schedule changes, the PIP will comply;
- The PIP will not be present for any state or district testing;
- The PIP will not intervene with any other students in the classroom other than the individual student identified above;
- The PIP will not be responsible for supervision of the student identified above;
- The PIP will share a copy of their private Plan of Care/Behavior Intervention Plan and any revisions;
- The PIP will not audiotape, audio file, video or photograph while on the school campus; and,
- The PIP will provide copies of all data collected in the school setting as agreed upon between the PIP and the school.

Private Instructional Personnel's Signature

Print Private Instructional Personnel's Name

Date

SCSD Student Services Office Designee's Signature

Date Signed Statement was received

Parent/Guardian _____ PIP _____

SUWANNEE COUNTY SCHOOL BOARD

1740 Ohio Avenue South Live Oak, FL 32064 Phone 386-647-4630 or FAX 386-208-8687

Private Instructional Provider Initiation Checklist

Page 8 to be completed by Student Services Office

Print Student's Current School _____

Print Student's Name _____

Supervising Behavior Analyst conducted an observation of the student in the school setting. Date of Observation _____

- _____ Private Instructional Personnel and school staff reviewed the School Board's IEP and PBIP (*when applicable*) and the private behavior plan or plan of care.
- _____ School staff collaborated with ESE Department for Behavior/SLP/OT/PT to ensure that private and school-based PBIPs (*when applicable*) or plan of care are aligned and there are no anticipated conflicts between the plans.
- _____ In the event that there are any interventions on the private behavior plan or plan of care that cannot be implemented in the school setting, the Private Instructional Personnel agrees not to implement these interventions in the school setting. If the PIP is supervising an RBT, this will be communicated to the RBT.
- _____ A system is created for the exchange of information between the PIP and the school. School-based staff and PIP will discuss the system to be used which will be: _____
- _____ Reviewed school procedures to include school safety protocols.
- _____ A SCSD staff member MUST be present when an RBT is providing services.
- _____ As per the statute, SCSD and public instructional personnel have consented to the following time and place for the PIP and/or RBT to provide services (*to be completed by SCSD*).

	Monday	Tuesday	Wednesday	Thursday	Friday
Time					
Place					

Private Instructional Personnel's Signature _____

Print Private Instructional Personnel's Name _____

Date _____

SCSD Student Services Office Designee's Signature _____

Date Signed Statement was received _____

Parent/Guardian _____ PIP _____

SUWANNEE COUNTY SCHOOL BOARD

1740 Ohio Avenue South Live Oak, FL 32064 Phone 386-647-4630 or FAX 386-208-8687

Student Services Office

All vendors must follow the district's guidelines which can be found on the district website at <https://www.suwannee.k12.fl.us/>

All vendors are required to be re-fingerprinted every five (5) years.

As per the District's Support Services, a Florida Public Schools Contractor's Badge cannot be submitted in lieu of the SCSD Vendor Badge.

- As per Florida Statute 1012.467, a Florida Public Schools Contractor's Badge allows the person to have access to school grounds when students are present. ***It does not allow the PIP/RBT to have direct contact with students.***
- As per Florida Statute 1012.465, the Vendor Badge issued by Suwannee County School District allows the PIP/RBT to have access to school grounds when students are present and direct contact with students because the applicant has met level 2 screening requirements.

If you do have a Florida Contractor's Badge, please contact SCSD Student Services Department to discuss the process for applying for a SCSD Vendor Badge.

Title XLVIII
EARLY LEARNING-20 EDUCATION CODE

Chapter 1003
PUBLIC K-12 EDUCATION

[View Entire Chapter](#)

1003.572 Collaboration of public and private instructional personnel. —

(1) As used in this section, the term "private instructional personnel" means:

- (a) Individuals certified under s. 393.17 or licensed under chapter 490 or chapter 491 for applied behavior analysis services as defined in 627.6686 and ss. 641.31098.
- (b) Registered behavior technicians who have a nationally recognized paraprofessional certification in behavior analysis and who practice under the supervision of individuals described in paragraph (a) by assisting and supporting such individuals in the provision of applied behavior analysis services. To provide services under this section, a registered behavior technician must be employed by an enrolled Medicaid* provider.
- (c) Speech-language pathologists licensed under s. 468.1185.
- (d) Occupational therapists licensed under part III of chapter 468.
- (e) Physical therapists licensed under chapter 486.
- (f) Psychologists licensed under chapter 490.
- (g) Clinical social workers licensed under chapter 491.

(2) The collaboration of public and private instructional personnel shall be designed to enhance but not supplant the school district's responsibilities under the Individuals with Disabilities Education Act (IDEA). The school as the local education agency shall provide therapy services to meet the expectations provided in federal law and regulations and state statutes and rules. Collaboration of public and private instructional personnel will work to promote educational progress and assist students in acquiring essential skills, including, but not limited to, readiness for pursuit of higher education goals or employment. Where applicable, public and private instructional personnel shall undertake collaborative programming. Coordination of services and plans between a public school and private instructional personnel is encouraged to avoid duplication or conflicting services or plans.

(3) Private instructional personnel who are hired or contracted by parents to collaborate with public instructional personnel must be permitted to observe the student in the educational setting, collaborate with instructional personnel in the educational setting, and provide services in the educational setting according to the following requirements:

- (a) The student's public instructional personnel and principal consent to the time and place.
- (b) The private instructional personnel satisfy the requirements of s. 1012.32 or s. 1012.321.

For the purpose of implementing this subsection, a school district may not impose any requirements beyond those requirements specified in this subsection or charge any fees.

(4) The provision of private instructional personnel by a parent does not constitute a waiver of the student's or parent's right to a free and appropriate public education under IDEA.

Parent/Guardian _____ PIP _____