SCHOOL BOARD POLICY MANUAL

FOR SCHOOL DISTRICT OF

WALTON COUNTY

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APPENDIX A – INDEX

DISTRICT'S MISSION STATEMENT 1.10

Preparing the whole child for a life of success.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.41, 1001.43, F.S.

HISTORY:
ADOPTED: 06/27/213
REVISION DATE(S): 12/15/20
FORMERLY: NEW

SCOPE OF THE SCHOOL DISTRICT 2.10

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.**

LAW(S) IMPLEMENTED: **1001.30, 1001.31, 1001.32, 1001.33, 1001.41, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**
REVISION DATE(S): _____
FORMERLY: AD

MEMBERSHIP OF THE SCHOOL BOARD 2.101

The School Board of Walton County shall consist of five (5) members elected by the vote of the qualified electors of the entire district. Each School Board member shall be a resident of the School Board member residence area from which he/she seeks election. Each member is elected for a term of four (4) years and shall maintain said residency throughout the duration of his/her term of office. "Said residency" means the School Board member residence area from which he/she was elected. Two (2) members shall be elected at the time of the presidential election and three (3) members shall be elected at the time of the gubernatorial election.

I. The office of any School Board member shall be vacant when the member moves his/her residence from the School Board member residence area from which he/she was elected.

II. School Board members may be removed from office under the provisions of Article IV, Section 7, Florida Constitution. Any vacancy on the School Board shall be filled by the Governor's appointment.

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

LAW(S) IMPLEMENTED: **1001.34, 1001.35, 1001.36, 1001.361, 1001.38, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: BBB

ORIENTATION OF BOARD MEMBERS 2.11

I. As soon as possible after the election or appointment of a new Board member, the Superintendent should provide him/her with copies of Florida school laws, State Board of Education rules, School Board rules, contract agreements, the current budget of the District school system and other materials as deemed appropriate by the Superintendent.

II. Each new School Board member should be responsible for attending the state orientation conference following each general election.

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

LAW(S) IMPLEMENTED: **1001.41, 1001.51, F.S.**

HISTORY: **ADOPTED: 06/27/13**
REVISION DATE(S): _____
FORMERLY: BIA

RESPONSIBILITIES AND AUTHORITY OF THE BOARD 2.20

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. The School Board shall operate according to Florida Statutes and State Board of Education rules. 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.

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: 6/27/13
REVISION DATE(S): _____
FORMERLY: BBA

ORGANIZATION AND OFFICERS OF THE BOARD 2.21

I. 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.

II. 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.

III. 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.**

LAW(S) IMPLEMENTED: **100.041, 1001.371, 1001.41, 1001.43, 1001.48, 1001.51, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0692**

HISTORY: **ADOPTED: 10/07/14**

REVISION DATE(S): _____

FORMERLY: BD

BOARD MEETINGS 2.22*

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 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.

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. 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*.

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 two o'clock (2:00 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 determined by the chairperson, 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.

V. Members of the public shall be given a reasonable opportunity to be heard before the School Board takes action on a matter. This requirement does not apply to (a) emergency situations affecting the public health, welfare, or safety, if compliance with this requirement would cause an unreasonable delay in the ability of the School Board to act; (b) an official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations; (c) a meeting exempt from Section 286.011 or (d) a meeting in which the School Board is acting in a quasi-judicial capacity.

A. Citizens wishing to speak at a board meeting must sign a form prepared and collected by the Board's secretary prior to the start of the meeting. Each speaker will be called forward during the designated time on the agenda and will state his/her name.

B. Each speaker shall be allowed a maximum of three (3) minutes to speak unless time is extended by the Board.

C. Speakers addressing the School Board shall not make remarks which are irrelevant to the business of the School Board or which are abusive, threatening, defamatory, obscene, profane, or otherwise of a disorderly nature, or play any CDs, DVDs, or any other audio or video recordings

D. No speaker may yield his or her time to any other person.

VI. The Superintendent may submit an emergency item(s) to the Board after the agenda has been published. The chairperson may refuse to add the item if he/she believes that it is not necessary to take action prior to the next scheduled meeting.

VII. 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.

VIII. 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 Florida Statutes. In such cases the member may abstain. but shall file a memorandum pursuant to requirements of Florida Statutes.

IX. 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.

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.

X. 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.

XI. 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.

XII. 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, 1001.43(10), F.S.**

LAW(S) IMPLEMENTED: **1001.32, 1001.37, 1001.371, 1001.372, 1001.41, 1001.42, 1001.43, 1006.145, F.S.**

HISTORY: **ADOPTED: 10/07/14**

REVISION DATE(S): 10/1/24

FORMERLY: BE, BEDH

Emergency Policy Relating to School Board Meetings 2.221

I. Purpose.

The Board recognizes the need during this health emergency posed by the spread of COVID-19 to hold virtual or telephonic meetings as set forth in the March 17, 2020 Florida Department of Education's Additional Guidance for the 2019-2020 School Year, and for reasons allowed by Executive Order Number 20-69, DOE directive, Attorney General Opinion, or Florida Law (hereinafter referred to as "Directives").

II. Emergency Meetings During This Time.

This Policy modifies and supersedes School Board Policy 2.22 on Board meetings. This Policy is consistent with the directives to address items during this time and hold virtual or telephonic meetings where a quorum of Board members is not required to be physically present at the meeting in order to conduct and vote upon business. These meetings must be accessible to interested members of the public who wish to attend.

III. Public Comment.

In addition, this Policy modifies certain provisions in Policy 2.22 relating to public comment and allows public comment on agenda items through e-mailing comments or by telephonic accessibility through connection information posted on the School Board's website and other available public forums. All emails received two (2) hours prior to the scheduled meeting will be provided to Board members in advance of the meeting. All comments addressed during the meeting will be included in the minutes of the Board meeting. The Meeting Notice shall state:

A. how interested persons can attend virtually and

B. the method for public comments to be made in writing.

IV. Authority.

This policy supersedes any other policy and Policy 2.22 that is not consistent with the language herein relating to these emergency Board meetings.

V. Duration of Policy.

This policy becomes effective upon its emergency adoption. This policy shall remain effective for 90 days or the end of the Governor's State of Emergency, whichever is later.

STATUTORY AUTHORITY: **120.54(4); 120.81(1); 1001.32(2); 1001.42(28), F.S.**

LAW(S) IMPLEMENTED: **120.54(4); 1001.41(1) & (3); 1001.42, including (8); 1001.43, including (10); 1001.48; 1001.49; 1001.51 F.S.**

HISTORY:

ADOPTED: 06/02/20
REVISION DATE(S): _____
FORMERLY: NEW

SCHOOL BOARD RULES 2.23*

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.

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.

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 the principal's office or school library. The school principal shall keep the 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.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 120.52 - .72, 1001.43, F.S.

HISTORY: ADOPTED: 06/27/13
REVISION DATE(S): _____
FORMERLY: BGB

SEVERABILITY OF SCHOOL BOARD RULES 2.231

Sections, paragraphs, sentences, clauses and phrases of the School Board Rules shall be severable. Any phrase, clause, sentence, paragraph or section of the School Board Rules which is declared unconstitutional by the valid judgment of any court of competent jurisdiction shall not affect the constitutionality of any remaining phrases, clauses, sentences, paragraphs and sections of the School Board Rules.

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

LAW(S) IMPLEMENTED: **1001.41, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: BGF

COLLECTIVE BARGAINING AGREEMENTS 2.24

Collective bargaining and any provision of a collective bargaining agreement may not preclude the school board from carrying out its constitutional and statutory duties related to the following:

1. Providing incentives to effective and highly effective teachers;
2. Implementing interventions and strategies to address student performance and attendance;
3. Implementing required student discipline;
4. Implementing school safety plans and requirements;
5. Implementing staff and student recognition programs;
6. Distributing correspondence related to daily operations of schools and/or the district to parents, teachers, and community members;
7. Providing required notice of information readily available on the district's website related to the school board or district operations; or
8. The school district's calendar.

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.**

LAW(S) IMPLEMENTED: **447.309(3), 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 10/1/24

FORMERLY: HN

SCHOOL BOARD ADOPTED PLANS 2.25+

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 may be adopted by reference as part of these rules when required by other Board rules, Florida Statutes, or other controlling requirements.

These include, but are not limited to,

I. Administrative Services

District Emergency Plan

District Five-year Facilities Work Plan

District Master Inservice Plan

District Safety Plan

Educational Plant Survey

Employees' Section 125 Flexible Benefits Plan (Cafeteria Plan)

General Outline of Revenue and Meal Accountability Procedures

Human Resources Management and Development (HRMD) Plan

Project Priority List

Staffing Plan

Strategic Plan

Teacher Handbooks

Transportation Procedures Manual

Volunteer Handbook

II. Instructional and Student Services

After School Child Care Program Manual

Code of Student Conduct

Communications and Technology Plan

Comprehensive Guidance Plan

Dropout Prevention Plan

Elementary Literacy Plan

Guidance Plan

Health Services Plan

Instructional Materials Manual

K-12 Foreign Language Plan

Limited English Proficient (LEP) Plan

Manual for Admissions and Placement for ESE Programs

School Handbooks

School Improvement Plans

Special Programs and Procedures Manual

Student Progression Plan

Supplemental Academic Instruction (SAI) Plan

Title I Choice Plan

Title I Local Educational Agency (LEA) Plan

Title I Parent Communication Plan

Title I Student Prioritization Plan

Truancy Plan

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.41, 1001.43, F.S.

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

STRATEGIC PLANNING 2.255+

I. Overview

A strategic plan shall be adopted by the School Board for achieving the District's vision, goals, and beliefs. Performance standards, assessment procedures for collecting data, benchmarks, and an evaluation process to determine whether the goals are being successfully achieved shall be established. The strategic plan shall include, but not be limited to, the District's mission statement, goals, desired outcomes, objectives, strategies, a detailed action plan, time lines, assessment tools, evaluation criteria, periodic reporting procedures, allocation of financial and human resources, budget appropriations and a process for revision. The School Board shall provide guidance in creating and formalizing the strategic plan and shall collaborate with the Superintendent, District administrators, principals, teachers, support staff, students, parents, and the community during the development, adoption and revisions of the plan.

II. Development

A. Strategic planning shall be a process by which the School Board envisions the District's future status and develops the necessary operations and procedures to achieve the desired results. The process shall initially include self-examination to identify the District's current status, performance gaps and priorities and to collect baseline data for establishing benchmarks and for measuring progress and acceptable levels of performance for programs and services.

B. Goals and objectives shall be

1. Clear and concise statements of expectations and purposes as they relate to programs, operations, departments, services, and positions;

2. Limited in number so that they may be reasonably achievable within designated time lines;

3. Time specific;

4. Measured in a quantitative and qualitative manner;

5. Researched-based, if available and appropriate; and

6. Defined with indicators or specifications for successful achievement.

C. The strategic plan shall include specific strategies for attainment of goals and objectives. Strategies shall be analyzed for effectiveness in leading to the desired outcome and for cost effectiveness.

D. The District's strategic plan shall be results-oriented with a monitoring and evaluation component. Evaluation criteria shall be developed by the Superintendent for operations, programs, and services that are targeted in the strategic· plan and shall be used to measure progress toward achieving the strategic goals.

III. Implementation

A. The Superintendent shall be responsible for implementing the strategic plan.

B. The Superintendent shall establish a management plan that enables School Board employees to direct their efforts to the strategic plan. The action plan shall include particular responsibilities of District staff. Employees shall be given specific directions for establishing daily priorities and for identifying data that needs to be collected to assess whether the goals and objectives are being met.

C. Administrative and instructional staff shall be held accountable for working diligently to achieve the strategic goals directly related to their job responsibilities and to create student success.

D. School improvement plans shall incorporate strategies, resource allocations, and budget appropriations for achieving the District's goals and objectives.

IV. Resources

A. Inservice training shall support the goals and objectives of the plan. Training shall be provided for employees to assist them in their efforts toward achieving the District’s goals.

B. Human and financial resources shall be allocated for and included in the District and school budgets to achieve stated goals, objectives and expectations. The District's financial resources shall focus on the strategic plan and shall provide adequate financial support as set forth in the District budget. The Superintendent shall maximize the allocations of funds to educational and operational programs to achieve the desired results of the strategic plan. A coordinated cycle of budgeting to fund the strategic plan shall be included.

V. Reporting

A. The Superintendent shall provide quarterly written progress reports to the School Board.

B. The School Board shall use the quarterly reports to monitor progress, make revisions, and update the strategic plan as necessary.

C. The dates for the quarterly progress reports shall be included in the District's master calendar.

D. An annual report shall be prepared and distributed to School Board employees, students, parents, and the community about implementation of the strategic plan. Such reports shall include, but not be limited to, the status of achieving the strategic plan, performance levels, cost-efficiency data, and identification of any modifications or revisions to the strategic plan.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.43, 1001.452, 1008.385, F.S.**

HISTORY: **ADOPTED: 10/07/14**

REVISION DATE(S): _____
FORMERLY: NEW

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.26*+

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 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.

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 improvement team.

E. The plan will be reviewed for content, readability and practicality by the District Advisory Council (DAC) which shall make recommendations to the School Board for approval.

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 Department of Education.

III. A two-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. A communication program to inform the public about student performance and educational programs in District and school reports.

V. Funds for schools to develop and implement school improvement plans.

VI. Reporting Procedures

A. To provide the Department of Education with annual feedback on the progress of implementing and maintaining a system of school improvement and education accountability. Items specified in section 1001.42, Florida Statutes, shall be included in all feedback reports.

B. To provide parents with the school financial report including the average amount of money spent per student in the school.

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

LAW(S) IMPLEMENTED: 24.121(5)(c), 1001.10, 1001.42, 1001.43, 1001.452, 1002.20, 1008.33, 1008.345, 1008.385, 1010.01, 1011.01, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.09981

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): 4/03/18

FORMERLY: AE

FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT 2.261*

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, Federal Educational Programs, 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 and develop procedures for a parent to learn about parental involvement, rights and responsibilities including:

A. Opting the minor child from any portion of the school district's comprehensive health education required under section 1003.42, F.S.;

B. Sharing information about school choice options, including controlled open enrollment;

C. Exemptions for immunization requirements;

D. Reviewing statewide, standardized assessment results;

E. Enrollment in gifted or special education programs;

F. Inspecting instructional materials and how to object to instructional materials based on their religious or moral beliefs that the material is harmful;

G. Accessing information about the district's student progression plan, including policies for promotion, retention and graduation;

H. Receiving a school report card and being informed of attendance requirements;

I. Accessing information about the state education system, report card requirements, state standards, attendance requirements and instructional materials requirements;

J. Participating in parent-teacher associations and organizations;

K. Opting out of any district-level data collection effort not required by law;

L. To learn about the nature and purpose of clubs and activities offered at the

minor child's school.

IV. District recognizes the fundamental right of parents, as defined by law, to direct the upbringing, education, and care of their minor children. Important information relating to a minor child should not be withheld, either inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district. Parents have the right to access and review all school records related to the minor child including but not limited to the right to access school safety and discipline incidents as reported pursuant to section 1006.07(7) and (9), F.S.

V. Upon a parent's direct written request to the Superintendent for any of the information required under section 1014.05, the Superintendent has ten (10) days to provide the information. The parent has the right to appeal directly to the School Board if the Superintendent fails to respond or provide the information within ten (10) days. The School Board must hear the appeal at its next public meeting, in accordance with meeting notice requirements.

VI. The District will use a variety of strategies and resources to encourage parent participation in trainings and activities at school. These include, but are not limited to:

A. Providing food at appropriate meal times using federal grant funds.

B. Providing materials, at no cost to the parent(s), to help their child improve academics or behavior.

C. Providing child-care services for young children, at the event, in order to be active in the training or activity.

VII. The District will provide professional opportunities for staff members to enhance understanding of effective parent involvement strategies through the District professional development plan.

VIII. 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.

IX. . 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.

LAW(S) IMPLEMTED: 1000.21, 1001.42, 1001.43, 1001.54,1002.20, 1002.23, 1003.33,1006.07,1008.25, 1012.98 1014et.SegF.S. Every Student Succeeds Act, Title 1, Part A, Subpart 1, Section 1116

HISTORY:

ADOPTED: 10/02/06, 6/27/13

REVISION DATE(S): 04/17/18, 2/1/22

FORMERLY: K_

SPECIAL COMMITTEES OF THE SCHOOL BOARD 2.27

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.**

LAW(S) IMPLEMENTED: **1001.41, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: BDE

SCHEDULE FOR LEGAL ADVERTISEMENTS 2.28

I. The School Board shall inform the general public of certain actions through legal advertisements (*e.g.*, Notices of Public Hearing, Invitation to Bid). Items of interest to the public shall also be advertised.

II. 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.

III. 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.**

LAW(S) IMPLEMENTED: **120.54, 1001.43, 1011.03, F.S.**

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(s): 6/27/13

FORMERLY: KCB

SCHOOL IMPROVEMENT TEAMS 2.30+

I. The School Board authorizes the establishment of a 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.

II. The Superintendent shall develop guidelines for the selection of team members, to outline the duties and functions of a team, and to assist school improvement teams to ensure their active role in school site decision making.

III. School improvement teams 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 in law, rules or regulations.

IV. Regular meetings shall be held. The school improvement team shall determine the date, time, and place of the meetings. All meetings shall be open, public, and subject to Florida Statutes.

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

LAW(S) IMPLEMENTED: **1001.43 1001.452, 1008.345, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: NEW

DISTRICT ADVISORY COUNCIL 2.31+

I. The School Board shall establish a District Advisory Council to serve in an advisory capacity to the Superintendent and to assist in the development of the District's educational program and in the preparation and evaluation of all school improvement plans.

II. The Council shall include representatives from each school in the District and shall include parents, teachers, students, and other citizens who are representative of the ethnic, racial, and economic community served by the Council.

III. The operational guidelines for the District Advisory Council shall set forth procedures for nominating council members and shall specify the length of the council membership term. The guidelines shall also state the duties and functions of the council.

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

LAW(S) IMPLEMENTED: **1001.452, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: BDF

SCHOOL ADVISORY COUNCILS 2.32*+

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 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.

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.

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.

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.

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. Members of the advisory council may attend meetings in person or through the use of telecommunications networks such as telephonic and video conferencing.

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.

LAW(S) IMPLEMENTED: 100.21, 1001.43, 1001.462, 1008, 345, 1012.01, F.S.

HISTORY:

ADOPTED: 2/1/2022

REVISION DATE(S):

FORMERLY:

LEGAL COUNSEL - BOARD 2.40

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.**

LAW(S) IMPLEMENTED: **1001.41, 1001.43, 1012.26, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: BDG

LEGAL COUNSEL – SUPERINTENDENT 2.41

The Superintendent shall have the authority to obtain, at Board expense, an attorney to represent him/her in any legal matter regarding the performance of his/her duties when special counsel is needed beyond the service normally rendered by the School Board attorney.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.26, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

LEGAL SERVICES FOR EMPLOYEES 2.42

I. The School Board may provide legal services for any School Board member or employee who is sued for any action arising out of or in the course of employment by the District.

II. Legal services for School Board employees shall be provided only upon the Superintendent's determination that the employee was at the assigned place of duty and was not guilty of willful neglect of duty, gross negligence, or improper conduct.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.26, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: BDG

PARTICIPATION IN ACTIVITIES 2.50

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.**

LAW(S) IMPLEMENTED: **1001.41, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: BIBA

PROGRAM OF AWARDS 2.60*+

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. Only those awards approved by the Superintendent shall be permitted.

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 noninstructional staffs.

IV. Nonmonetary 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.

VI. An Academic Scholarship Signing Day shall be established to recognize outstanding academic achievement.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.22, F.S.**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): _____

FORMERLY: AEB

PROHIBITING DISCRIMINATION AND OTHER FORMS OF HARASSMENT 2.70*

I. Policy Against Discrimination

A. The School Board of Walton County, Florida prohibits all forms of unlawful discrimination against students, employees and other persons in all aspects of the District's programs, activities and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally protected status or classification under applicable federal, state, or local law including but not limited to (including anti-semitism), color, religion, gender, age, ethnicity, national origin, marital status, pregnancy, sexual orientation, disability, political or religious beliefs, or genetic information. Various state and federal laws establish the actions that do (and do not) constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on a legally-protected status is one form of unlawful discrimination. The School Board of Walton County, Florida also prohibits sexual harassment, and this form of discrimination is governed by Policy 2.71 Title IX Policy Prohibiting Sexual Harassment and Sexual

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, (including anti-semitism), color, religion, gender, age, national or ethnic origin, marital status, sexual orientation, disability political or religious beliefs, disability, handicap or any other distinguishing physical or personality characteristics. .

D. The School Board prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including

harassment) charge, complaint, investigation or lawsuit associated or in connection with this policy.

E. Established grievance procedures and appropriate discrimination complaint forms are available from the Human Resources Department, District Equity Officer, Site Administrators at each school or district office and on the district website. Complaints or inquiries regarding compliance with these regulations may be submitted in writing to:

1. For Employee – Director of Human Resources (District EEO Officer) at (850) 892-1100.
2. For Students – District Equity Officer at (850) 892-1100.
3. Job applicants with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact the Director of Human Resources (District EEO Officer) at (850) 892-1100.
4. Current School District Employees with disabilities requesting accommodations under the ADA may contact the Director of Human Resources (District EEO Officer) at (850) 892-1100.

F. The Superintendent shall submit an annual equity report addressing the district's educational and employment practices as required by Florida's Educational Equity Act.

II. Policy Against Harassment Prohibited by Law Other than Sexual Harassment or Sexual Discrimination

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 applicable state or federal law. The School Board forbids any form of illegal harassment, of any employee, student, volunteer or visitor. The Board will

not tolerate any form of illegal harassment, by any of its employees, students, volunteers or agents.

B. The prohibition against discrimination and 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.

C. Sexual harassment and sexual discrimination definitions, policies and procedures are set forth in Policy 2.71 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

III. Definition of Forms of Prohibited Harassment other than Sexual Harassment or Sexual Discrimination

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, (including anti-semitism), color, religion, national or ethnic origin, age, disability, marital status, citizenship, pregnancy or genetic information, or any other distinguishing physical or personality 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, or

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 physical acts of aggression against a person or his property; 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.

IV. Procedures for Filing Complaint of Discrimination 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 marital status, race, color, national or ethnic origin, religion, age, disability, pregnancy or any other distinguishing physical or personality characteristics by an employee, volunteer, agent or student of the

School District should file a written complaint detailing the alleged harassment with the School Principal, Site Administrator or Supervisor within sixty (60) calendar days of alleged occurrence. 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. Complaints filed with the Principal, Site Administrator, or Supervisor must be forwarded to the District's Equal Employment Opportunity

(EEO) Officer, hereinafter referred to as the Director of Human Resources (Employees or other Adults) or the District Equity Officer (Students) no later than five (5) business days of the filing of the complaint. If the complaint is against the Principal or Site Administrator or Supervisor, the complaint may be filed directly with the Director of Human Resources (Employees or other Adults) or District Equity Officer (Students).

3. If the complaint is against the Director of Human Resources, the District Equity 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 of Harassment

1. Complaints filed against persons other than the Director of Human Resources, District Equity Officer, Superintendent or member of the School Board

a. Upon receipt of the written complaint, the Director of Human Resources or District EEO Officer shall appoint an investigator to conduct an investigation of the allegations in

the complaint. The investigation may be conducted by school personnel or a third party designated by the school district. The investigation will be conducted within thirty (30) business days. The investigator shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. 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 Director of Human Resources or District Equity 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 Director of Human Resources or District Equity Officer along with the summary and recommendation.

b. If the complaint is against the Director of Human Resources or District Equity Officer, the School Board Attorney shall appoint an investigator, who shall 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 Director of Human Resources or District Equity Officer within thirty (30) business days or to the School Board Attorney within thirty (30) business days if the complaint is against the Director of Human Resources or the District Equity Officer. The Director of Human Resources, District Equity Officer or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) business days whether there is reasonable cause to believe a discriminatory practice occurred.

d. If the Director of Human Resources, District Equity Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscrimination policy occurred, he or she shall within ten (10) business days provide notice of the reasonable cause finding to the complainant and the accused. The Director of Human Resources, District Equity 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 Director of Human Resources, District Equity 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/she shall provide, within ten (10) business days, notice of the finding of no reasonable cause to the complainant and accused.

f. The complainant may request that a no reasonable cause finding by the Director of Human Resources, District Equity Officer or School Board Attorney be reviewed by the Superintendent within ten (10) business days of receipt of this notice. The complainant shall provide a 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 Director of Human Resources, District Equity Officer or School Board Attorney to present his or her position. The Superintendent and Director of Human Resources, District Equity Officer or 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) business days of the meeting 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 Director of Human Resources, District Equity Officer or School Board Attorney's determination of no reasonable cause shall be final.

h. The accused may request, within ten (10) business 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/she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent, Director of Human Resources, District Equity Officer or School Board Attorney to present his/her position. The Superintendent and EEO Officer/School Board Attorney must within ten (10) business days of the

meeting prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

i. If review by the Superintendent is not timely requested, the Director of Human Resources, District Equity Officer or School Board Attorney's determination of no reasonable cause shall be final.

j. 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 the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He/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) business days of the informal hearing be forwarded to the accused and the complainant, and a copy will be filed with and maintained in the office of the Director of Human Resources or District Equity Officer.

k. All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

l. Employees may choose to pursue their complaints through the relevant employee grievance procedure instead of the complaint procedure in this policy..

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) business days of receiving the complaint prepare a written summary of his or her 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) business 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 and the

Superintendent or School Board Member shall answer to their constituency.

V. Penalties for Confirmed Discrimination or Harassment

A. 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*.

B. 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.

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

A. 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

B. 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) business days of receipt of a complaint.

VII. A notice relating to nondiscriminatory practices shall appear in a prominent location at each work center and in District publications. The notice shall be available to School Board employees, potential employees, the general public, and students.

VIII. Retaliation Prohibited

A. Any act of retaliation against an individual who files a complaint alleging a violation of the District's antidiscrimination policy or illegal harassment policy or who participates in the investigation of a discrimination or harassment 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 or harassment.

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: 10/02/06**
REVISION DATE(S): 10/07/14, 09/07/21
FORMERLY: GBA, JB, JIA

TITLE IX POLICY 2.71
PROHIBITING SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION

I. Purpose

The School Board of Walton County is committed to maintaining an education and work environment free from discrimination on the basis of sex, including sexual harassment, in compliance with Title IX, 20 U.S.C. § 1681 and 34 C.F.R. part 106. The School District of Walton County, Florida ("District") will address all allegations of sexual harassment or sexual discrimination with a thorough investigation, ensuring due process for the complainant and respondent.

II. Policy

Sexual harassment and sexual discrimination are prohibited in the District, on all District property, and at all District sponsored activities or events. Students and employees who feel that they have been subject to sexual harassment or sexual discrimination are encouraged to file a complaint in accordance with the procedure outlined in this Title IX Policy ("Policy"). Employees who become aware of sexual harassment or sexual discrimination must report to the appropriate personnel so the District can conduct a thorough investigation.

III. Definitions

A. "Actual Knowledge" means notice of Sexual harassment or Sexual Discrimination or allegations of to any employee of the District.

B. "Complainant" means an individual who is alleged to be the victim of conduct that may constitute Sexual Harassment or Sexual Discrimination.

C. "Dating Violence" means violence committed by a person –

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2. Where the existence of such relationship shall be determined based on the consideration of the following factors:

i. The length of the relationship;

ii. The type of relationship;

iii. The frequency of interaction between the persons involved in the relationship.

D. "District" means The School District of Walton County, Florida.

E. "Domestic Violence" means a felony or misdemeanor crime of violence committed by:

1. A current or former spouse or intimate partner of the victim;

2. A person with whom the victim shares a child in common;

3 A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

5. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

F. "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment or Sexual Discrimination against a Respondent and requesting that the District investigate the allegation of Sexual Harassment or Sexual Discrimination.

G. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment or Sexual Discrimination.

H. "Sexual Assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and includes the following:

1. Forcible rape;

2. Forcible sodomy;

3. Sexual assault with an object;

4. Forcible fondling;

5. Incest; and

6. Statutory rape

.I. "Sexual Discrimination" means discrimination based on sex, gender identity, gender expression or sexual orientation.

J. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;

or

3. Sexual Assault, as defined above and in 20 U.S.C. 1092(f)(6)(A)(v), Dating Violence as defined above and in 34 U.S.C. 12291(a)(10), Domestic Violence as defined above and in 34 U.S.C. 12291(a)(8), or Stalking as defined below and in 34 U.S.C. 12291(a)(30).

K. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for his or her safety or the safety of others; or

2. Suffer substantial emotional distress.

L. "Supportive Measures" means non-disciplinary, non-punitive individualized services offered to the Complainant or the Respondent designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter Sexual Harassment or Sexual Discrimination.

M. "Title IX Coordinator" means the District employee designated and authorized to coordinate the District's efforts to comply with its responsibilities to prohibit discrimination on the basis of sex in the District's education programs and activities.

IV. DEFINITIONAL AND JURISDICTIONAL REQUIREMENTS

A. The District will not address allegations of sexual misconduct that does not meet the definition of Sexual Harassment or Sexual Discrimination under this Policy but may address such allegations under another District policy.

B. The District will address all allegations of Sexual Harassment or Sexual Discrimination occurring:

1. At all District schools;

2. At all District events; and

3. Under circumstances over which the District exercised substantial control over both the Respondent and the context in which the Sexual Harassment or Sexual Discrimination occurs.

C. The District will not address allegations of Sexual Harassment or Sexual Discrimination that occurred outside the United States under this Policy but may address such allegations under another District policy.

V, TITLE IX COORDINATOR

The District will employ a designated and authorized administrator to coordinate its compliance with Title IX for students and employees. Such administrator will be known as the Title IX Coordinator. The Superintendent or a designee will notify applicants for employment, students, parents, or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

VI. PROCEDURES

A. . General Provisions

1. Complainants and Respondents will be treated equitably by providing remedies to a Complainant where a determination of responsibility for Sexual Harassment or Sexual Discrimination has been made against the Respondent and by following the grievance process before imposing any

disciplinary sanction or other action, other than Supportive Measures, against the Respondent.

2. The Title IX Coordinator, Investigator, Decision-Maker, or any other person designated to facilitate an informal resolution process shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

3. A Respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

4. The standard of evidence for all complaints of Sexual Harassment or Sexual Discrimination through the grievance process is preponderance of the evidence.

5. The District will make Supportive Measures available to the Complainant and Respondent throughout the grievance process.

6. Any allegations not involving Sexual Harassment or Sexual Discrimination will be addressed through the procedures outlined in the appropriate School Board Policies or applicable provisions of the Code of Student Conduct.

7. The timelines set forth in this Policy may be subject to a temporary delay of the grievance process or an extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities.

B. Reporting Sexual Harassment or Sexual Discrimination

1. Any person may report Sexual Harassment or Sexual Discrimination, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Sexual Harassment or Sexual Discrimination, in person, by mail, by telephone, or by electronic mail, using

the Title IX Coordinator's contact information as published on the District website at www.walton.k12.fl.us.

2. District employees are required to report allegations or observations of Sexual Harassment or Sexual Discrimination promptly to the Title IX Coordinator. Any District employee who has independent knowledge or receives a report involving allegations of Sexual Harassment or Sexual Discrimination must promptly notify the Title IX Coordinator of such information or report.

3. If a complaint alleges abuse of a student, or if such information is discovered in the course of the investigation of the complaint, the information shall be immediately reported to the Department of Children and Families Central Abuse Hotline as required by law and in accordance with School Board Policy 2.80.

4. When a report of Sexual Harassment or Sexual Discrimination is made, the Title IX Coordinator, or designee, shall promptly contact the Complainant, as well as the Complainant's parent or guardian if the Complainant is under eighteen (18) years of age or under guardianship, to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

5. The Superintendent or designee shall designate a school-based administrator at each school to serve as the Title IX Liaison to work with the Title IX Coordinator to implement this Policy.

6. It is a violation of this policy for a Complainant, Respondent, and/or witness to knowingly making false statements or knowingly submit false information during the grievance process, including intentionally making a false report of Sexual Harassment or Sexual Discrimination or submitting a false Formal Complaint. The Board will not tolerate such conduct and, if substantiated, will result in disciplinary action.

C. Emergency Removal

1. A Respondent may be removed from Respondent's school, program, or activity on an emergency basis if the site administrator determines, after consulting with the Title IX Coordinator, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety

of any student or other individual arising from the allegations of Sexual Harassment or Sexual Discrimination justifies removal.

2. If a student Respondent is removed under this provision, the District will notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal.

3. If a Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process.

4. For all non-student and non-employee Respondents, the District retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or Sexual Discrimination or otherwise.

D. Formal Complaint of Sexual Harassment or Sexual Discrimination

1. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information listed for the Title IX Coordinator.

2. When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its grievance process, as set forth herein.

3. A Formal Complaint must be signed by the Complainant or the Title IX Coordinator.

4. Following the filing of a Formal Complaint, and absent a dismissal, notice must be sent to both the Complainant and Respondent.

5. The District shall dismiss a Formal Complaint if the conduct alleged in the Formal Complaint:

i. Would not constitute Sexual Harassment or Sexual Discrimination, as defined in this Policy, even if proved;

ii. Did not occur in the District's education program or activity; or

iii. Did not occur against a person in the United States.

6. The District may dismiss a Formal Complaint if:

i. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegation therein;

ii. The Respondent is no longer enrolled in or employed by the District;

iii. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

7. If a Formal Complaint is dismissed, the Title IX Coordinator must promptly send written notice of the dismissal and the reasons therefore simultaneously to the Complainant and Respondent.

8. The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment or Sexual Discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment or Sexual Discrimination arise out of the same facts or circumstances.

9. A Complainant may appeal a dismissal by following the procedures outlined in this Policy.

E. Informal Resolution Process

1. Under no circumstances shall a Complainant be required as a condition of enrolling or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment or Sexual Discrimination. Similarly, no party shall be required to participate in an informal resolution process.

2. The Title IX Coordinator may offer the Complainant and Respondent the opportunity to participate in an informal resolution process.

3. The informal resolution process may be used at any time prior to the Decision-Maker reaching a determination regarding responsibility.

4. If the Title IX Coordinator proposes an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

   i. The allegations;

   ii. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and

   iii. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

5. The Title IX Coordinator shall obtain from the Complainant and Respondent their voluntary, written consent to the informal resolution process before commencing the informal resolution process.

6. The informal resolution process is not available to resolve allegations that a District employee sexually harassed a student.

F. Investigation of a Formal Complaint of Sexual Harassment or Sexual Discrimination

1. In conducting the investigation of a Formal Complaint and through the grievance process, the burden of proof and the burden of gathering

evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

2. All Investigators will be trained to conduct Sexual Harassment and Sexual Discrimination investigations.

3. As part of the investigation, the Complainant and Respondent have the right to:

   i. Present witnesses and other inculpatory and exculpatory evidence; and

   ii. Be accompanied to any meeting or interview by the advisor of their choice, who may be, but is not required to be, an attorney.

4. The District will provide any party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

5. Both the Complainant and Respondent will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

6. After the investigation but prior to completion of the investigative report, the Investigator will send a summary of the evidence to the Complainant and Respondent for inspection in an electronic format or hard copy. The parties will have ten (10) business days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

7. At the conclusion of the investigation, the Investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The Investigator will send the investigative report in an electronic format or a hard copy at least ten (10) business days prior to the Decision-Maker issuing a determination regarding responsibility.

G. Determination of Responsibility

1. The Title IX Coordinator shall appoint a Decision-Maker to issue a determination of responsibility. The Decision-Maker cannot be the same person as the Title IX Coordinator or the Investigator.

2. In making the determination of responsibility, the Decision-Maker is directed to use the "preponderance of the evidence" standard. The Decision-Maker is charged with considering the totality of all available evidence, from all relevant sources.

3. After the Investigator sends the investigative report to the Complainant, Respondent, and Decision-Maker, and before the Decision-Maker reaches a determination regarding responsibility, the Decision-Maker will afford each party three (3) business days to submit written, relevant questions that a party wants asked of any party or witness. Each party or witness will then have five (5) business days to respond to such questions. The Decision-Maker will then provide each party with the answers and allow two (2) business days for additional, limited follow-up questions from each party. Each party or witness will then have two (2) business days to respond to such questions. The Decision-Maker must explain to the party proposing the questions any decision to exclude a question as not relevant. All correspondence may be in electronic format or hard copy.

4. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

5. The Decision-Maker will issue a written determination regarding responsibility. The written determination will include the following content:

   i. Identification of the allegations potentially constituting Sexual Harassment or Sexual Discrimination pursuant to this Policy;

   ii. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any

notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

iii. Findings of fact supporting the determination;

iv. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and disciplinary sanctions the Decision-Maker is recommending that the District impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant; and

v. The procedures and permissible bases for the Complainant and Respondent to appeal.

6. The Decision-Maker will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

7. In imposing a disciplinary sanction or consequence, the District will consider the severity of the incident, previous disciplinary violations, if any, and any mitigating circumstances.

8. The Title IX Coordinator is responsible for effective implementation of any remedies.

9. The written determination may be appealed by either party in accordance with the process outlined in Section G below.

VII. APPEALS

A. Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

B. Any party wishing to appeal the Decision-Maker's determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) business days after receipt of the Decision-Maker's determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

C. . Nothing herein prevents the District from imposing any remedy, including disciplinary sanction, while the appeal is pending.

D. As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

E. The Decision-Maker for the appeal shall not be the same person as the Decision-Maker that reached the determination regarding responsibility or dismissal, the Investigator, or the Title IX Coordinator. The Decision-Maker for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and shall receive the same training as required of other Decision-Makers.

F. Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

G. The Decision-Maker for the appeal shall determine when each party's written statement is due.

H. The Decision-Maker for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original Decision-Maker's determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error or a compelling rationale for overturning or modifying the original determination. The written decision will be provided simultaneously to both parties.

I. The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies and disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the Decision-Maker for the appeal's decision is delivered to the Complainant and the Respondent.

VIII. RECORDKEEPING

A. The District will maintain for a period of seven (7) years records related to a report or Formal Complaint of Sexual Harassment or Sexual Discrimination.

B. Records maintained for a period of seven (7) years include:

1. Any Sexual Harassment or Sexual Discrimination investigation including any determination regarding responsibility, any disciplinary sanctions recommended or imposed on the Respondent, and any remedies provided to the Complainant;

2. Any appeal and the result therefrom;

3. Any informal resolution and the result therefrom; and

4. All materials used to train Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process.

IX. TRAINING

A. The District's Title IX Coordinator, along with any Investigator, Decision- Maker, or person designated to facilitate an informal resolution process, must receive training appropriate to designated role on:

1. The definition of Sexual Harassment or Sexual Discrimination;

2. The scope of the District's education program or activity;

3. How to conduct an investigation and implement the grievance process, appeals, and informal resolution processes, as applicable; and

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

B. The District will make its training material publicly available.

X. RETALIATION

A. Retaliation Prohibited

1. No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this Policy, or because the individual made a report of complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this Policy.

2. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment or Sexual Discrimination, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this Policy, constitutes retaliation.

3. Retaliation against a person for making a report of Sexual Harassment or Sexual Discrimination, filing a Formal Complaint, or participating in an investigation, is a serious violation of this Policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

4. Disciplining an individual for knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or Sexual Discrimination or submitting a false Formal Complaint shall not constitute retaliation, provided, however, that a determination regarding responsibility for the alleged Sexual Harassment or Sexual Discrimination alone, is not sufficient to conclude that any individual made a false statement in bad faith.

STATUTORY AUTHORITY: 120.54, 120,81(1), 1001.32(2), 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 20 U.S.C., 1681 et seq., Title IX of the United States Education Amendments of 1972, 34 CFR 106, 1000.05, 1000.21, 1001.32, 1001.33, 1001.41, 1001.42(4) & (8), 1001.43, 1003.31, 1012.23, F.S.

HISTORY: ADOPTED: 09/07/21

NEW

REPORTING CHILD ABUSE 2.80

I. Definitions

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 o*ccurs 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.

D. *Parent* is either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of the parent.

II. Prohibition Against Child Abuse, Abandonment or Neglect

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.

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.

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 may be suspended or reassigned 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 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.**

LAW(S) IMPLEMENTED: **39.0015, 39.01, 39.201, 39.202, 39.203, 39.205, 39.206, 1000.21, 1001.43, 1006.061, F.S.**

HISTORY: **ADOPTED: 10/02/06, 6/27/13**

REVISION DATE(S): _____

FORMERLY: JLF

TOBACCO USE IN DISTRICT FACILITIES 2.90

All uses of tobacco products in any form including synthetic tobacco and use of electronic cigarettes are prohibited in any District-owned facility. Use of tobacco products may be allowed in a place(s) designated by the Superintendent or designee, which is not in the view of students and the public.

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

LAW(S) IMPLEMENTED: **386.201 – 386.209, 1001.43, F.S.**

HISTORY: **ADOPTED: 10/02/06**

REVISION DATE(S): 10/07/14

FORMERLY: GBED, JICG, KFA

WELLNESS PROGRAM 2.95*+

On June 30, 2004, Congress passed Section 204 of Public Law 108-265, of the Child Nutrition and WIC reauthorization Act of 2004. This law requires each local education agency participating in a program, authorized by the Richard B. Russell National School Lunch Act (42 USC 1751 et.seq.) or the Child Nutrition Act of 1966 (42 USC 1771 et.seq.), to establish a local school wellness policy by July 1, 2006. In 2010, additional requirements were set forth under Section 204 of the Healthy, Hunger-Free Kids Act. This policy incorporates federal law as well as Chapter 5P-1.003(2)(d) of Florida Administrative Code (FAC).

I. Philosophy

The Walton County School District believes that a healthy school environment goes beyond the meals in the cafeteria. Maintaining a healthy lifestyle and weight require a combination of healthy food choices and an appropriate amount of physical activity. A healthy and physically active child is more likely to be academically successful. Children and youth who begin each day as healthy individuals can learn more and learn better and are more likely to complete their formal education. The District also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

A. Walton County School District will assemble a representative wellness committee that will meet biannually to evaluate and set goals for the development, implementation and periodic review and update of its local school wellness policy.

1. The Chief Nursing Officer shall ensure overall compliance with the local school wellness policy.

2. Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public shall be

permitted to participate in the development, implementation and periodic review and update of the local school wellness policy.

B. Each school within Walton County School District will establish an ongoing Healthy School Team that will meet biannually to ensure compliance and facilitate implementation of Walton County School District's wellness policy.

1. The school principal and local school staff shall have the responsibility to comply with federal and state regulations as they relate to the local school wellness policy.

2. In each school, the principal or designee will be responsible for establishing the Healthy School Team that will ensure compliance with the policy.

3. The Healthy School Team will include, but not be limited to, the following stakeholders: parents, students, school food service program representatives, school administrators, school health professionals, physical education teachers and the public.

4. The Healthy School Team will be responsible for:

a. Ensuring compliance with federal and state regulations for competitive food and beverage items sold on the school campus (7 CFR 210.11 and FAC 5P-1.003).

b. Maintaining a school calendar identifying the dates when exempted competitive food fundraisers will occur in accordance with the frequency specified in paragraph (c) of FAC 5P-1.003,

c. Reporting its school's compliance of the aforementioned regulations to the Chief Nursing Officer, the person

responsible for ensuring overall compliance with the local school wellness policy.

C. Walton County School District will review and consider evidence-based strategies and techniques in establishing goals for nutrition promotion and education, physical activity and other school-based activities that promote student wellness to, at a minimum, include a review of Smarter Lunchroom tools and techniques.

II. Nutrition

Academic performance and quality of life issues are affected by the choice availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn. Students will be encouraged to start each day with a healthy breakfast. Menus will be in compliance with the new pattern requirements issued by the USDA (Healthy, Hunger-Free Kids Act of 2010).

- The school environment, including the cafeteria and classroom, shall provide clear and consistent messages that promote and reinforce healthy eating.

- Students will have access to useful nutrition information. Posters, worksheets and brochures will be available in classrooms and throughout the school campus.

A. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Nutrition Services Department or contracted vendors. Menu and product selection shall utilize student, parent, staff and community advisory groups whenever possible. Menus are posted in the schools, announced via school media productions, and posted on websites, included in monthly newsletters and local news media.

B. Nutrition services policies and guidelines for reimbursable meals shall not be more restrictive than federal and state regulations require.

C. A la carte offerings to students shall be nutritious and meet federal recommended guidelines. A student must buy a lunch or bring one from home to be eligible to purchase a la carte items.

D. Vending Machines: The sale of food and beverage items to students in competition with the District's food service program is prohibited, including those items classified as "foods of minimum nutritional value" as listed in the Code of Federal Regulations 21. Provided, however, school organizations approved by the School Board are permitted to sell these items only in secondary schools thirty (30) minutes following the close of the last lunch period. Proceeds from the sale of foods and beverages items during the school day shall accrue to the food service program or to a school organization approved by the School Board.

E. Free water must be made readily available to children during lunch.

F. Schools must offer fat free or low-fat milk varieties.

G. Ensure students are offered both fruits and vegetable every day of the week, substantially increasing offerings of whole grain rich foods.

H. Limit calories based on age of children being served to ensure proper portion size.

I. Increase focus on reducing the amounts of saturated fat, trans fat and sodium.

J. Fundraising

1. Fundraising efforts will be supportive of healthy eating by complying with all applicable regulations and nutrition standards for competitive foods while also emphasizing the sale of nonfood items.

2. No fundraisers that include the sale of food items will occur until thirty (30) minutes after the conclusion of the last designated meal service period.

3. The school board is permitted to grant a special exemption from the standards for competitive foods as specified below for the purpose of conducting infrequent school-sponsored fundraisers, not to exceed the following maximum number of school days per school campus each school year:

School Type	Maximum Number of School Days to Conduct Exempted Fundraisers
Elementary Schools	5 days
Middle/Junior High Schools	10 days
Senior High Schools	15 days
Combination Schools	10 days

4. Each school's Healthy School Team will maintain a school calendar identifying the dates when exempted competitive food fundraisers will occur. (FAC 5P-1.003)

III. Policy for Food and Beverage Marketing

A. School-based marketing will be consistent with policies for nutrition education and health promotion. As such the following guidelines apply:

1. Schools will only be allowed to market and advertise those foods and beverages that meet or exceed USDA's Smart Snacks in School nutrition standards.

2. Marketing activities that promote healthful behaviors (and are therefore encouraged) include: vending machine covers promoting water, pricing structures that promote healthy options in a la carte lines or vending machines, sales of fruit for fundraisers and coupons for discounted gym memberships.

IV. Nutrition Standards for All Foods Sold in School

A. Competitive Food Sales

1. All foods and beverages sold on the school campus to students outside of reimbursable school meals are considered “competitive foods,” and must comply with the nutrition standards for competitive food as defined and required in 7 CFR 210.11.

a. School campus means, for the purpose of competitive food standards implementation, all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

b. School day means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day.

2. The Food and Nutrition Services department will comply with the provisions set forth in Federal law regarding the sale of competitive food and foods of minimal nutritional value. The Food and Nutrition Services department shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time other school organizations may begin to sell food and beverage items in accordance with the School Board’s wellness policy and with principal approval.

3. Accordingly, all foods and beverages for sale to students on campus from vending machines, from school stores, or as fund-raisers by student clubs and organizations, parent groups, or boosters shall

comply with the current USDA dietary guidelines for Americans and the USDA Smart Snacks in Schools regulations, applicable State law, and Florida Administrative Code rule, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

4. Unless being sold by the Walton County School District food service program, it is impermissible for any competitive food item sold to students during the school day to consist of ready-to-eat combination foods of meat or meat alternative and grain products, as defined in 7 CFR 210.10 and 210.11 (FAC 5P-1.003).

B. General Nutrition Requirements

1. Water - Free water must be readily available to children during breakfast and lunch.

2. Whole Grains – All snack foods sold in schools must be whole grain rich, this means they contain at least 50% whole grains, have whole grains as the first ingredient, or have a fruit, vegetable, dairy product, or protein rich food as the first ingredient.

3. Calories - Snacks must contain more than 200 calories. A la carte entrees must contain no more than 350 calories.

4. Sugar - Snacks must contain no more than 35% sugar by weight.

*Exceptions exist for dried fruit without added sugars and even for some that have added nutritive sweeteners that are required for processing and/or palatability purposes.

5. Sodium - Snacks must contain no more than 200mg of sodium. A la carte entrees must contain no more than 480mg or less of sodium.

6. Fat - Total fat must be no more than 35% of calories. Saturated fat must be no more than 10% of Calories. There must be no trans-fat in the package as served.

7. Exemptions

   a. Entrees served in the NSLP/SBP on the day of service and the following school day.

   b. Fresh, frozen or canned fruits and vegetables with no added ingredients, except water, which are packed in 100% juice, extra light syrup or light syrup.

   c. Reduced fat cheese, nuts, seeds and nut/seed butters, as well as seafood and whole eggs with no added fat are exempt from the total fat and saturated fat standards.

8. Beverages

   a. Allowable beverages are limited to plain water (carbonated or non-carbonated), low-fat milk (unflavored), nonfat milk (flavored and unflavored), nutritionally equivalent milk alternatives, full strength fruit and/or vegetable juices, and full-strength fruit and vegetable juices diluted with water or carbonated water.

   b. Beverages must be caffeine free for elementary and middle school.

   c. Beverage portion limits: 8 fluid ounces for elementary school and 12 fluid ounces for middle and high school

9. High School

a. Calorie free beverages are allowable in up to 20 ounce containers (less than 5 calories per 8 ounce serving and no more than 10 calories per 20 fluid ounces).

b. Lower calorie drinks are allowed with up to 40 calories per 8 ounces or 60 calories per 12 ounces.

c. Caffeine is permitted.

C. Special Note - These rules only apply to food sold to students. These rules do not apply to food brought from home for lunch, or for birthday parties, off-campus fundraisers, athletic events, and school plays, or for foods sold during non-school hours (30 minutes after school.)

V. Standards for Food and Beverages Available During the School Day that are Not Sold to Students

A. The school will provide parents and teachers a list of ideas for healthy celebrations/parties, rewards and fundraising activities.

B. Class parties or celebrations shall be held after the lunch period and only foods that meet the Smart Snacks in School nutrition standards can be served.

C. Schools will limit celebrations that involve food during the school day to no more than one party per class per month.

VI. Nutrition and Health Education

Nutrition education shall be provided that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors. Nutrition topics shall be integrated within the comprehensive health education curriculum in each grade level. The Walton County Health Department along with other community resources can provide nutrition and health educational programs for classroom presentations upon request. Healthy living skills shall be taught to provide the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention. The Walton County School Health Services Plan. addresses the coordination of activities to promote healthy living. Comprehensive School Health Staff from the Walton County Health Department will provide health educational programs upon request.

A. Each school shall provide nutrition and health educational programs.

B. Students shall have access to valid and useful health information.

C. Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day.

D. Students shall be taught communication, goal setting and decision-making skills that enhance personal, family and community health.

VII. Physical Education and Activity

Physical education and physical activity shall be an essential element of each school's instructional program. The program shall provide the opportunity for students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity. Physical education and activity will be provided by Board approved personnel.

A. All elementary school students will have at least 20 minutes of daily recess. Each school will provide space, equipment and an environment conducive to safe and enjoyable play.

B. Students will have additional opportunities for physical activity through before- and afterschool activities or other activity programs. Students will be encouraged to participate in community-offered fitness and athletic programs.

VIII. Physical Education Program

The physical education program shall be designed to encourage physical activity and encourage healthy, active lifestyles. The program shall consist of physical activities that are sufficient to provide a significant health benefit to students, subject to the differing abilities of students.

A. Requires each district school board to include the availability of one-on-one counseling concerning the benefits of physical education in their written physical education policy.

B. Continues to require 150 minutes each week for students in grades K-5 and requires at least 30 consecutive minutes of physical education on any day during which physical education instruction is conducted.

C. Requires the equivalent of one class period per day of physical education for one semester of each year for students enrolled in grades 6-8.

D. Provides waiver options for students and requires that each district school board is required to notify parents of waiver options prior to scheduling a student in physical education.

E. High school students must have one credit of a HOPE physical education course for graduation purposes.

F. Students electing one of the three-year, 18 credit graduation options do not have to meet the high school requirement and may use the physical

education courses listed as elective credit. Students may waive a portion or all of these requirements only to the extent permitted by state law.

IX. Health Services

An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will

improve the mental and physical health of students and staff. The Walton County School District and the Walton County Health Department are required by Florida Statute 381.0056 to jointly develop a School Health Services Plan. Each school is provided with a licensed nurse.

A. Primary coordination of health services shall be through a licensed nurse with the support and direction of the Walton County School District and the Walton County Health Department.

B. A coordinated program of accessible health services shall be provided, to students and staff and may include violence prevention, school safety, communicable disease prevention, health screening [including Body Mass Index (BMI)], community health referrals, immunizations, parenting skills, first aid and other priority health education topics.

X. Family, School and Community Partnership

A. Long term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

B. Family, student and community partners shall be included on an ongoing basis in school and district wellness planning processes. The equality and diversity of the school and district community shall be valued in the planning and implementation.

XI. Staff Wellness

The district, and each work site, shall provide information about wellness resources and services to assist in identifying and supporting the health, safety and well-being of site staff.

A. Employees shall be encouraged to engage in daily physical activity before or after work hours in site-sponsored programs or as part of a local fitness facility.

B. Wellness flyers will be provided to all District employees on a quarterly basis. This will be known as Wellness Wisdom.

XII. Evaluation and Monitoring

To ensure compliance each school administrator, or their designee, will coordinate win staff members to complete a compliance checklist at the end of each school year. The Wellness Committee members will meet to review the policy and revise as necessary, based on the results of the compliance checklist. The results will be shared with the School Board each year. See Appendix I for a sample of the checklist.

XIII. Triennial Progress Assessments

A. Walton County School District will develop a triennial assessment to measure compliance with Walton County School District's wellness policy. This assessment will include, but is not limited to, the following:

1. The extent to which schools under the jurisdiction of Walton County School District are in compliance with the local school wellness policy;

2. The extent to which the local school wellness policy compares to model wellness policies; and

3. A description of the progress made in attaining the goals of the local school wellness policy.

B. Informing the Public

The Walton County School District will ensure the wellness policy, information and updates to and about the wellness policy and the triennial assessment are available to the public at all times.

1. The Walton County School District will ensure the most updated version of the wellness policy and the triennial assessments are always available on the school website for the public to view.

2. Wellness goals and policy updates will be provided to students, parents and staff on a monthly basis. Wellness updates may be provided in the form of handouts, Walton County School District website, articles and information provided in each school's newsletter, presentations and through other appropriate means to ensure that the community in the district is informed and that public input is encouraged.

3. Each school will provide all parents with a complete copy of the local school wellness policy at the beginning of the school year and make the policy available to the public by posting it on Walton County School District's website.

C. Community Involvement

Walton County School District is committed to being responsive to community input, which begins with awareness of the wellness policy. Walton School District will actively communicate ways in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public can participate in the development,

implementation and periodic review and update of the local school wellness policy through a variety of means, including:

1. The school will consider student needs in planning for a healthy nutrition environment. Students will be asked for input and feedback through the use of surveys and attention will be given to their comments.

2. Walton County School District will use electronic mechanisms, such as email or displaying notices on Walton County School District's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of and updates to the wellness policy, as well as how to get involved and support the policy.

3. At the final public school board meeting of each year. the local school wellness policy will be discussed and all stakeholders will be asked to provide feedback on the policy. All comments and recommendations will be reviewed and considered.

D. Record Keeping

Walton County School District will retain records to document compliance with the requirements of the local school wellness policy at 145 Park Street, DeFuniak Springs, FL 32435. Documentation kept in this location will include, but is not limited to, the following:

1. The written local school wellness policy;

2. Documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction;

3. Documentation demonstrating compliance with the public notification requirements (consistent with the section on informing/updating the public); and

4. Documentation demonstrating compliance with community involvement requirements.

STATUTORY AUTHORITY: **381.0056, 1001.41, 1001.42, 1001.43, 1003.42, 1003.429, 1003.43, 1003.455, 1006.06, 1006.0606, F.S.**

LAW(S) IMPLEMENTED: **CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*) RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT P.L. 108-265 USDA HEALTHY, HUNGER-FREE KIDS ACT OF 2010, PUBLIC LAW 111-296**

STATE BOARD OF EDUCATION RULE(S); **6A-7.0411**

HISTORY: **ADOPTED: 6/19/2006**
REVISION DATES: 9/4/2007, 7/2008, 7/2009, 6/2010, 6/2011, 6/2012, 10/2016, 6/19/2018
FORMERLY: NEW

ADMINISTRATIVE ORGANIZATION 3.10*

The administrative head of each school is the school principal. The District also appoints assistant principals and Teachers on Special Assignment (TSAs) to the schools 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 supervisors, directors and coordinators. The Superintendent shall prepare and submit annually an organizational chart which shall serve as a guideline for organizing administrative responsibilities within the system.

Refer to Organizational Chart.

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

LAW(S) IMPLEMENTED: **120.53, 1001.42, 1001.43, 1012.27, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: CC

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS 3.101

It is the policy of the Walton County School District that the district will not discriminate against a student, parent, or school personnel on the basis of a religious viewpoint or religious expression.

I. Student Expression of Religious Viewpoints

A. Walton County School District will treat a student's voluntary expression of a religious viewpoint on an otherwise permissible subject in the same manner that a school district treats a student's voluntary expression of a secular viewpoint.

B. A student may express his or her religious beliefs in coursework, artwork, and other written and oral assignments free from discrimination. A student's homework and classroom assignments shall be evaluated, regardless of their religious content, based on expected academic standards relating to the course curriculum and requirements.

C. A student may not be penalized or rewarded based on the religious content of his or her work if the coursework, artwork, or other written or oral assignments require a student's viewpoint to be expressed.

II. Religious Clothing, Jewelry and Accessories

A student may wear clothing, accessories, and jewelry that display a religious message or symbol in the same manner and to the same extent that secular types of clothing, accessories and jewelry that display messages or symbols are permitted to be worn.

III. Students Engaging in Religious Activities and Expression at School

A. A student may pray or engage in religious activities or religious expression before, during, and after the school day in the same manner and to the same extent that a student may engage in secular activities or expression.

B. A student may organize prayer groups, religion clubs, and other religious gatherings before, during, and after the school day in the same manner and to the same extent that a student is permitted to organize secular activities and groups.

IV. Employees Engaging in Religious Activities and Expression at School

A. Walton County School District may not prevent school personnel from participating in religious activities on school grounds that are initiated by students

at reasonable times before or after the school day if such activities are voluntary and do not conflict with the responsibilities or assignments of such personnel.

B. Walton County School District must comply with the federal requirements in Title VII of the Civil Rights Act of 1964, which prohibits an employer from discriminating against an employee on the basis of religion.

V. Equal Access to School Facilities

A. Walton County School District shall give religious groups access to the same school facilities for assembling as given to secular groups without discrimination based on the religious content of the group's expression.

B. A group that meets for prayer or other religious speech may advertise or announce its meetings in the same manner and to the same extent that a secular group may advertise or announce its meetings.

VI. Limited Public Forum Required for Student Speakers

Walton County School District is required to establish

A. Must provide the forum in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint on an otherwise permissible subject;

B. Must provide a method based on neutral criteria for the selection of student speakers at school events, activities, and graduation ceremonies;

C. Must ensure that a student speaker does not engage in obscene, vulgar, offensively lewd, or indecent speech; and

D. Must state in oral or written form that the student's speech does not reflect the endorsement, sponsorship, position, or expression of Walton County School District. Walton County School District must deliver this required disclaimer at all graduation events and at any other event where a student speaks publicly.

E. Student expression of a religious viewpoint on an otherwise permissible subject may not be excluded from the limited public forum.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 120.53, 1001.42, 1001.43, 1012.27, F.S.

HISTORY:

ADOPTED: 8/05/25
REVISION DATE(S): _____
FORMERLY: NEW

SCHOOL SITE DECISION MAKING 3.12*+

The Superintendent shall design and recommend to the School Board for approval a school-based management plan which provides for delegation of decision making authority and for involvement of principals, assistant principals, teachers, parents, as defined by Florida Statutes, and the community in reaching these decisions. This plan shall embody a high degree of local control, but with a strong and viable element of accountability for the goals and objectives addressed through the School Board approved comprehensive education plan.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.42, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: CFD

SUICIDE PREVENTION 3.14+

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

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

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

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

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

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

V. Florida Statute 1003.42 required instruction of 5 hours of mental health instruction for grades 6-12 will be implemented annually through developmentally appropriate instruction and skill building and will address, at a minimum, the following topics: (1) Recognition of signs and symptoms of mental health disorders; (b) Prevention of mental health disorders; (c) Mental health awareness and assistance; (d) How to reduce the stigma around mental health disorders; (e) Awareness of resources, including local school and community resources: (f) The process for accessing treatment; (g) Strategies to develop health coping techniques; (h) Strategies to support a peer, friend, or family member with a mental health disorder; (i) Prevention of suicide; and (j) Prevention of the abuse of and addiction to alcohol, nicotine, and drugs.

VI. The Principal shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to a school-based mental health services provider to perform either the C-SSRS or SAFE-T suicide risk assessment prior to determining whether the student requires an involuntary examination (Baker Act).

A. Annually the District and local mobile response teams coordinate with each other on the suicide screening assessment tool to be used to ensure they are using the same screening instrument.

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

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

STATE BOARD OF EDUCATION RULE(S):

HISTORY:

ADOPTED: 5/04/21
REVISION DATE(S): 2/7/2023
FORMERLY: NEW

RECORDING OF PARENT-STAFF MEETINGS 3.17

I. For purposes of this policy, a recording is defined as the capture of a person's individual voice or images (i.e. pictures/video) through audio tape, digital, personal communication devices (i.e. smart phones) or other electronic means.

II. The requirements of this policy shall not be interpreted to be in conflict with the requirements of Policy 5.37 – Student Use of Cellular Telephones and Other Communication Devices. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competition, plays, musical performances, awards ceremonies, and graduation.

III. In general, the recording of parent-staff meetings is prohibited. Video recording of parent-staff meetings is strictly prohibited. Audio recording of parent-staff meetings is prohibited except as provided below.

IV. The principal or a District administrator may permit an exception to this general prohibition for audio recording of parent-staff meetings related to Exceptional Student Education services (including child find, evaluation, eligibility determination, or provision of ESE services) where a parent has documented that such audio recording is necessary for that parent to meaningfully participate in the meeting; to understand the IEP process and/or his/her child's IEP; or is otherwise necessary to implement other parental rights under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended. Authorized exceptions to the general prohibition against the audio recording of a parent-staff meeting will typically involve situations when a parent has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process or the relevant planning of the student's education.

A. If a parent believes that recording a parent-staff meeting related to Exceptional Student Education services is necessary, s/he should notify the principal in writing, preferably at least two (2) school days before the meeting, of his/her desire to record the meeting and the reason the recording is required. The principal, Director of Exceptional Student Support Services or designee may ask for documentation of the existence of any such disability or language barrier. The principal, Director of Exceptional Student Support Services or designee will notify the parent at least one (1)

school day before the meeting if s/he intends to grant or deny the parent's request to record the meeting.

B. If the principal, Director of Exceptional Student Support Services or designee denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the recording of IEP Team meetings involve situations when a parent, or authorized representative of a parent, or other IEP Team member, is unable to understand or meaningfully participate in the IEP process or the planning of the relevant student's education due to a disability, language barrier, or some other impairment. If a parent is permitted to record the meeting, s/he must use his/her own audio recording device and the District will similarly record the meeting.

C. For purposes of the recording of IEP Team meetings, a recording is defined as the capture of voices, and other ambient sound electronically, digitally, or by any other means for the purpose of retrieval and review. Recording, moving visual images at an IEP meeting is strictly prohibited.

D. If the District records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

STATUTORY AUTHORITY: **1001.32, 1003.02, 1002.20 F.S.**

LAW(S) IMPLEMENTED: **34 C.F.R. 300.322 and 300.501; 316.305, 934.03, 1003.57 F.S.**

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

HISTORY: **ADOPTED: 7/5/22**
REVISION DATE(S): 3/3/2026

SCHOOL CALENDAR 3.18

I. Annually the Superintendent shall establish a school year calendar committee in compliance with collective bargaining agreements.

II. The committee shall prepare a proposed school year calendar for the school year following the next occurring fiscal year and present it to the Superintendent for approval and recommendation to the Board.

III. The committee shall also prepare a list of specific religious observance days which occur when school is in session and may result in a student's absence in accordance with provisions of the *Code of Student Conduct* and other Board rules related to student attendance.

IV. School calendars shall adhere to the provisions of Florida Statutes.

V. All schools shall adhere to the school calendar unless special permission is granted by the School Board for a modification.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.43, 1001.51, 1003.21, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.045111, 6A-1.09514, 6A-10.019**

HISTORY:

ADOPTED: 6/27/13

REVISIONDATE(S):

FORMERLY: ICA

COMPENSATION OF THE SUPERINTENDENT 3.19

The Superintendent's compensation shall be adjusted at the beginning of each fiscal year in the manner prescribed by Florida Statutes. Changes to this initial compensation may be made by the Board either on the anniversary date of his/her election~~,~~ or at other times when special circumstances occur which the Board may feel justifies additional compensation. The Superintendent shall at no time make less than another member of his/her staff and shall receive salary increases and additional compensation consistent with that approved by the Board for administrative staff each year, if applicable.

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

LAW(S) IMPLEMENTED: **1001.47, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 01 / 23 /2 4

FORMERLY: CBE

TEMPORARY APPOINTMENT OF A SUPERINTENDENT 3.191

The School Board shall adopt a resolution when a school official is appointed to assume the duties of the Superintendent because of an extended illness or disability of the current Superintendent. This action shall occur at a regular or special meeting of the School Board. The appointee shall serve in this capacity until the Superintendent is able to perform the duties of the office or until the vacancy is filled.

I. The School Board may consult with the Superintendent, if available, to obtain a recommendation on the appointment.

II. A certified copy of the resolution and School Board minutes reflecting the School Board's official action shall be filed with the Commissioner of Education, the Legislative Auditor, and the Secretary of State.

III. All actions taken by the appointee shall be reviewed, approved, and ratified when the current Superintendent returns to the office or the Superintendent's vacancy is filled, unless the appointee's action was improper or illegal in the Superintendent's opinion.

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

LAW(S) IMPLEMENTED: **116.34(3), 1001.49, 1001.50, F.S.**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): _____

FORMERLY: CI

RESPONSIBILITIES OF SUPERINTENDENT 3.20

I. The Superintendent shall be responsible for the administration of the entire school system as provided by law, State Board of Education and School Board rules. The Superintendent shall keep the School Board informed regarding all phases of the District school system.

II. The Superintendent serves as the secretary to the School Board and executive officer of the District. He/she 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.

III. All members of the instructional and noninstructional staff shall be under the general supervision of and subject to the direction of the Superintendent.

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

LAW(S) IMPLEMENTED: **1001.32, 1001.33, 1001.42, 1001.43, 1001.49, 1001.51, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 4/27/26

FORMERLY: CBC, CCB

PERFORMANCE GRADE SCHOOLS 3.201*+

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 (2) performance grade categories as required by Florida Statutes.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: NEW

DIRECTIVES, PROCEDURES AND ADMINISTRATIVE MANUALS 3.21

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.**

LAW(S) IMPLEMENTED: **1001.43, 1001.51, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: CHCA

OPENING AND CLOSING OF SCHOOLS 3.22*

The Superintendent shall recommend and the Board shall set the opening and closing of schools and fix uniform dates.

STATUTORY AUtHOrItY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.43, F.S.

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

HISTORY: ADOPTED: 6/27/13

REVISION DATE(S): _____

FORMERLY: ID

EMERGENCIES 3.23

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/she 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.

When an emergency exists affecting the health, safety, or welfare of the students, the principal may dismiss the school. Any such early dismissal shall be reported immediately by the Superintendent to the School Board together with the reasons therefore.

III. In any case or condition not covered by these regulations, the Superintendent shall base the decision on his/her best judgment.

IV. During times of general public emergency, the Superintendent is authorized to use all available resources of the District in cooperation with other agencies to alleviate the emergency.

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

LAW(S) IMPLEMENTED: **1001.33, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: CH, EBCA, EBCE

AUTOMATIC EXTERNAL DEFIBRILLATORS 3.25*+

I. The School Board authorizes the use of an automatic external defibrillator (AED) in a perceived medical emergency.

II. Using evidence-based core elements as well as considering recommendations by the American Heart Association, each school shall develop a plan for urgent life-saving emergencies (PULSE) to address the appropriate use of school personnel needed to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds.

III. All persons who are reasonably expected to use an AED shall be trained in first aid, cardiopulmonary resuscitation, and how to use the defibrillator device. Employees or volunteers must complete a course in cardiopulmonary resuscitation (CPR), a basic first aid course, and demonstrate proficiency in the use of a defibrillator.

IV. Each school must have at least on operational automated external defibrillator on school grounds. In addition, each school that is a member of the Florida High School Athletic Association must have a separate operational AED on school grounds for all athletic activities, including those held outside of the school year. The device(s) shall be available in a clearly marked and publicized location(s). The location(s) of the device(s) shall be registered with the local emergency medical services director. All persons reasonably expected to use the device shall be notified annually in writing of the location of each AED on school grounds.

V. The Superintendent or designee shall develop procedures to implement this policy. School officials shall work with local emergency service providers to integrate the PULSE into the community's emergency responder protocols and procedures. The protocols and procedures shall be reviewed annually and approved by the local emergency medical services director.

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

LAW(S) IMPLEMENTED: **401.2915, 768.1325, 1001.42, 1001.43, 1003.457, 1003.165, F.S.**

AUTOMATIC EXTERNAL DEFIBRILLATORS 3.25*+

HISTORY:

ADOPTED: 12/01/20
REVISION DATE(S): 3/3/26
FORMERLY: NEW

RESPONSIBILITIES OF PRINCIPALS 3.30

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.**

LAW(S) IMPLEMENTED: **1001.32, 1001.43, 1001.54, 1003.31, 1006.09, 1006.28, 1012.28, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: CC

SAFE AND SECURE SCHOOLS 3.40*+

I. Introduction

The Walton 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. All instructional and administrative personnel, as defined in F.S. 1012.01(2) and (3), who knowingly violate the school safety requirements in Section VI.B shall be subject to progressive discipline as provided in Section X.

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 9.60, (Visitors).

B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.

C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.

D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall

contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.

E. No person except law enforcement 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. The following emergency response agency(ies) will notify the District in the event of an emergency:

Emergency Response Agency	Type of Emergency
Walton County Sheriff's Office	Student suicide threats off site, Student Handle with Care Program, School break-ins, Escaped fugitives, Traffic hazards
Walton County Emergency Management	Severe Weather, Hazardous Materials Release
Walton County Fire Rescue	Area fires, traffic hazards
DeFuniak Springs Fire Department	Area fires, traffic hazards
South Walton Fire District	Area fires, traffic hazards
*In the event of an emergency dial 911 and contact the site administrator	

IV. Safety, Security and Emergency Plans

A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Walton County Health Department.

B. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.

C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current School Safety and Security Plan and the results of the

self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.

D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.

E. The Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.

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

G. Emergency management and preparedness procedures for active shooter situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.

1. Accommodations for drills conducted at exceptional student education centers may be provided.

H. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.

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

V. Threat Management

A. The primary purpose of a threat management is to identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm,

and coordinate appropriate interventions and services for such individuals. The Board's threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Florida Harm Prevention and Threat Management Model is designed to identify, assess, manage, and monitor threats to schools, school staff and students. The goal of the threat management process is to prevent violence or harm to members of the school community. The threat management process uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes.

B. The Board authorizes the Superintendent to designate a Threat Management Coordinator; a District Threat Management Team and school-based threat management teams.

1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public k-12 schools, including charter schools sponsored by the District. The DTMC must:

   a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.

   b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.

   c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.

   d. Assist School Based Threat Management Teams in the District.

2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter school in their district. The DTMT must include the DTMC, persons from school district administration and persons with expertise.

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

designee.

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

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

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

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

e. Parent Notification

i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the Chair/designee must use reasonable efforts to notify the parent or guardian of the student concern.

ii. If the Char does not summarily close the case and refers the matter to the SVTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SVTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.

iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. Stat. 1006.07 are met.

iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan

(SSMP).

v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian upon the plan's finalization and anytime the SSMP is substantially revised.

vi. The SBTMT Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded.

4. The threat management team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.

5. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat management team for evaluation.

6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat management team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat management. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.

7. The threat management team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.

8. Upon the student's transfer to a different school, the threat management team must verify that any intervention services provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain

documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.

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

VI. Safety – Procedures

A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.

B. Gates, Classrooms/Instructional Spaces, and Other Access Points:

1. All gates or other access points that restrict ingress to or egress from a school campus shall remain closed and locked when students are on campus. A gate or other campus access point may not be open or unlocked, regardless of whether it is during normal school hours, unless:
   a. Attended or actively staffed by a person when students are on campus;
   b. The use is in accordance with shared us agreement: or
   c. The schools safety specialist, or his or her designee, has documented in the Florida Safe School Assessment Tool portal maintained by Office of safe Schools that the gate or other access point is not subject to this requirement based upon other safety measure at the school.

2. All school classrooms and other instructional spaces must be locked to prevent ingress when occupied by students, except between class periods when students are moving between classrooms or other instructional spaces. If a classroom or other instructional space door must be left unlocked or open for any reason other than between class periods when students are moving between classrooms or other instructional spaces, the door must be actively staffed by a person standing or seated at the door.

C. All campus access doors, gates, and other access points that allow ingress to or egress from a school building shall remain closed and locked at all times to prevent ingress, unless a person is actively entering or exiting the door, gate, or other access point or the school safety specialist, or his or her designee, has documented in the

Florida Safe Schools Assessment Tool portal maintained by the Office of Safe Schools that the open and unlocked door, gate, or other access point is not subject to this requirement based upon other safety measures at the school.

D. A safety program shall be established consistent with the provisions of Policy 8.01.

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

1. Developing and posting emergency evacuation routes and procedures;

2. Assigning and training 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 withing fifteen (15) calendar days an after-action report of each emergency drill and fire drill to the District school safety specialist for review.

F. 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 or the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.

VII. Safety – Violence Prevention

A. The Superintendent shall develop a violence prevention plan for use by each school.

B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

VIII. Security

A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).

B. The Superintendent shall designate an administrator or a law enforcement officer employed by the County Sheriff's Office as the school safety specialist for the District. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:

1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.

2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.

3. No later than November 1 of each year, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes he school board's action(s) to the school security risk assessment findings and recommendations provided to them.

4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.

5. The School Safety Specialist will develop a process related to safety used to identify and correct instances of non compliance at the school.

a. On a quarterly basis, the school safety specialist will

report to the superintendent and school board any non-compliance by the district or school(s) with school safety laws or rules.

b. Deficiencies relating to safe-school officer coverage must be resolved by the next school day.

c. Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe-school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.

6. The School Safety Specialist must make unannounced visits while school is in session to all public schools in the district, including charter schools and perform inspections for safe school compliance. The school safety specialist must notify and report to the district's superintendent or charter school principal if involving a charter school if any violations are discovered or if non- compliance of the safe school requirements is suspected -

C. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus. Unless the gate or access point is attended or actively staffed, the security procedures shall state how all gates or other access points will remain closed and locked. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked, the determination must be documented in the FSSAT.

D. Within the first ten (10) days of school, students must be notified of the safest areas to shelter in a classroom. The safety areas for students to shelter within the classrooms and/or instructional spaces must be clearly marked. All classrooms and other instructional spaces must be locked or actively staffed when occupied by students except between class periods.

E. 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.

F. Each school's emergency plan shall include security provisions including emergency lock down procedures.

G. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.

H. Adhering to background screening procedures for all staff, volunteers and mentors.

I. Security trailers may be located on school property.

IX. Mental Health

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

B. The mental health coordinator shall be responsible for:

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

needed, for amending said policies and procedures to the superintendent and the district school board.

X. Progressive Discipline for Violations of School Safety Requirements

A. Forms of Discipline:

1. The forms of discipline that may be imposed by the District include, but are not limited to:

i. Verbal warning;

ii. Written warning or reprimand;

iii. Suspension without pay;

iv. Dismissal/termination or discharge from employment

2. Other forms of discipline, including any combination of the forms described above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

3. The District retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

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

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

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

HISTORY: **ADOPTED: 10/4/14**

REVISION DATE(S): **03/05/19; 04/07/20; 10/06/20; 5/4/21, 2/01/22, 12/06/22, 1/23/24, 2/4/25**

FORMERLY: EBAA, EBC, ECA, KFA

DOMESTIC SECURITY 3.41+ OPTION 1

I. The Superintendent shall establish a District domestic security plan that is consistent with the requirements of National Incident Management System (NIMS). The District plan shall include a plan for each school and facility operated by the School Board. The Superintendent shall ensure that the plan is consistent with NIMS requirements by

A. Incorporating NIMS protocols and Incident Command System (ICS) procedures into the emergency plans;

B. Ensuring that emergency plans are consistent with NIMS terminology and applicable state and county emergency management protocols;

C. Coordinating the initial plan and plan modifications with appropriate county emergency management officials;

D. Assigning appropriate staff as members of the District incident command element;

E. Ensuring that staff receive appropriate initial training and follow up training.

II. The domestic security plan shall include the following components:

A. Access Control

The District shall control access to and enhance the security of school campuses, District facilities, and transportation by implementing access control procedures and practices including, but not limited to,

1. Establishing single points of entry;

2. Integrating fencing into the design of school campuses;

3. Providing uniformed school resource officers (SROs) and/or security officers;

4. Establishing visitor control

5. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community;

6. Adhering to background screening procedures for staff, volunteers and mentors;

7. Controlling bus embarkation and debarkation; and

8. Establishing safe mail handling procedures.

B. Emergency Equipment

The District shall ensure that emergency equipment and supplies are available and operable and that communication between school/District personnel and first responders is readily available.

1. Primary and back up communication systems shall be maintained and routinely tested to ensure functionality and coverage capacity and determine if adequate signal strength is available in all areas of the school's campus;

2. Personal protective equipment shall be available to school personnel;

3. Emergency equipment shall be monitored and/or tested to ensure operability;

4. Supplies shall be monitored to ensure current shelf life;

5. Emergency supplies and equipment shall be appropriate for specific school campuses or facilities.

C. Training

Initial and follow up training shall be provided for school/District personnel, students, and state and local partners. New employees shall receive training relevant to the position. When an employee is reclassified to a different position; his/her training record shall be reviewed and appropriate training shall be provided. Training shall include, but not be limited to,

1. Conducting a standard Weapons of Mass Destruction course for first responders in the District;

2. Conducting table-top exercises for school/District administrators;

3. Conducting training at schools specific to the age of students, number of students and the school needs.

4. Conducting domestic security drills;

5. Training personnel to recognize hazards and to respond appropriately;

6. Providing security training to bus drivers, bus assistants, and school personnel; and

7. Providing safe mail handling training for appropriate personnel.

D. Communication and Notification Procedures

The District shall ensure that external and internal communication and notification procedures are developed and implemented. Communication and notification procedures shall include, but not be limited to,

1. Providing proper ThreatCom access for appropriate school/District staff;

2. Establishing communication procedures to notify parents of possible or actual emergency;

3. Informing parents and students of the plan and the notification procedures;

4. Reviewing school and District websites to ensure that sensitive information is not included with general public information; and

5. Establishing procedures to communicate with the media during an emergency.

E. Coordination with Partners

The District shall ensure coordination with state and local partners by

1. Establishing and maintaining a close working relationship with local law enforcement agencies, first responders and the county emergency operations center;

2. Notifying state and local partners of changes in the District plan; and

3. Participating on the Regional Domestic Security Task Force (RDSTF).

F. Vulnerability Assessment

The District shall assess vulnerability and establish standards by

1. Working with RDSTF for vulnerability assessment tools and standards;

2. Tailoring assessment to each school or facility;

3. Assisting school and District staff to assess vulnerability;

4. Establishing core recommendations for critical areas; and

5. Establishing standards based on best practices.

III. The District plan including all school and facility plans shall be reviewed annually or more frequently if needed. Modifications shall be made and communicated to relevant school/District personal and emergency management officials. Conditions which may warrant interim review and possible modification of the plan include addition to or renovation of a facility, change in the use of a facility, change of grades served by a school, new programs added to the school and change in security threat level.

IV. The Superintendent shall request documentation of compliance with the National Incident Management System (NIMS) standards from the county emergency management agency and shall obtain certification of compliance from the Commissioner of Education.

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

LAW(S) IMPLEMENTED: **1001.43, 1001.51, 1001.54, 1006.07, 1006.08, 1006.09, 1006.21, 1013.13, F.S.**

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

HISTORY: **ADOPTED: 03/05/19**

REVISION DATE(S): _____

FORMERLY: NEW

ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING OR CONTROLLED SUBSTANCE ON BOARD PROPERTY 3.42

No person shall be in possession of or be under the influence of an intoxicating beverage or an illegal mood or behavior-modifying or controlled substance, as defined by Florida Statutes, 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 will be taken:

A. Alcoholic beverages in possession of minors will be seized.

B. Students and/or adults in possession of alcoholic beverages will be removed from the trip and/or other appropriate action taken.

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

LAW(S) IMPLEMENTED: 1001.43, 1012.22, 1012.27, F.S.

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JICH, KFA

INTERNET SAFETY 3.43*+

Introduction

I. It is the policy of Walton School District to:

A. prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

B. prevent unauthorized access and other unlawful online activity;

C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

D. Implement technology protection measures that will:

1. filter or block access to material that is not appropriate for students based upon the subject matter and/or the age of the students served at each school;

2. prevent hacking or unauthorized access by students to data or information that they should not have access to, or other unlawful online activities by students;

3. prevent access to websites, web or mobile applications, or software that do not protect against the disclosure use or dissemination of students' personal information in accordance with Florida Administrative rules; and

4. prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose

E. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications

II. Access to Inappropriate Material

A. Require the use of technology protection measures to filter or block access to material that is not appropriate for students, taking into consideration the subject matter and the age of the students served at each school;

B. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;

C. Require the use of technology protection measures to prevent hacking or unauthorized access by students to data or information that they should not have access to, and to prohibit other unlawful online activities by students;

D. Prevents access to websites, web or mobile applications, or software that do not protect

against the disclosure, use, or dissemination of students' personal information in accordance with rule 6A-1.0955, F.A.C.; and

E. Prohibits students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose.

F. TikTok. School districts and charter school governing boards must:

1. Prohibit the use of TikTok, and any successor platforms, on all district- or school- owned devices, or on any device (including privately owned) connected to district- or school-provided internet; and

2. Prohibit the use of TikTok, or any successor platforms, to be used to communicate or promote any school district, school, school-sponsored club, extracurricular organization, or athletic team.

G. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

H. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

I. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

III. Inappropriate Network Usage

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

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

1. unauthorized access, including so-called 'hacking,' and other unlawful activities; and

2. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

IV. Education, Supervision and Monitoring

A. It shall be the responsibility of all members of the Walton School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the

Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

B. Prior to requiring students to use online content, staff must confirm the content is not blocked by the student internet filter. Policies must provide a process for staff to request that blocked content or social media platforms to be reviewed and unblocked for educational purposes.

C. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of IT or designated representatives.

D. Walton School District will provide age-appropriate training for students who use the District's Internet facilities. The training provided will be designed to promote the District's commitment to:

1. The standards and acceptable use of Internet services as set forth in the School District's Internet Safety Policy;

2. Student safety with regard to:

a. safety on the Internet;
b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
c. cyberbullying awareness and response.

E. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA"). Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the district's acceptable use policies.

V. Adoption

A. Internet Safety

1. This Internet Safety Policy was adopted by the Board of Walton School District at a public meeting, following normal public notice, on (insert date).

2. The following policy guidelines are in place to protect students and visitors:

a. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications

i. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

ii. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

iii. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

b. Prevent unauthorized access and other unlawful online activity

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

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

a. unauthorized access, including so-called 'hacking,' and other unlawful activities; and

b. unauthorized disclosure, use, and dissemination of personal identification information regarding minors

c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

d. Provide student education, supervision and monitoring

i. School staff will educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

ii. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the IT Department.

iii. Schools will provide age-appropriate training for students who use the Internet facilities.

iv. The training provided will be designed to promote the commitment to:

1. The standards and acceptable use of Internet services as set forth in the Electronic Resources Responsible Use Policy (ESRUP) and Internet Safety Policy guidelines.

2. Student safety with regard to:
   a. Safety on the Internet.
   b. Appropriate behavior while on online, on social networking Web sites, and in chat rooms.

c. Cyberbullying awareness and response.

3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

4. Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use and Internet Safety policy guidelines.

5. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. Acceptable Use of the Digital Network of the Walton School District The following are typical uses of the digital network:

1. Students' use of the District's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with the Electronic Resources Responsible Use Policy (ESRUP).

2. The following general rules govern students' use of the District's digital network and technology resources:

a. The use must be in support with the District's educational goals and policies.
b. The use must comply with this policy and the Electronic Resources Responsible Use Policy (ESRUP)
c. The use must comply with the instructions of teachers and staff.

3. Require that students who access our network with district or personally owned electronic equipment ANNUALLY sign the Electronic Resources Responsible Use Agreement which is to be kept on file at each school or district department.

4. The use must comply with applicable laws and regulations, Including
a. bullying and harassment and
b. copyright laws.

VI. Prohibited Activities

A. The following are prohibited:

2. Use that violates the Code of Conduct.
3. Use of another individual's account or providing individual account information to another person.
4. Use of the network for financial gain or for political or commercial activity.

B. Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.

C. Attempting to access, modify, harm or destroy another user's data on the network.

D. Harassing, insulting, ridiculing, attacking or defaming others via network communications.

E. Attempting to subvert, defeat or disable installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources.

F. Users of unauthorized methods of access to Walton School District technology resources such as modems and virtual private networks (VPN's).

G. Use of remote access software or services to access remote computer networks, workstations or servers from the district system.

H. Attempting to transmit damaging agents (e.g., computer viruses,Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data.

I. Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks.

J. Usage invades the privacy of others.

K. Use or experimentation with software or hardware without written approval from the CIO. • Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.

L. Changing, deleting or modifying Internet browser settings including hiding or deleting Internet history or records of Internet use.

M. Use of the system for an unauthorized purpose.

N. Broadcasting a WiFi signal or operating a personal Hotspots from personal devices.

O. Students shall not perform any kind of maintenance, repair, configuration or installation services on District owned devices.

VII. Enforcement

Students who violate these procedures may be denied access to Walton School District computing or technology resources and may be subject to disciplinary

action, including possible expulsion. Alleged violations will be subject to the Walton School District disciplinary procedures.

VIII. No Expectation of Privacy

Students and visitors have no expectation of privacy in their use of the District system.

IX. Electronic Resources Responsible Use Agreement and Acknowledgement

As a condition of the privilege of using the District's system and technology resources, students/parents are required to annually acknowledge and agree to the District Electronic Resources Responsible Use Policy.

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

A. District employees are not authorized to install software, perform any repair, configuration or maintenance on student-owned technology resources, that are brought to school property or present during school sponsored activities including both software and hardware resources.

B. Students who are authorized to bring and/or use a personally owned technology devices are responsible for the safe keeping and proper use of their property. The District is in no way liable for any loss or damage for student-owned devices.

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

XI. Additional Requirements

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

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

C. Additional Guidelines for Students Student users must adhere to the following additional guidelines:
1. Students will follow teacher instructions regarding the use of the Walton School District digital network.
2. Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.
3. Students will comply with the Walton School District Digital Citizenship Guidelines.

D. Additional Rules Governing the Use of Video, Photo and/or Audio Recording Devices at School This section addresses the use of devices that can record audio, photo or video content in the school environment, particularly the classroom. Such recording devices include:
1. Smart Pen (i.e. Livescribe Echo), Personal audio recorder
2. Mobile/Smart Phone (i.e. iPhone), Personal Media Player/MP3/MiniDisc Player (i.e. iPod)
3. Mobile Tablet or Slate Device (i.e. iPad, Nexus), eReader (i.e. Nook, Kindle)
4. Mobile Computer System capable of recording video, photo, audio (i.e. notebook, netbook)
5. Digital or film-based Camera or video recorder
6. Digital or film-based Audio Recorder (i.e. Cassette player)

E. Except at open house and public events as discussed below, students, parents and visitors are not allowed to videotape, photograph or make audio recordings while on school premises. All recording devices must be turned off at school. The purpose of this general rule is to foster an appropriate educational environment, prevent unwarranted disclosure of student images and information, and to comply with the requirements of the negotiated agreement with the _Walton Education Association. Open House and Public Events Exception. Open house and public events are events where school premises are opened to the public or a segment of the public at the direction of the principal. They include: open houses, sporting events, plays, musicals, contests, fairs, fund raisers, awards/recognitions and theatre performances. They also include off campus events such as graduations, contests, fund raisers and other school sponsored public events. In the exercise of judgment and discretion, a principal may also allow videotaping or photographing under other circumstances, provided that appropriate steps are taken to prevent unwarranted disclosure of student images contrary to their directory information optout election and to avoid disruption of the educational environment.

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

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

HISTORY:

ADOPTED: 10/1/24
REVISION DATE(S): _____
FORMERLY: NEW

ON-CAMPUS INTERVIEWS AND INVESTIGATIONS 3.45

I. No student shall be interviewed on District property, with the exception of interviews conducted by the Department of Children and Family Services and the accompanying law enforcement official, as provided in School Board Policy 2.80, Reporting Child Abuse.

II. No employee may be interviewed during school hours except as approved by the Superintendent.

III. No investigation by nonschool officials, including law enforcement, may be conducted on District property during the school day without the permission of the student's parent, as defined by Florida Statutes, or by direction of the Superintendent except as provided in School Board Policy 2.80.

IV. School officials may conduct investigations as deemed necessary by the principal or Superintendent at any time on school property if such investigations relate to school business.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.51, 1006.07, 1012.28, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JIH

SERVICE ANIMALS 3.48+

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 (IDEA);

B. Rehabilitation Act of 1973, as amended;

C. Americans with Disabilities Act (ADA);

D. Section 413.08, F.S.

II. A *service animal* is personal property and may not be brought on campus without the knowledge and permission of the school or District administration. A student's need for and use of a service animal must be documented in the student's Individual Education Plan (IEP) or Section 504 plan. To determine if an animal qualifies as a service animal the district may not ask about the nature or extent of the individual's disability and may not require documentation that the service animal is trained, but may ask the following:

A. If the animal is required because of a disability and

B. What work or task the animal is trained to perform.

III. The Americans with Disability Act (ADA) 2010 Regulations define a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disabilities. Other species of animals, whether wild or

domestic, trained or untrained are not service animals for the purpose of this definition."

In addition to the provision about service dogs, the ADA also has a separate provision for miniature horses that have been individually trained to do work or perform tasks for people with disabilities. Miniature horses generally range in height from 24 inches to 34 inches and generally weigh between 7 and 100 pounds.

A. An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal.

B. A service animal is not a pet.

IV. Work and tasks: Examples of work and tasks performed by service animals include, but are not limited to:

A. Guiding people who are blind;

B. Alerting people who are deaf or hard of hearing;

C. Providing non-violent protection or rescue work

D. Assisting with mobility or balance by providing physical support;

E. Pulling a wheelchair;

F. Alerting individuals to the presence of allergens;

G. Retrieving items;

H. Helping an individual with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors;

I. Reminding an individual with mental illness to take prescribed medications;

J. Calming an individual with posttraumatic stress disorder (PTSD) during an anxiety attack;

K. Alerting, assisting and protecting a person having a seizure; and

L. Doing other work or performing other specific tasks.

V. A service animal may not interfere with the educational process of any student or pose a health or safety threat to any student, school personnel or other persons. The service animal must meet health requirements and established standards of behavior.

VI. The service animal must be under the control of its handler.

VII. The Superintendent shall develop guidelines for service animals on campus. Guidelines shall include but not be limited to:

A. The process for requesting approval for the use of a service animal in the school or District setting;

B. Standards of behavior for the service animal;

C. Required accommodation documentation;

D. Required health certification for the animal;

E. Transportation of the service animal;

F. Emergency procedures; and

G. Orientation for school personnel and students.

VIII. The District shall not assume responsibility for training, health care or daily care of any service animal.

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

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

HISTORY: **ADOPTED: 12/01/2020**
REVISION DATE(S): _____
FORMERLY: NEW

PUBLIC INFORMATION AND INSPECTION OF RECORDS 3.50

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 3.51, Copying of Public Records.

II. Records maintained by the 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. 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 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.**

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

HISTORY: **ADOPTED: 10/07/14**
REVISION DATE(S): _____
FORMERLY: KDB

COPYING OF PUBLIC RECORDS 3.51

Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records will be based upon a Board-adopted fee schedule. Copies shall be made by the appropriate staff members and reproduced at a time which does not interfere with the normal work duty.

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

LAW(S) IMPLEMENTED: **119.07, 1001.43, 1001.52, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: EGAB

COPYRIGHTED MATERIALS 3.52

The District shall abide by all provisions of the copyright laws.

I. Commercial materials, whether printed or nonprinted, 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.**

LAW(S) IMPLEMENTED: **119.07, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: EGAD

FLAG DISPLAY AND PLEDGE 3.60

I. The pledge of allegiance to the flag shall be recited at the beginning of each school day in elementary, middle, and secondary schools.

II. The *Student Handbook* that is distributed to all students shall contain written notification that the student has the right not to participate in reciting the pledge of allegiance. A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his/her heart, when his/her parent, as defined by Florida Statutes, files a written request with the school principal.

III. The United States flag and the official flag of Florida shall be displayed daily on a suitable flag staff on the grounds of each school and School Board facility when the weather permits. Flags shall be displayed according to established guidelines.

IV. Each classroom and auditorium shall display the United States flag.

V. All flags shall meet the requirements of Florida Statutes.

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

LAW(S) IMPLEMENTED: **256.015, 1000.06, 1000.21, 1001.43, 1002.20, 1003.42, 1003.44, F.S.**

HISTORY: **ADOPTED: 10/02/06**
REVISION DATE(S): 4/04/17
FORMERLY: IMDA, IMDB

A MOMENT OF SILENCE 3.61

Each school day, first period teachers, in all grades, shall set aside up to two (2) minutes for a moment of silence.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.45, F.S.

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): 2/01/22

FORMERLY: IMD

NATIONAL ANTHEM 3.62

Students and all other persons shall stand at attention during the playing of the National Anthem.

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

LAW(S) IMPLEMENTED: **1003.44, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: IMDA

CEREMONIES 3.65

Schools may plan and conduct ceremonies, including but not limited to, promotion, graduation, groundbreaking and dedication of a new school subject to the approval of the Superintendent. Ceremonies shall be conducted with minimal expense to the schools and the students.

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

LAW(S) IMPLEMENTED: **1001.51, 1012.28, F.S.**

/HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: FI, IKFB

BACKGROUND SCREENING FOR CONTRACTORS 3.68+

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 the background screening requirements and process as set forth in section 1012.32 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 and provide evidence of compliance with Florida Statute Section 448.095 (evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number).

II. An employee or contractor of an employer who offers a high school student internship(s) must meet level 2 background screening requirements if he/she has direct, unsupervised access to the student intern(s).

III. 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.

IV. The District shall recognize the uniform statewide identification badge that has been issued by another school district.

V. 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 and shall be immediately suspended from having access to school grounds and shall remain suspended unless and until the conviction is set aside in any post-conviction proceeding. A non-instructional contractor shall not have access to school grounds unless the contractor has received a full parson or has had his or her civil rights restored. A non-instructional contractor who is

present on school grounds in violation of this subsection commits a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083..

VI. 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.

VII. 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 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.

VIII. 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.

IX. 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 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.

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

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

LAW(S) IMPLEMENTED: **288.061, 448.095, 1001.43, 1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.**

HISTORY: **ADOPTED: 10/02/06**
REVISION DATE(S): 10/7/14, 04/06/21, 12/06/22
FORMERLY: NEW

AGENTS, SOLICITORS AND SALESPERSONS 3.70

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 the 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. No literature or materials from out-of-school sources shall be distributed to homes by students without the approval of the Superintendent/designee. Student or school surveys by outside groups or organizations require the approval of the Superintendent/designee.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: DJGA

VISITOR IDENTIFICATION MEASURE 3.701+

I. The Superintendent/designee shall develop a plan for visible identification of visitors or other persons who are not students or employees of the school and shall periodically provide the School Board with the details of this plan. 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.

II. The Superintendent/designee shall develop guidelines to allow persons convicted of certain crimes as defined in § 856.022, F.S., to visit a school campus or event under specific circumstances. The individual must request approval prior to the activity. If approved to be on campus or at a school event, the individual shall be under the supervision of a designated staff member at all times.

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

LAW(S) IMPLEMENTED: **856.022, 1001.43, F.S.**

HISTORY: **ADOPTED: 10/02/06; 6/27/13**

REVISION DATE(S): _____

FORMERLY: NEW

SCHOOL VOLUNTEERS 3.80+

A school volunteer is any nonpaid 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. School volunteers shall meet level one (1) or level two (2) screening requirements as determined by the nature of the volunteer activity(ies). A person who has been convicted of a crime that would disqualify him/her for employment in the District, shall not be accepted as a volunteer.

III. The Superintendent shall issue directives concerning school volunteers as may be deemed necessary.

IV. A school volunteer shall be accorded the same protection of Florida Statutes as accorded to certificated instructional personnel provided the school volunteer has officially recorded his/her attendance in the school where he/she is rendering services under an administrative or instructional staff member.

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

A. Before the date of retirement, the District and retiree do not enter an agreement or understanding that the retiree will provide any services (s) for the District.

B. Neither the District nor a third party may provide any form of compensation, including cash equivalents, to the volunteer retiree for his/her volunteer service.

C. The District may not provide the retiree volunteer any employee benefits, including health or life insurance benefits, except as otherwise provided in law.

D.

E. A volunteer may be provided equipment if necessary to complete the task associate with the volunteer program.

F. The volunteer is limited to providing no more than 20% of the number of hours the volunteer was expected to work per week before his/her date of retirement.

G. The must be a clear distinction between the duties of a volunteer and the duties of an employee.

H. The schedule of the volunteer, including the number of hours volunteered and type(s) of assignments agreed to by the volunteer, is controlled by the volunteer.

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

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

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

LAW(S) IMPLEMENTED: **110.504(4), 110.504(5), 435.03, 435.04 440.02(15)(d)6, 768.28, 943.04351, 1001.43, 1012.01, F.S.**

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

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(S): 01/23/24

FORMERLY: IJOC

CHARTER SCHOOLS 3.90

Walton District Schools, pursuant to Florida Statutes, may establish charter schools for the purposes of improving student learning and academic achievement; increasing learning opportunities for students with special emphases on low achieving students; increasing learning opportunities for reading; increasing the use of innovative learning methods; increasing choices for students; and requiring the measurement of learning outcomes.

I. Responsibility of District School 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 charter school may operate a virtual charter school to provide full time online instruction to eligible students.

A. Eligible proposers are

1. Any not-for-profit organization, or

2. A public school which has been in operation for at least two (2) years and requests to convert to a charter school with fifty percent (50%) or more support of parents, as defined by Florida Statutes, who vote provided that a majority of parents participate in the ballot process and fifty percent (50%) or more support of teachers.

B. Private schools, parochial schools, and home education programs are not eligible to become charter schools.

III. Legal Entity and Requirements

A charter school shall

A. Organize as a nonprofit organization.

B. Be nonsectarian.

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. Disclose the name and sponsor of any charter school operated by an applicant, governing board member, or service provider that has closed, the

reason for the closure, and the academic and financial history of those charter schools.

H. Submit a monthly financial report to the School District.

I. Publish an annual progress report.

J. Provide an annual financial audit similar to that of the School District to the School Board.

K. Participate in the state's education accountability system.

L. Analyze and compare student performance.

M. 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, penalties, compensation and salary schedules, workforce reduction, contracts with instructional personnel hired on or after July 1, 2011, and performance evaluations for instructional personnel and school administrators.

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.

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. A charter school may limit the enrollment process only to target student populations identified by statute. 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. Financial Status

If a deteriorating financial condition is identified, the School District shall notify the governing board of the charter school and the Commissioner of Education 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.

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

LAW(S) IMPLEMENTED: **1001.02, 1001.43, 1002.33, 1002.331, 1002.345, 1002.45, 1002.455, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.0781, 6A-6.0787**

HISTORY: **ADOPTED: 10/02/06**
REVISION DATE(S): 4/03/18
FORMERLY: NEW

ACADEMIC AND CAREER PLANNING 4.025

I. Middle grade students shall participate in a career and education planning course during the sixth, seventh or eighth grade. The course must be internet-based, customizable to each student, and include research-based assessments to assist students with determining educational and career options and goals. Career exploration shall be included in the curriculum. The purpose of this course shall be to enable students and parents to develop a personalized academic and career plan.

II. The academic and career plan shall include

A. A destination for career or educational goals

B. Requirements for earning a high school diploma;

C. A list of courses to meet the requirements of high school diploma designation

D. A detailed explanation of the requirements for earning a high school diploma designation.

E. The requirements for each scholarship in the Florida Bright Futures Scholarships Program

F. The requirements for state university and Florida College System institution admission.

G. Opportunities available to earn college credit in high school, including Advanced Placement courses; the International Baccalaureate Program; the Advanced International Certificate of Education Program; dual enrollment, including career dual enrollment; and career education courses.

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*.

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: 1/21/20

REVISION DATE(S): _____

FORMERLY: 418

THE CURRICULUM 4.10*+

I. The District curriculum shall be determined by

A. Students' needs as determined by studies, assessments and surveys,

B. Continuous evaluation of curriculum effectiveness in meeting students' needs in the District,

C. Florida Statutes, State Board of Education rules, and the School Board; and

D. Florida Department of Education developed and School Board approved Florida curriculum frameworks, State Student Performance Standards and course descriptions.

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 can be found in the *Student Progression Plan* for elementary, middle and high school levels. A student's progression from one grade to another shall be determined, in part, upon satisfactory performance in English Language Arts, social studies, science and mathematics.

V. 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 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.

VI. 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 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.

VII. 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 courses using duly-adopted textbooks and materials where the teaching of sex is an incidental part of the course.

VIII. 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.

IX. 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.

X. 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.

XI. A student shall be exempt from instructional activities on reproductive health or Acquired Immune Deficiency Syndrome (AIDS) provided his/her parent, as defined by Florida Statutes, files a written request with the school principal.

XII. In compliance with Florida Statute, 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 an absolute way to avoid pregnancy, sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and other associated health problems.

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.

XIII. The harmful effects of alcohol, the adverse health effects and implications of tobacco use in any form, the abuse of prescription drugs, and the true effects of narcotic drugs shall be emphasized in the instructional program of students at appropriate levels as specified in the *Student Progression Plan.*

XIV. The Superintendent or designee shall develop a physical education program to implement the requirements of Florida Statutes.

XV. The District shall provide instruction in the use and application of technology.

XVI. When dealing with political issues, the positions of all parties will be presented on a nonpartisan 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 of the children engaged in such classes.

XVIII. The Superintendent/designee shall develop procedures to assure all aspects of curriculum development and implementation are carried out.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1003.42, 1003.428, 1003.4203, 1003.45, 1003.455, 1006.28, 1006.29, 1008.25, 1010.305, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.09412, 6A-1.09414**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): 4/03/18

FORMERLY: IGA, IHA, IHAM, IHAMA, IHAMC, IMB

STUDENT PROGRESSION PLAN 4.11*+

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 promotion and graduation requirements for Grades K-12, adult and general education, exceptional student education, technical education, dual enrollment, job entry, and alternative compensatory education. The plan shall include options for academic acceleration and early high school graduation. After School Board approval, the District's *Student Progression Plan* shall become a part of this rule.

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

LAW(S) IMPLEMENTED: **1001.43, 1002.3105,1003.4156,1003.428,1003.4281, 1003.429,1003.43,1003.437,1003.49,1008.25 F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.1.0941**

HISTORY:

ADOPTED: 10/02/06
REVISION DATE(S): 10/07/14, 1/21/20
FORMERLY: IA

ACADEMIC ACCELERATION 4.113+

The School Board of Walton County believes that all children are entitled to an education that is challenging and is commensurate with their abilities and needs. Therefore, students who can exceed grade level and/or subject area expectations shall be provided opportunities to participate in accelerated learning.

I. Accelerated learning options shall include but not be limited to

A. Whole grade promotion;

B. Midyear promotion;

C. Virtual instruction;

D. Subject matter acceleration;

E. Advanced academic courses;

F. Credit Acceleration Program;

G. Enrichment programs; and

H. Early high school graduation.

II. All parents and students shall be notified of the opportunities for academic acceleration. Notification shall include but not be limited to

A. Accelerated learning options including early graduation;

B. Eligibility requirements;

C. Referral process and relevant deadlines;

D. Appeals process; and

E. Performance contracts for students who are referred by their parents.

III. Student eligibility requirements shall be established at the school and District levels. Eligibility considerations shall include those established by law and other considerations as determined by the school or District.

IV. A student may be referred for academic acceleration by a teacher, administrator, guidance counselor, school psychologist or parent.

V. An evaluation committee shall be established at each school to consider all referrals for academic acceleration. The committee shall determine a student's eligibility for an acceleration program or accelerated class(es).

VI. A parent may appeal the decision of the evaluation committee in writing if the committee does not recommend that the child is eligible to participate in academic acceleration.

VII. A performance contract shall be developed for each student who participates in an acceleration option at the request of his/her parent. The contract shall be signed by the student, parent, and school principal.

VIII. Provisions for academic acceleration shall be contained in the *Student Progression Plan*.

IX. The District and schools shall establish procedures for the implementation of academic acceleration. The eligibility requirements, data sources to be used for evaluation, composition of the evaluation committee and methods of monitoring accelerated students shall be included in the procedures.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1002.3105, 1002.321, 1003.4281, 1003.4295, F.S.

HISTORY:
ADOPTED: 10/07/14
REVISION DATE(S): _____
FORMERLY: NEW

GRADE FORGIVENESS 4.115*

The purpose of the forgiveness policy is to assist students in meeting graduation requirements including a minimum grade point average and successful completion of academic and credit requirements.

I. Required Courses

A grade of D or F or an equivalent of a grade of D or F in a required course may be replaced with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in the same or a comparable course.

II. Elective Courses

A grade of D or F or an equivalent of a grade of D or F in an elective course may be replaced with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in another course.

III. Middle Grades Students

A student in the middle grades who takes a high school course for high school credit and earns a grade of C, D, or F or an equivalent of a C, D, or F may replace the grade with a grade of C or higher or an equivalent of a grade of C or higher earned subsequently in the same or comparable course.

IV. Grade Point Average

Only the new grade shall be used in calculating the student's grade point average. A course grade that is not replaced according to the forgiveness policy will be used in the calculation of the grade point average.

V. Student Records

All courses and grades must be included on the student's transcript. The forgiveness provision does not give the authority to delete the forgiven course and grade from the student's record.

VI. Notification

Students shall be notified of the grade forgiveness provisions and the procedure for replacing eligible grades.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.4156, 1003.4281, 1003.4282, 1003.437, 1003.49, 1008.25, F.S.**

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

HISTORY:

ADOPTED: 4/04/2017
REVISION DATE(S): _____
FORMERLY: NEW

EARLY HIGH SCHOOL GRADUATION 4.117*+

I. A student who earns twenty-four (24) credits and meets the graduation requirements stated in Florida Statutes, in less 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: 10/07/14
REVISION DATE(S): _____
FORMERLY: NEW

EXCEPTIONAL STUDENT EDUCATION 4.12+

Exceptional Student Education refers to the specially designed instruction that is provided to meet the unique needs of exceptional students who meet the eligibility criteria described in Rules 6A-6.03011 through 6A-6.03027 of the Florida Administrative Code. Exceptional students include students identified as gifted or students with disabilities:

Mentally handicapped

Speech and language impaired

Deaf or hard-of-hearing

Visually impaired

Physically impaired

Emotionally handicapped

Homebound or Hospitalized

Profoundly handicapped

Dual-sensory impaired

Autistic

Developmentally delayed

I. The Board shall adopt *Policies and Procedures for the Provision of Specially Designed Instruction and Related Services for Exceptional Students*.

II. The 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 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 rules.

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.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.42, 1001.43, 1003.01, 1003.57, 1006.07, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.0331, 6A-6.03411**

HISTORY:

ADOPTED: 10/02/06, 6/27/13

REVISION DATE(S): _____

FORMERLY: IHBA

DROPOUT PREVENTION PROGRAM 4.13+

The Superintendent or designee shall develop, for the School Board's approval, a Dropout Prevention Program pursuant to Florida Statutes. The Dropout Prevention Program shall be incorporated through the *Student Progression Plan*.

The student's parent or guardian have the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.53, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.0523**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): 10/1/24

FORMERLY: IHBH

ADULT EDUCATION 4.14*+

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 lifelong learning pursuant to Florida Statutes and State Board of Education rules. This program shall be the direct responsibility of the Superintendent. Course and credit requirements for a high school equivalency 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. 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 principal and the adult education administrator.

III. A student who is enrolled in the Adult General Education Program is expected to attend every 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.

IV. 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.

V. Any student enrolled in the area technical center may withdraw from courses to enter active military duty without penalty. Students may re-enroll in accordance with Florida Statutes.

VI. The School Board shall establish a fee schedule for students enrolled in the Adult Education Program in accordance with Florida Statutes and State Board of Education rules.

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

LAW(S) IMPLEMENTED: **1000.04, 1001.42, 1001.43, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.011, 6A-6.014, 6A-6.021**

HISTORY: **ADOPTED: 10/02/06, 06/27/13**

REVISION DATE(S): _____

FORMERLY: IHDA, IHDD

HOMEWORK ASSIGNMENTS 4.16

Excessive homework shall not be assigned. In a departmentalized situation, a teacher in a given subject matter area shall not monopolize the student's homework time to the detriment of other courses being taken by the student. Homework, when assigned, shall:

I. Meet the needs of the individual student;

II. Be thoroughly explained to the student;

III. Result in learning and not be busywork or a repetition of what the student already knows;

IV. Be assigned with sufficient time for a student to obtain any resource that is needed or required;

V. Not be assigned as a disciplinary measure; and,

VI. Be reasonable in length of time for completion of the assignment.

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

LAW(S) IMPLEMENTED: **1001.43, 1006.28, F.S.**

HISTORY: **ADOPTED: 06/27/14**

REVISION DATE(S): _____

FORMERLY: IKB

SUMMER SCHOOL 4.17

I. The School Board may authorize an annual summer school program. The Superintendent shall determine the building site(s).

II. Registration fees as determined by the School Board shall be charged for students who do not generate state funds.

III. Summer school requirements may be contained in the *Student Progression Plan*.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/14**

REVISION DATE(S): _____

FORMERLY: IHCA

PHYSICAL EDUCATION 4.19*+

The School District of Walton 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 the Sunshine 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;

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.

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.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.41, 1003.42, 1003.428, 1003.453, 1003.455, F.S.**

HISTORY:

ADOPTED: 10/07/14

REVISION DATE(S): _____

FORMERLY: NEW

ALLOCATION OF INSTRUCTIONAL MATERIAL 4.20*

I. The distribution of all textbooks, library resources, online 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.

II. 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.**

LAW(S) IMPLEMENTED: **1001.43, 1006.28, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: IJ

INSTRUCTIONAL MATERIALS SELECTION 4.21

The Walton County School Board is responsible for the content of all instructional materials and any other materials used in its classrooms, made available in school or classroom libraries, or included on a reading list, whether adopted and purchased from the State-adopted instructional materials list, adopted and purchased through a district instructional materials program under s. 1006.283, F.S., or otherwise purchased or made available. As such, all instructional materials, as defined by s. 1006.29(2), F.S., used in Walton County Schools, including State-adopted single source textbooks, instructional aids, and other supplementary materials, for the first time shall undergo an evaluation. This evaluation shall determine the suitability of the materials for information being taught in the classroom in relationship to State standards, curriculum frameworks, and district programs, as well as with State and district performance standards.

I. Evaluation of Instructional Materials. The Superintendent shall establish a District Review Committee and develop procedures for the review and evaluation of instructional materials. The District Review Committee will include content area teachers, one or more parents of children who will have access to such materials and with children in WCSD schools, and other district personnel with expertise in this area. Meetings of the Committee convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the School Board must be noticed and open to the public in accordance with s. 286.011, F.S. The individuals involved in this process shall recommend to the Superintendent the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board Rule as well as the state and district performance standards for submission to the School Board for adoption. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption.

II. Qualifications for Instructional Materials Reviewers and Selecting Reviewers. The Superintendent shall establish procedures for selecting reviewers, which shall:

A. List a reviewer's duties and responsibilities, including compliance with the requirements of s. 1006.31, F.S.;

B. Provide that all instructional materials recommended by a reviewer be accompanied by the reviewer's statement that the materials align with the state standards pursuant to s. 1003.41 and the requirements of s. 1006.31;

C. State the requirements for an affidavit to be made by each district instructional materials reviewer which substantially meets the requirements of s. 1006.30; and

D. Incorporate applicable requirements of s. 1006.31, which relates to the duties of

instructional materials reviewers.

III. Adoption of Instructional Materials. The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature:

A. Prior to final adoption, student editions of the recommended instructional materials will be made accessible for review online for at least twenty (20) calendar days before consideration by the School Board at a hearing and public meeting.

B. Public notice of the materials being considered for adoption shall specifically list the materials and how they can be accessed and viewed. The Superintendent shall develop procedures by which the district will notify parents of their ability to access their children's instructional materials through the district's local instructional improvement system and by which the district will encourage parents to access the system. This notification shall be displayed prominently on the district's website and provided annually in written format to all parents of enrolled students.

C. The School Board shall conduct an open noticed public hearing to receive comment on recommended materials prior to adoption. The Superintendent shall establish procedures by which the Board shall receive public comment on, and review, the recommended instructional materials.

D. The School Board shall conduct an open noticed public meeting to approve an annual instructional materials plan identifying instructional materials that will be purchased. The public meeting will take place on a different date after the public hearing.

E. The Superintendent shall establish procedures providing for notice requirements for the Board hearing and the public meeting that must specifically state which instructional materials are being reviewed and the manner in which the instructional materials can be accessed for public review. The hearing must allow the parent of a public school student or resident of the county to proffer evidence that a recommended instructional material does not meet the criteria provided in s. 1006.31(2), taking into consideration course expectations based on the district's comprehensive plan for student progression under s. 1008.25(2) and course descriptions in the course code directory.

F. The Superintendent shall also establish procedures by which instructional materials will be purchased, including advertising, bidding, and purchasing requirements.

G. To encourage public participation in the selection of instructional materials, the district shall publish on its website, in a searchable format prescribed by the Florida Department of Education, a list of all instructional materials, including those used to provide instruction required by s. 1003.42. The district shall also provide access to all materials, excluding teacher editions, in accordance with s. 1006.283(2)(b)8.a.

before the Board takes official action on such materials. This process must include reasonable safeguards against the unauthorized use, reproduction, and distribution of instructional materials considered for adoption. The School Board must select, approve, adopt, or purchase all materials as a separate line item on the action agenda.

H. The following procedures shall apply to all objections to the adoption of specific instructional materials by the School Board:

1. The parent of a student attending Walton County Schools or a resident of Walton County, as defined by Florida Statutes, may contest the Board's adoption of a specific instructional material by filing a written objection using the form (Objection to Instructional Materials Adoption form) that is publicly available in the District's office, and on the District's website. The parent or resident must file a form within thirty (30) calendar days after the adoption of the instructional material by the Board. A complainant who does not complete and return the form within the required time shall receive no consideration.

2. The form must be signed by the parent or resident of Walton County, include the required contact information, and state the objection to the instructional material based on the criteria stated in s. 1006.31(2) or 1006.40(3)(c), F.S.

3. The statement shall include the following information:

   a. Author, compiler, or editor;

   b. Publisher;

   c. Title;

   d. Reason for objection;

   e. Page number of each item challenged; and,

   f. Signature, address and telephone number of person making the complaint.

4. Any meetings of committees convened for the purpose of resolving an objection by a parent or resident to specific materials must be noticed and open to the public in accordance with s. 286.011. Any committees convened for such purposes must include parents of students who will have access to such materials.

5. Within thirty (30) days after the initial thirty-day period has expired, the Board, for all timely-received objections, shall conduct at least one public hearing before an unbiased and qualified hearing officer. The hearing officer shall not be an employee or agent of the district or Board. The hearing is not subject to the provisions of chapter 120, Florida Statutes; however, the hearing must provide sufficient procedural protections to allow each petitioner an adequate and fair opportunity to be heard and present evidence to the hearing officer. The petitioner(s) shall be notified by certified mail of the date and time of the hearing at least seven (7) days prior to the hearing.

6. The contested material shall be made available to the public online at least seven (7) days before the hearing, with reasonable safeguards employed against the unauthorized use, reproduction, and distribution of instructional materials.

7. The decision of the Board, after convening a hearing, shall be final and not subject to further review or petition.

I. The Superintendent shall annually submit to the Commissioner of Education a report identifying each material the District received an objection to pursuant to s. 1006.40(3)(c) and the specific objections raised; the material that was removed or discontinued as a result of an objection; and the grade level and course for which the removed or discontinued material was used.

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

A. When a teacher, groups of teachers, or academic departments determine that the need exists for new or additional classroom instructional aids, they shall review available items and seek input and assistance, when appropriate, from parents, students, and other lay members of the community, and determine which instructional aid or aids best meet instructional needs and course objectives and standards.

B. After making this determination, they shall prepare a written rationale for each instructional aid, which includes, but is not limited to, the following:

1. The class(es) or age group(s) that the instructional aid is appropriate.

2. How the use of the instructional aid will meet the curriculum objective(s) and standards.

3. The way(s) in which the instructional aid will be used to meet the curriculum objective(s).

4. Problems, if any, of style, tone, content, or theme inherent in the instructional aid, and the way(s) in which these problems will be addressed during the instructional process.

5. Other appropriate instructional aids available for individual students to use in place of the one selected.

6. Where applicable, supporting professional materials which were used in selecting the instructional aid.

C. The rationale shall be submitted to the principal. The principal shall review the rationale to determine whether it demonstrates that the instructional aid is consistent with the district goals and with the school and course objectives. Within ten (10) working days, the principal shall recommend, in writing, the approval or the rejection of the instructional aid, or shall return the rationale to the teacher for revision. If the instructional aid is recommended for rejection or returned for revision, the principal shall state the reasons in writing. Upon resubmission of a revised rationale by the teacher, the principal shall make a decision for recommendation or rejection within ten working days. The principal shall submit the recommendation to the Supervisor of Curriculum and Instruction and the Superintendent. If the instructional aid is rejected by the Supervisor of Curriculum and Instruction and the Superintendent, the teacher shall have ten (10) working days from the date of rejection to file a written request for review by the School Board.

D. The Superintendent shall submit a written list of any instructional aids that have been submitted by teachers and rejected by a principal, the Supervisor of Curriculum and Instruction, or by the Superintendent, and not appealed by the teacher. The list shall state the reasons for the rejection of each instructional aid.

E. The rejection at any level, of the use of an instructional aid shall be for that academic year only. Any instructional aid previously rejected, at any level may be resubmitted in any subsequent year.

F. Materials approved shall be deemed appropriate for use at the grade level requested and may be used at higher levels throughout the district providing that the curriculum sequence is maintained.

G. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference with the principal or principal's designee to discuss the use of the material.

H. The complainant will be provided with the District's policies and procedures for the

selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.

I. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.

J. Within ten (10) working days of such filing, parents of other students in the class(es) involved or potentially affected in that school shall be notified in writing by the principal that a challenge has been initiated.

K. School-level Instructional Appeals Committee. The Appeals committee shall consist of two teachers selected by the Superintendent from that particular school, two teachers selected by the principal from that particular school and three (3) parents of students at the school who will have access to such materials to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the Supervisor of Curriculum and Instruction when a committee is convened. Meetings of the committees convened for the purpose of resolving an objection by a parent or resident, must be noticed and open to the public in accordance with s.286.011.

L. If the challenged material is for a course required by s. 1003.46, s. 1003.42(2)(o)1.g., s. 1003.42(2)(o)3., F.S., or is identified by a State Board of Education rule the challenged material shall remain available for circulation during the reconsideration process. If the challenged material is subject to an objection on the basis of being pornographic or prohibited under s.847.012 or if it depicts or describes sexual conduct as defined in s. 847.001(19), it must be removed within five (5) school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved.

M. Challenged materials shall not be removed immediately; and materials may be available for student use pending a final decision. Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined herein. The Committee shall have no authority to determine curriculum. Within ten (10) working days of receiving the recommendations of the Committee, the principal shall make a decision whether to retain the material or remove the material. The principal shall take into account the Committee's recommendations when making his/her decision.

N. The complainant shall be informed by certified mail concerning the principal's decision.

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

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

O. District-level Appeals An appeal of a principal's determination to retain challenged materials must be filed with the principal within five (5) working days of notification of that determination and shall include a specific statement of the complainant's grounds for disagreement with the principal's determination. Copies of the appeal shall be furnished to the teacher(s) and the parents of the students in the class where the complaint was initiated within five (5) working days of the filing of the appeal.

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

1. District Level Staff Member. One staff member from the level or specialty area where the material has been challenged.

2. Three Principals. One principal shall be appointed from each level (elementary, middle, and high school). However, only the principal from the same level as the school at which the challenge originates shall serve on the review panel for the particular material.

3. Grade Level Instructional Staff Member. One instructional staff member who is a department head, grade level chair or team leader from the same level (elementary, middle, or high school) at which the challenge originates.

4. Three teachers. Three teachers from the same level at which the challenge originates shall be appointed by name.

5. Four (4) parents. One shall be a parent of an elementary student, one shall be a parent of a middle school student, and two shall be the parents of high school students.

Q. The committee's review shall be treated objectively, unemotionally, and in 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. Meetings of the committees convened for the purpose of resolving an objection by a parent or resident, must be noticed and open to the public in accordance with s. 286.011. Any committees convened for such purposes must include parents of students who will have access to such materials.

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

S. A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

T. The decision to remove challenged material from use shall, unless otherwise determined by the School Board, be effective at the grade level at which the material is in use and all lower grades.

U. If a parent disagrees with the determination made by the ~~school~~ Board on the objection to the use of a specific instructional material, a parent may request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The special magistrate shall determine facts relating to the district's determination, consider information provided by the parent and the district, and render a recommended decision for resolution to the State Board of Education within thirty (30) days after receipt of the request by the parent. The State Board of Education must approve or reject the recommended decision at its next regularly scheduled meeting that is more than seven (7) calendar days and no more than thirty (30) calendar days after the date the recommended decision is transmitted. The costs for the special magistrate shall be borne by the school district. The procedures in this subparagraph shall be carried out according to provisions of Florida Administrative Code Rule 6A-1.094126. The Request for Appointment of a Special Magistrate form shall be publicly available on the district's website [GJ1].

V. Parents shall have the right to read passages at a Board Meeting from any material that is subject to an objection pursuant to s. 1006.28(2)(a)2., F.S. If the Board denies a parent the right to read passages due to content prohibited under s. 847.012 or is pornographic, the district shall discontinue the use of the material.

W. If the Board finds that any material meets the requirements under s. 1006.28(2)(a)2.a., F.S., or that any other material contains prohibited content under s. 1006.28(2)(a)2.b.(I), the district shall discontinue use of the material. If the Board

finds that any other material contains prohibited content under s. 1006.28(2)(a)2.b.(II) – (IV), F.S., the district shall discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable.

X. Classroom Libraries. Materials in this category presently in the classroom which have been approved for classroom use shall remain available for continuing use by students. Materials acquired to replace or duplicate books or other materials which have already been approved may be made available for student use without resubmission of their titles to the school's media center. When new materials are added to the classroom library, a list of said new materials shall be submitted to the school's media center. Teachers shall apply the selection criteria set forth in Policy # 4.22 Educational Media Materials Selection.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1006.28,*1006.283*, 1006.29(5), 1006.31, 1006.32, 1006.40, F.S. 6A-1.094126, F.A.C.**

HISTORY: **ADOPTED: 4/27/13**

REVISION DATE(S): 06/19/18, 12/06/22, 4/02/24

FORMERLY: IJ, IJJ

EDUCATIONAL MEDIA MATERIALS SELECTION 4.22*+

I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:

A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students being served.

B. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

C. A background of information enabling students to make intelligent judgments in their daily life.

D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.

E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.

F. Materials that are appropriate for the users of the media center based on age, reading level and interest level.

G. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

II. Legal Responsibility for Selection. The School Board is legally responsible for all matters relating to the operation of the Walton County Schools. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. The School Board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library.

III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the Student's library record that the student not be allowed to check out certain material.

IV. Criteria for Selection of Media Materials

A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.

B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection, (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.

C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.

D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:

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

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

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

4. Sex. Pornographic (as defined or prohibited under F.S. section 847.012), sensational, or titillating materials shall not be included.

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

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

E. Gifts of media or money shall be accepted with the understanding that their use or disposition shall be determined by those persons having the responsibility for

acquisitions, according to the same selection criteria and procedures as purchased materials.

V. Procedures for Selection

A. In selecting materials made available to students through the district library media center, the school media specialist shall evaluate the existing collection and shall consult with:

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

2. Require that book selections meet the criteria set forth in s. 1006.28(2)(d) and 1006.40(3)(c) F.S.

3. Library media center collections will:

a. be based on reader interest,

b. support state academic standards and aligned curriculum; and

c. support the academic needs of students and faculty

4. When considering materials to be purchased, the media specialist shall follow these procedures:

a. Purchase materials which are outstanding and frequently used;

b. Periodically replace worn or missing basic items;

c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph V.A.2; and replaced by new and age appropriate materials,

d. Purchase materials in many types of format: digital, e-books, electronic, soft or hard bound; and

e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

B. District elementary schools, as defined by rule, must publish on their school website, a list of all materials maintained in the school library media center- meaning any collection of books, ebooks, periodicals, and videos maintained and accessible on the site of an elementary school – and in classrooms or classroom libraries or required as a part of a school or grade-

level reading list. The website format must include the following:

a. Identify the type of material maintained in the library media center by category - book, ebook, periodical, etc.;

b. List title and author for books and ebooks;

c. List name or title for periodicals and videos,

d. List title for any other material, and;

e. Books and ebooks must be searchable by, at a minimum, author and title. All other materials must be searchable by, at a minimum, title.

VI. Challenged Materials. Library materials deemed by some persons to be objectionable may be considered by others to have sound educational value. Any concerned parent, or Walton County resident may request reconsideration of school library media; however, the challenged material shall not be removed immediately, and materials may be available for student use pending a final decision unless the material is subject to an objection on the bases provided in s. 1006.28(2)(a)2.b.(I) or (II), F.S., i.e., that it is pornographic or prohibited under s. 847.012; or depicts or describes sexual conduct as defined in s.847.001(19), unless such material is for a course required by s. 1003.46, s. 1003.42(2)(n)1.g., or s. 1003.42(2)(n)3., or identified by State Board of Education rule. If a material is objected to on these bases, it shall be removed within five (5) school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved. All other challenged material will remain in circulation during the pendency of the review process. Parents may at any time opt their child(ren) out of all materials currently under review which remain in circulation. A county resident who is not the parent or guardian of a student with access to school district materials may not object to more than one material per month.

When an objection is made, the following procedure shall be followed:

A. Objections shall be initiated when the complainant completes a formal written objection using the “Specific material Objection” form. Failure to do so results in the conclusion of the reconsideration process. This form shall be accessible on the district’s website and shall comply with the requirements of Florida Administrative Code Rule 6A-7.0714 in terms of format and content.

B. Upon completion of the form, the principal shall notify the appropriate personnel, including the Supervisor of Curriculum and Instruction and forward to them copies of the completed form.

C. District Review Committee. The Superintendent shall appoint a District Review Committee with the following composition:

1. One representative of the general public at large; preferable a parent with a student at the school and from the level from which the complaint originated;

2. One principal from the level at which the complaint originated (K-5), 6-8, or 9-12);

3. Three school-level instructional staff member including the following:

   a. One media specialist from the level at which the complaint originated;

   b. One media specialist from another level; and

   c. One classroom teacher from the level at which the complaint originated.

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

1. Read, view, or listen to the material in its entirety;

2. Check general acceptance of the material by reading reviews and consulting recommended lists;

3. Determine the extent to which the material supports the curriculum;

4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and

5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent and the Supervisor of Curriculum and Instruction.

E. The Superintendent or his or her designee will inform the complainant by certified mail and the school's media specialist of the Committee's decision to retain or withdraw the challenged material as recommended by the

District Review Committee. The Committee's decision shall apply to all schools.

F. If the complainant is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent for review by the School Board at its next regularly scheduled Board meeting, unless the date of the decision being appealed is filed within fourteen (14) days of the next Board meeting. In that instance, the matter will be heard at the following regular Board meeting. The Board reserves the right to schedule a special meeting for consideration of challenged materials. Failure of the complainant to file a written appeal within 10 days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.

G. The Board shall consider the decision of the District Review Committee and any other appropriate documentation including, but not limited to, all evidence and materials presented to the District Review Committee. If the complainant wishes to offer any additional evidence, it must be submitted to the Superintendent for review by the Board no less than eight (8) days prior to the meeting at which the matter will be heard.

H. At the Board meeting at which the matter will be heard, the public shall be afforded an opportunity to comment before the Board makes a final decision. The Board reserves the right to use outside expertise if necessary to help in its decision making.

I. At the Board meeting at which the matter will be heard, parents shall have the right to read passages from any material that is subject to an objection. If the Board denies a parent the right to read passages due to content that meets the requirements of s. 1006.28(2)(a)2.b.(I), F.S., *i.e.,* that it is pornographic or prohibited under s. 847.012, the district shall discontinue the use of the material. If the Board finds that any material meets the requirements under s. 1006.28(2)(a)2.a., F.S., or that any other material contains prohibited content under s.1006.28(2)(a)2.b.(I), the district shall discontinue use of the material. If the Board finds that any other material contains prohibited content under s.1006.28(2)(a)2.b.(II) – (IV), F.S., the district shall discontinue use of the material for any grade level or age group for which such use is inappropriate or unsuitable.

The Superintendent or his or her designee will inform the complainant by certified mail and the school's media specialist of the Board's decision on any appeal. The decision of the School Board regarding appropriateness of a particular material item shall be final and shall apply to all schools.

J. If a parent disagrees with the determination made by the Board on the objection to the use of a specific material, a parent may request the Commissioner of Education to appoint a special magistrate who is a member of the Florida Bar in good standing and who has at least 5 years' experience in administrative law. The special magistrate shall determine facts relating to the school district's determination, consider information provided by the parent and the school district, and render a recommended decision for resolution to the State Board of Education within thirty (30) days after receipt of the request by the parent. The State Board of Education must approve or reject the recommended decision at its next regularly scheduled meeting that is more than seven (7) calendar days and no more than thirty (30) days after the date the recommended decision is transmitted. The costs of the special magistrate shall be borne by the school district. The procedures in this subparagraph shall be carried out according to the provisions of the Florida Administrative Code Rule 6A-1.094126. The Request for Appointment of a Special Magistrate form shall be publicly available on the district's website.

K. Library media materials in questions can only be removed from circulation and/or used in the school district through the procedures of this policy.

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

LAW(S) IMPLEMENTED: **847.001(19), 847.012. 1000.21, 1001.43, 1003.42, 1003.46 1006.28, 1006.34(2)(b), 1006.40 F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-7.0713,6A-1.094126**

HISTORY: **ADOPTED: 6/27/14**

REVISION DATE(S): **12/06/22, 4/2/2024, 10/1/24**

FORMERLY: IJL

STUDENT PURCHASES AND REPLACEMENT OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS 4.23

I. Students may purchase textbooks and other instructional materials used in the school at the following cost:

A. New or used up to one (1) year – list price;

B. If the material has been in use for more than one (1) year and is in the current adoption period, a sum of seventy-five percent (75%) shall be collected.

C. If the material has been in use for more than two (2) years and is in the current adoption period, a sum of fifty percent (50%) shall be collected for the book.

II. Students and parents, as defined by Florida Statutes, shall be responsible for the proper care and accounting of textbooks and instructional materials. A student who loses or damages a text beyond normal use shall be assessed the cost of replacing the book or other material at the following rate:

A. New or used up to one (1) year – list price

B. Used more than one (1) year – an amount between fifty (50) and seventy-five (75) percent of the list price

Failure of a student to submit payment for the text may result in suspension of the student from participation in extracurricular activities or satisfaction of the debt by the student through community service activities at the school site.

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

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.28, 1006.42, F.S.

HISTORY:

ADOPTED: 06/27/14

REVISION DATE(S): _____

FORMERLY: JQ

OPERATION OF UNMANNED AERIAL VEHICLES (DRONES) 4.25

I. The School Board is committed to providing all students and staff with technology-based learning opportunities. Unmanned remotely controlled aerial systems, i.e. drones, have value in an instructional setting. Use of Unmanned Aerial Vehicles (UAV'S/drones) is a privilege which comes with responsibilities that must be adhered to.

II. Unmanned aircraft (drones) are defined as any powered, aerial vehicle that when operated outdoors is subject to Federal and/or State regulations.

III. Students, staff and all other persons are prohibited from operating a drone over a public school serving students unless prior written consent from either the school principal, district school board, or superintendent is given authorizing the use of drones.

IV. Staff and students who have received written consent to use drones on school property shall only operate drones in accordance with this policy and applicable Federal guidelines. Any inappropriate use must be reported to the Superintendent or designee.

V. A teacher wishing to use/demonstrate any remotely controlled aerial system technology in an instructional related setting must adhere to the guidelines of this policy and applicable Federal guidelines. A clear connection between drone technology and the approved course curriculum must exist.

VI. Drone Use Pre-Qualification Guidelines

A. Any staff member who requests to use drones in their curriculum program must provide educational objective supporting documentation and obtain permission from their administrator.

B. Any staff member who requests to use drones in an athletic program must meet the Florida High School Athletic Association (FHSAA) guidelines and seek permission from their administrator.

C. Any staff member who has been granted permission to use drones in their curriculum or athletic program must obtain remote operator certificate (FAA Part 107 Guidelines).

D. All drones owned and operated by the District are to be registered with the Federal Aviation Administration (FAA).

E. Only drones produced by approved drone manufacturers can be used for educational purposes and by the District for operations and maintenance of District property.

VII. Operation Guidelines

A. Staff and students shall not operate drones within five (5) miles of any airport without prior notification and acknowledgment from airport authorities. Written documentation for notification should be logged and kept on file by the notifying staff member.

B. Students operating drones on school grounds must: be enrolled in a program that includes the use of drones in its curriculum, have been trained in the use of drones by the teacher.

C. Students shall not operate drones without the direct supervision and presence of a teacher.

D. All proper safety equipment must be used by any operator(s) and observer(s) to include eye and ear protection.

E. The use of any drone on school grounds must be approved in advance by the principal or a district administrator.

F. Drone operators (staff and students) must maintain safe control and line-of-sight at all times during operation and are prohibited from flying drones over playing fields, seating and spectator areas where and when people are present, as well as parking areas where and when people and/or vehicles are present. Broadcast from a remote location does not constitute line of sight.

G. Staff and students shall not operate drones above an altitude of 400 feet above ground level or within 400 feet of a structure as outlined in FAA Part 107 guidelines.

H. Any district or teacher provided drone operated on school grounds must be of relatively low power, be equipped with blade guards, weight less than 0.55 lbs., and not be subject to FAA registration requirements. Staff and students shall not operate a drone with a weight of more than 55 lbs.

I. Staff and students shall not operate drones before sunrise or after sunset or in adverse weather conditions.

J. Staff and students shall not operate drones within proximity to or above individuals, crowds, or vehicles, to include parking lots, bleachers, sporting events, school-based activities or functions.

K. Students are not permitted to bring drones to school.

L. If used outside, and if the drone were to be flown/blown onto a building roof, off-campus location, or another restricted area, the teacher/coach must report it immediately to school administration and appropriate support staff, i.e. custodial staff, or technical services if the drone is located on the roof. Students shall not be used to retrieve the drone under any such circumstances.

M. Any variance from this policy requires the prior written authorization from both the Director of Safety and Security and the Supervisor of Risk Management.

VIII. Inappropriate Use

A. Staff and students shall not operate drones under circumstances where profit would be generated.

B. Staff and students shall not operate drones broadcasting or recording images of people or property where the reasonable expectation of privacy exists or over areas that are normally deemed private by social norms, such as restrooms, locker rooms, or residential areas.

C. Staff and students shall not operate drones indoors, i.e. no flying in classrooms.

IX. Drone Injuries or Incidents

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

B. Any scenarios not addressed within this policy shall be governed by the appropriate Federal Aviation Administration regulations.

C. Violations of this policy may result in disciplinary action for staff and/or students and/or revocation of drone use privileges.

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

LAW(S) IMPLEMENTED: **330.41, 934.50 F.S.**
Title 49 U.S.C §§40101, 40102 and 40103
14 C.F.R § 1.1
Federal Aviation Administration Advisory Circular AC 91-57A

Public Law 112-95
Code of Federal Regulation Part 107 – Small Unmanned Aircraft Systems
Florida High School Athletic Association Guideline Handbook

HISTORY: **ADOPTED: 10/1/24**

REVISION DATE(S): _____

FORMERLY: _____

EXTRACURRICULAR PROGRAM 4.40

Interscholastic extracurricular activities shall be defined as planned secondary school-sponsored competitive activities which exist or are 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.

I. The principal shall be responsible for determining each participant's eligibility in interscholastic extracurricular activities pursuant to the bylaws of the Florida High School Athletic Association, Inc. (FHSAA). Any school which allows an ineligible student to participate shall be subject to the penalties set forth by the Bylaws of the Florida High School Athletic Association, Inc.

II. 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. Provided, however, this does not apply to charging admission for students who are spectators of extracurricular activities.

III. Funds derived from extracurricular activities shall be processed according to the District's accounting procedures.

IV. Students may be suspended from extracurricular activities based on procedures established by the Superintendent.

V. Appropriate adult supervision consistent with Florida Statutes shall be provided all students.

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

LAW(S) IMPLEMENTED: 1001.43, 1006.15, 1006.20(9), 1012.22, F.S.

HISTORY:

ADOPTED: 06/27/14

REVISION DATE(S): _____

FORMERLY: JJJ

NONSCHOOL RELATED TRIPS 4.41

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.

I. Trips shall be organized between the individual participants and any sponsoring agency.

II. The School Board shall not be involved in the curriculum, itinerary, or selection of advisors for the trip.

III. Promotional activities shall not include the name of the individual school or School Board.

IV. Class time may not be used for planning or advertising such trips.

V. Participation in such travel by employees and students shall be subject to the District's leave and attendance policies.

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

LAW(S) IMPLEMENTED: **1001.41, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/14**

REVISION DATE(S): _____

FORMERLY: NEW

PUBLIC APPEARANCE OF SCHOOL GROUPS 4.42

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

I. Requests for any school group or organization to make a public appearance shall be directed to the principal for approval (For Field Trips see Policy 4.43).

II. School groups may be used for school activities, civic programs, and community benefit programs.

III. School groups may not participate in the following types of events:

A. Public appearances to promote the political candidacy of any person or any partisan political interest.

B. Endorsement of commercial products or ventures with private business enterprises. However, a school group may participate upon the principal's recommendation and the Superintendent's approval in commercials or advertisements when there is no direct endorsement of the product or venture.

C. Events that are primarily of a sectarian nature.

D. Appearances that create an undue amount of interference with the regular school program or that cause an excessive number of absences for rehearsal or preparation.

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

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

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(S): _____

FORMERLY: JJC

FIELD TRIPS 4.43+

I. Educational Field Trips

Any trip which is directly related to a unit of instruction being studied by a particular group of students shall be considered an educational field trip. A field trip will be approved only when related to the instructional program of the school. The teacher shall direct the request for a field trip to the principal. The request shall include an outline of the trip and shall show how the field trip will be of benefit to the students.

A. An educational field trip for one (1) day shall be limited to a radius of one hundred twenty (120) miles from the school unless otherwise approved by the School Board.

B. Transportation costs of educational field trips shall be paid from the school's transportation budget. Educational field trips shall not be of a prohibitive cost to the students.

C. The Superintendent shall develop procedures to be followed relating to educational field trips.

II. Extracurricular Field Trips

A. A trip which is not directly related to the instructional program but which is related to a school-sponsored or connected activity shall be considered an extracurricular trip.

B. The Superintendent shall develop procedures to be followed relating to extracurricular field trips. These procedures shall ensure all eligible students have the opportunity to participate in the field trip, including the

provisions of accommodations or modifications for overnight lodging as necessary. These procedures shall also be consistent with the Parental Bill of Rights, protect the privacy of educational records as well as the privacy interests of all students and parents, and provide for parental notification as set forth in section III of this Policy.

III. Parental Notification and Permission

The student's parent or guardian, as defined by Florida Statutes, shall be notified prior to any field trip. Any student making a trip shall present a signed note from his or her parent or guardian giving permission for him or her to make the trip. Such notice shall state:

1. the nature of the field trip;
2. the specific location(s) and type(s) of establishment(s) to be visited;
3. the date(s) of the trip; the time of departure and the time of return to the school;
4. the mode of transportation;
5. the method of student supervision provided, consistent with Florida Statutes; and
6. if it is an overnight trip, whether room assignments for lodging are not separated by biological sex at birth.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1006.21, 1006.22, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.0171**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 2/07/23

FORMERLY: IJOA

SCHOOL FUNCTIONS 4.44

I. Any school social function shall be chaperoned by an instructional staff member and shall be approved by the principal prior to scheduling.

II. Dances sponsored by the school or held on school property shall be subject to the following conditions. Dances shall be

A. Attended by the principal or designee, and

B. Well chaperoned with at least one (1) chaperone being a parent, as defined by Florida Statutes.

III. A student shall lose all privileges under this rule if he/she is unable to behave in a pleasant and wholesome manner.

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

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

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JJB

CHAPERONES FOR SCHOOL FUNCTIONS 4.45+

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 two (2) chaperones for a group of twenty (20) or more students and one (1) additional chaperone for each ten (10) students. At least one (1) chaperone shall be an administrative or instructional staff. 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 Athletic Association, Inc., (FHSAA) 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.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.31, 1006.07, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JJB

BAND ACTIVITIES 4.46

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

I. Saturday and Sunday performances shall be limited to those approved by the principal.

II. There shall not be more than one (1) band appearance per night preceding a school day.

III. A school band may not play where alcoholic beverages are being served.

IV. A school band may not play for a partisan political rally or for religious sponsored activities of a denominational nature.

V. Adequate insurance shall be carried on all school-owned instruments.

VI. The rules of the Florida School Music Association shall be observed.

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

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

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: NEW

CONTESTS 4.47

Nonschool agencies desiring to sponsor oratorical, essay, and other kinds of contests for student participation shall submit a proposal to the Superintendent for approval or disapproval. The proposal shall be submitted to the Superintendent at least thirty (30) days prior to the contest and shall include an explanation of all announcements and promotional items relating to the contest, awards, or prizes.

I. A committee appointed by the Superintendent may study each proposal and shall recommend those contests that are deemed acceptable for student participation. The Superintendent shall approve or disapprove proposals considering the committee's recommendations. A list of approved contests shall be circulated to all schools.

II. Participation by students in any such activities shall be on a voluntary basis and shall not interfere with the instructional program.

III. The agency sponsoring an approved contest shall be responsible for managing the contest and for providing students with detailed information, instructions, and rules governing the contest.

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

LAW(S) IMPLEMENTED: **1003.31, 1006.08, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: JJG

EXERTIONAL HEAT ILLNESS 4.48*+

I. Purpose of policy:

This policy describes the best practice procedures for the prevention, monitoring, and when necessary, the treatment of exertional heat illnesses for students/athletes, faculty, and staff of Walton County School District. This policy applies to all staff members, including but not limited to athletic trainers, physicians, athletic administrators, coaches, strength and conditioning staff, and school administrators who are associated with activities where heat illness poses a risk, including but not limited to, outdoor and indoor activities where high temperature and specifically, high humidity environmental risks are present (e.g., athletics, intramurals, course instruction, marching band). Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS)). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is necessary.

II. Definitions:

A. *Acclimatization* – The process of gradually increasing the intensity of activity in a progressive manner that improves the body's ability to adapt to and tolerate exercise in the heat. The acclimatization period is defined as the first 14 calendar days of a student-athletes' participation, beginning with the first allowable date of practice in the sport of the first day an athlete begins official practice, whichever is later.

B. *Wet Bulb Globe Temperature* – The WBGT is a measurement tool that uses ambient temperature, relative humidity, wind, and solar radiation from the sun to get a comprehensive measure that can be used to monitor environmental conditions during exercise. WBGT is different than heat index, as it is a more comprehensive measurement of environmental heat stress on the body.

C. *Non-Practice Activities* – Activities that include meetings, injury treatment, and film study.

D. *Practice* – The period of time that a student-athlete engages in coach-supervised, school approved sport or conditioning related-activity. Practice time includes from the time the players report to the field until they leave.

E. *Walk Through* – A period of time where players are reviewing positional strategy and rehearsing plays. Players do not experience contact and thus they do not wear equipment and the intensity of the activity is minimal often involving walking. This period of time shall last no more than one hour. It is not considered part of the practice time regulation. It may not involve conditioning or weight room activities. Players may not wear protective equipment during the walk through.

F. *Recovery Time* – This period of time is defined as non-activity time outside of practices or games. NO ACTIVITY, including non-practice activity, can occur during this time. When it is possible, proper recovery should occur in an air-conditioned facility for a minimum of 3 hours in duration.

G. *Rest Breaks* – This period of time occurs during practice and is a non-activity time that is in a 'cool zone' out of direct sunlight.

H. *Exertional Heat Stroke* (EHS)– Defined as having a rectal temperature over 104°F-105°F (40.5°C), and central nervous system dysfunction (e.g. irrational behavior, confusion, irritability, emotional instability, altered consciousness, collapse, coma, dizzy, etc.).

I. *Cooling Zone*- An area out of direct sunlight with adequate air flow to assist in cooling. A cold-water or ice tub and ice towels should be available to immerse or soak a patient with suspected heat illness This may be outdoors or indoors depending on proximity to field.

J. *Qualified Health Care Professional (QHP*) - As defined by the American Medical Association (AMA), "is an individual who is qualified by education, training, licensure/regulation (when applicable), and facility privileging (when applicable) who performs a professional service within his/her scope of practice and independently reports that professional service."

K. *Hypohydration*- (reduced hydration status) is a deficit of body water that is caused by acute or chronic dehydration.

L. *Central Nervous System dysfunction*- includes any sign or symptom that the central nervous system is not working properly, including: dizziness, drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, etc.

III. Monitoring Heat Stress - Schools must monitor heat stress. Heat stress is determined by measuring the ambient temperature, humidity, wind speed, sun angle and cloud cover at the site of the athletic activity. School are required to follow and adhere to the guidelines set forth by the FHSAA for heat stress readings.

A. A pre-participation history and physical exam is required. Individuals with risk factors will be identified and counseled on heat illness.

B. The athletic trainer or persons responsible will be notified of individuals with pre-existing conditions that place the individual at risk of exertional illness.

C. Coaches will be notified of individuals at higher risk as needed.

IV. Each athletic coach involving outdoor practices or events shall annually complete training in exertional heat illness identification, prevention, and response, including the effective administration of cooling zones.

V. Environmental Monitoring and Activity modification/Cancellation

A. Environmental monitoring will occur utilizing a WBGT device, Weather Stem.

B. Environmental monitoring will occur any time it is warm outside (i.e. over 70°F).

C. Environmental monitoring and activity modifications may be necessary for certain types of indoor facilities.

D. Monitoring of WBGT will occur every 30 minutes beginning at the scheduled practice time.

E. All environmental monitoring will be recorded and stored either hard copy or electronically.

F. Modifications will be made in accordance with the best practice guidelines for our region. (School District) is in the southern region and will follow the guidelines based on the Florida High School Athletic Association policy.

VI. Acclimatization protocols apply to all sports. Days 1 through 5 of the heat acclimatization period consists of the first 5 days of formal practice. During this time, athletes may not participate in more than one (1) practice per day. If a practice is interrupted by inclement weather or heat restrictions, the practice will recommence once conditions are deemed safe. Total practice time will not exceed 3 hours in a single day. A 1-hour maximum walk-through is permitted during days 1-5 of the heat acclimatization period. A 1-hour recovery period will take place between the practice and walk-through (or vice versa).

VII. Student-athletes who participate in activities that last for an extended amount of time or multiple activities in a day should be provided electrolytes to assist in rehydration. Rest breaks must involve unlimited hydration intake and rest without any activity involved.

VIII. Coaches are required to adopt a heat injury prevention philosophy by promoting unrestricted access to water at all times. A student-athlete should never be denied access to water.

IX. The school's emergency action plan must include a procedure for onsite cooling using cold-water immersion or equivalent means before a student-athlete is transported to a hospital for exertional heatstroke.

X. Cooling zones must be available for each outdoor athletic contest, practice, workout, or conditioning session. Cooling zones must include the immediate availability of cold-water immersion tubs or equivalent and may also include ice sponges and towels or tarps that can be filled with ice and wrapped around individuals to rapidly cool internal body temperature. An employee or volunteer trained to administer cold-water immersion must be present.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1006.165, F.S.

HISTORY: ADOPTED: 12/01/20
REVISION DATE(S): _____
FORMERLY: NEW

STUDENT CLUBS AND ORGANIZATIONS 4.50

I. All student clubs and organizations shall be approved by the principal before they can operate within a school center.

II. All student clubs and organizations shall comply with the following:

A. The decision of a member of an organization shall not be one of the factors in selecting additional members.

B. The charter and 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.

C. 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 or safety.

D. Dues shall be reasonable and not prohibitive.

E. 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's approval.

F. A faculty sponsor shall be present at all meetings.

G. All social events shall be adequately chaperoned.

H. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.

I. A student club or organization shall not conduct any activity or act which violates Florida Statutes, School Board rules, or the regulations of the local school.

III. 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 school principal.

IV. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

V. The *Code of Student Conduct* shall apply to all activities conducted by school organizations.

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

LAW(S) IMPLEMENTED: **1001.43, 1006.07, 1006.09, 1006.135, 1006.14, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: JICF, JICFA, JJA

STUDENT PUBLICATIONS 4.51

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

I. The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, web pages, 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.

II. The principal shall not allow advertisements of intoxicants, tobacco products, or materials and services which are inconsistent with school objectives.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1006.28, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: JICE

DISTRICT AND STATEWIDE ASSESSMENT PROGRAM 4.60+

I. 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, religion, gender, age, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, pregnancy, disability if otherwise qualified, genetic information, or social and family background.

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.

II. 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. A student enrolled in an Advanced Placement (AP), International Baccalaureate (IB), or Advanced International Certificate of Education (AICE) course who takes the respective AP, IB, or AICE assessment and earns the minimum score necessary to earn college credit, does not have to take the EOC assessment for the corresponding course.

III. 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.

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.**

LAW(S) IMPLEMENTED: **1000.21, 1001.11(5), 1001.43, 1008.22, 1008.34, F.S.**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): 1/21/20

FORMERLY: ILBA

SECURITY OF TESTS 4.61

All mandatory tests administered by or through the State Board of Education and District administered national norm-referenced achievement tests 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 rules.

III. The testing coordinator shall coordinate the return and/or the destruction of test materials as directed by the Florida Department of Education.

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

LAW(S) IMPLEMENTED: **1001.11(5), 1001.43, 1008.22, 1008.24, 1008.34, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-10.042**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: ILB

HOME EDUCATION PROGRAM 4.70

I. Home education programs shall adhere to the provisions of Florida Statutes.

II. The following provisions shall govern home education programs:

A. The parent, as defined by 1000.21, F.S., 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 and include the names, addresses, and birth dates of all children who shall be enrolled in the program. The Superintendent shall accept the notice and immediately register the home education program upon receipt of the notice. Copies of applicable Florida Statutes and the home education policy shall be made available to the parent.

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.

Portfolios may be requested for inspection by a District employee upon fifteen (15) days written notice to the parent.

3. Provide an annual educational evaluation of each student in the home education program. 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.

B. The Superintendent shall receive and accept the results of the annual educational evaluation of the student in the home education program. If the student has not demonstrated educational progress commensurate with his/her ability, the parent 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.

C. 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.

III. Students who are participating in a home education program in accordance with Florida Statutes may be admitted to the public schools of this District on a part-time basis. The School Board shall not be responsible for the transportation of students in a home education program to or from the school. Students who attend school on a part-time basis are subject to all applicable School Board rules and regulations pertaining to full time students.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.41, 1001.43, 1002.01, 1002.41, F.S.**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): 1/21/20

FORMERLY: IHBG

PARTICIPATION OF HOME EDUCATION, PRIVATE SCHOOL AND VIRTUAL SCHOOL STUDENTS IN EXTRACURRICULAR ACTIVITIES

4.71

I. 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 interscholastic extracurricular activities, provided they meet all requirements of Florida Statutes and rules established by the School Board, the Florida High School Athletic Association (FHSAA) and the Florida School Music Association.

II. 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 the student meets all Florida Statutes, requirements and rules established by the School Board, and FHSAA bylaws.

III. A full time Florida Virtual School student is eligible to participate in extracurricular activities at the school to which he/she would be assigned or could choose to attend under District enrollment policies. The student must meet all Florida Statutes and academic and conduct requirements of the District.

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

LAW(S) IMPLEMENTED: **1001.43, 1002.41, 1006.15, F.S.**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): 10/07/14

FORMERLY: NEW

VIRTUAL INSTRUCTION 4.75

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 Florida Virtual School; and

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

III. Students may also use the following options to meet online course requirements:

A. Completion of a course in which a student earns an industry certification in information technology that is identified on the CAPE Industry Certification Funding list;

B. Passing the information technology certification exam without enrolling in or completing the course(s); or

C. Passing an online content assessment that requires the student to demonstrate skill and competency in locating information and applying technology for instructional purposes without enrollment in or completion of the relevant course(s).

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

V. 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.

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: 9/20/2016**
REVISION DATE(S): 8/2/2022

REPORT CARDS 4.80*+

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.

LAW(S) IMPLEMENTED: 1001.43, 1003.33, F.S.

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: IKAB

REQUIREMENTS FOR ORIGINAL ENTRY 5.10

I. Any student who initially enrolls in the District shall be required to have on file with the immunization registry a certification of immunization for those communicable diseases as required by Florida Statutes. Any child who is excluded from participation in the immunization registry must present or have on file with the school such certification of immunization.

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. A transfer student shall be granted thirty (30) days to provide documentation of school-entry health examination and certification of immunization record.

C. 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 shall 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 Statute.

C. The health examination shall be completed by a health professional who is 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 nonpublic school or a home education program shall be assigned to a grade based on placement tests, age, and previous school/academic 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 and any prior referrals to mental health services. If the student is admitted, the student may be placed in an appropriate educational program and referred to mental health services identified by the school district, when appropriate, at the direction of the School Board. The District may waive or honor the final order of expulsion or dismissal of a student if an act would have been grounds for expulsion according to the receiving District School Board's *Code of Student Conduct*.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.01, 1003.21, 1003.22, 1006.07, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.024**

HISTORY:

ADOPTED: 06/27/13
REVISION DATE(S): 1/21/20
FORMERLY: JFA, JLCA

ADMISSION TO KINDERGARTEN 5.11

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

I. The child's date of birth in the manner provided by Florida Statutes;

II. An up-to-date immunization record and tuberculosis test; and,

III. A school-entry health examination conducted within one (1) year prior to enrollment in school in accordance with State Board of Education rules.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.21, 1003.22, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.024**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JFA, JLCA

ADMISSION TO FIRST GRADE 5.12

I. 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:

A. Previous enrollment and attendance in a Florida public school;

B. Satisfactory completion of kindergarten requirements in a nonpublic school or home education program; or

C. 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.

II. First grade students shall progress according to the District's *Student Progression Plan.*

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

LAW(S) IMPLEMENTED: **1001.43, 1003.21, 1003.22, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.024**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: JFA

POSTSECONDARY VOCATIONAL PROGRAMS 5.13*+

I. The Superintendent or designee shall develop written procedures to implement Florida Statutes and State Board of Education rules which pertain to students with learning disabilities or other impairments who enter postsecondary 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 rules.

B. Development of reasonable substitutions for admission and graduation requirements for postsecondary 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 is completing a postsecondary vocational program may be exempted from meeting the career basic skills levels 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.

III. A student who attends the area vocational-technical center shall be classified as either a high school student or an adult student.

A. A high school student is a 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.

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 postsecondary programs on the basis of Florida Statutes and State Board of Education rules. Data collected shall be in accordance with State Board of Education rules.

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.**

LAW(S) IMPLEMENTED: **1001.43, 1004.91, 1007.264, F.S.**

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

HISTORY: **ADOPTED: 10/02/06, 6/27/13**

REVISION DATE(S): _____

FORMERLY: IHBA

HOMELESS STUDENTS 5.14*

I. Homeless children who live within the county shall be admitted to school in the District, shall have equal access to the same free appropriate public education (including preschool programs), provided to other students. The School District assures homeless students have access to the education and other services needed to ensure they have an opportunity to meet local and state academic achievement standards and shall be included in state and District assessments and accountability systems.

II. 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,

4. Are abandoned in hospitals;

5. Have a primary nighttime residence that is a public or private place not designed or normally used as a regular sleeping accommodation for human beings.

6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or

7. Are migratory children who qualify as homeless because the children are living in circumstances described in II.A.1. through II.A.5.

B. Unaccompanied Youth – A student who is 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.

D. School of Origin – The school that the student attended when permanently housed or the school where the child or youth was last enrolled, including preschool.

E. Designated receiving school included the next level school, elementary from pre-kindergarten, middle from elementary, high from middle, that a homeless child or youth, whose homelessness continues into the next school year, may attend when that next level school is in the district designated school for those students in the homeless student's school of origin.

F. Eligible School – the school of origin, the school zoned for the address where the students is temporarily residing, or another school which students residing in that attendance zone are eligible to attend.

G. Enroll and Enrollment – Attending school and participating fully in school activities.

H. Immediate – Without delay.

I. Parent – Parent or guardian of a student.

J. Liaison – The staff person designated by the District as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Homeless Assistance Act including, but not limited to, ensuring families and children experiencing homelessness have access to a public preschool program; providing appropriate credit for full or partial coursework satisfactorily completed by the homeless student; providing access to academic and extracurricular activities; and carrying out the dispute resolution process as expeditiously as possible.

III. The District shall identify homeless students as defined by federal and state law. If the District's 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.

IV. The District shall seek to remove barriers to the enrollment and retention of homeless children and youth.

V. 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 immediately enrolled in school regardless of missing required documents, records or missed timelines/deadlines.

C. A homeless child shall be given a thirty (30) school day exemption to provide proof of age, certification of a school-entry health examination, proof of immunization and other documentation required for enrollment.

VI. 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, as well as post-secondary counseling. Homeless students continue to receive all McKinney-Vento services during throughout the school year of identification regardless of change in housing.

VII. Homeless students shall be given meaningful opportunities to succeed in school. District will collaborate and coordinate with other school districts, community service providers and organizations to assist Homeless student success.

VIII. Homeless students shall be allowed to remain in the school of origin if in the best interest of the student, unless this is contrary to the wishes of the parents. Homeless students may remain at school of origin for the remainder of the current school year.

IX. Homeless students and/or parents shall have the right to dispute school assignment if placement is other than the school of origin. The District shall ensure that unaccompanied youth and the parents of homeless students are notified, in writing, of the right to remain in the school of origin and of the dispute process.

X. 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 for transportation if a homeless student begins living in another district in a homeless status and continues to attend the school of origin.

XI. Homeless students shall not be stigmatized, segregated, or separated in any educational program on the basis of their homeless status.

XII. The District shall follow the requirements of the McKinney-Vento Homeless Assistance Act.

XIII. Any record ordinarily kept by the school, including health and immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of a homeless student shall be maintained so that the records are available, in a timely fashion, when the student enters a new school district.

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

LAW(S) IMPLEMENTED: 382.002, 1000.21, 1001.43, 1003.01, 1003.21, 1003.22, F.S.
MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, P.L.100-77
Every Student Succeeds Act of 2015. PL 114-95

HISTORY: **ADOPTED: 10/2/06**
REVISION DATE(S): 10/07/14, 7/5/22, 12/06/22
FORMERLY: NEW

STUDENT OUT OF ZONE TRANSFER/CHOICE 5.141*+

I. School Board strives to accommodate family choice to the maximum extent possible. Students may attend a school other than their zoned school if they have been granted a choice assignment in accordance with this policy. Disciplinary and/or attendance issues may result in a return to the home zoned school the following school year and/or may result in immediate return to the home zoned school. School choice is available for the following:

A. Magnet Programs

B. Controlled Open Enrollment

C. Charter Schools

D. Hope, Family Empowerment, or Opportunity Scholarships

E. Home School

F. Virtual School

G. Dual Enrollment

II. The following provisions apply to all choice assignments:

A. The student must remain in the zoned school until a choice assignment is granted.

B. Applications for certain choice assignments must be submitted within the designated time frame. Time frames are published on the Board website by January 1 for applications for the following school year.

C. With the exception of children of full-time Board employees who are non-residents of the District, students whose primary legal residence is in the District shall be given preference over non-resident students with respect to the granting of choice assignment.

D. The Board does not provide transportation to students with choice assignments except as otherwise provided for in this policy or by law.

III. Magnet Programs

A. Magnet programs for elementary, middle, and high school students have pre-established criteria for admission which vary by school/program. These admission criteria and application procedures will be made available to interested persons through the school where the program is located.

B. Application to magnet programs will begin in January for entry into the program at the beginning of the following school year. The Superintendent will annually establish caps for each magnet program and a deadline for applications.

C. For any school year, parents may apply for admission of the student to magnet programs and, must signify their choice by registering the student by the date established by the Superintendent.

D. A student who is accepted to a magnet program who ceases to participate in the program will be returned to his/her zoned school. Participation is defined as being registered in and maintaining the expected levels of success as defined by the magnet program. A minimum, grade point average may also be required.

E. Transportation may be provided for students enrolled in magnet programs at the discretion of the Superintendent or as may be required by applicable law.

IV. Controlled Open Enrollment

A. Students may be granted choice assignments to schools that are not at or over capacity and would not be at or over capacity as a result of such assignments.

B. The Board will establish a ninety percent (90%) capacity determination for each school, by grade level, in the District. The capacity determination will be identified on the school district's website and must be updated every 12 weeks. Schools having a projected enrollment of less than ninety percent (90%) of capacity for the following school year will be available for controlled open enrollment. Projected enrollment will be calculated by taking the number of students zoned to the school, subtracting those students granted acceptance to magnet programs at other schools, adding students granted acceptance to magnet programs at the school, and adding students with continuing zoning exceptions.

C. Schools having a projected enrollment equal to or greater than ninety percent (90%) capacity for each school, by grade level, will not be available for controlled open enrollment, any applications submitted will be placed on a waiting list. Students denied access due to capacity will be notified when space becomes available. Eligible schools will be posted on the Board's website.

D. Applications for controlled open enrollment will be submitted to the School on the Controlled Open Enrollment Form. The Superintendent will annually establish an application period for controlled open enrollment.

E. Applications will be reviewed by the District.

1. If the school's ninety percent (90%) capacity would not be exceeded by the number of choice applications when added to the projected school population, choice applicants for that school will be approved as in alignment with the Controlled Open Enrollment Plan.

2. If the school's ninety percent (90%) capacity would be exceeded by the number of choice applications when added to the projected student population, admission will be granted first to students who have siblings in the chosen school.

3. Other priorities, once verified, applications for students meeting one or more of the priority criteria as described in this paragraph shall be granted priority to attend their first choice school if a seat is available. Applications with one or more of the priorities provided in this paragraph shall be separated from each group and placed in random order. Students who are eligible for priority preference include:

   a. Dependent children of active duty military personnel whose move resulted from military orders;
   b. Children who have been relocated due to a foster care placement;
   c. Children who have moved due to a court-ordered change in custody due to separation or divorce;
   d. Children who have moved due to the serious illness or death of a custodial parent; and
   e. Students residing in the District.

F. Parents will be notified of the approval or denial of their student's application.

G. A student who is granted a choice assignment under Controlled Open Enrollment must register at the new school within ten (10) days of being notified or the choice assignment will be rescinded.

H. Students who are not selected to attend the school(s) to which they applied will be notified that the District will be unable to place them at a requested school and they must register at their zoned school. The student will be placed on a waiting list. The school capacity determination for each grade level must be updated every 12 weeks. If capacity becomes available at a grade level within a school, parent(s) of students placed on the waiting list will be notified of the opening and permitted to enroll throughout the school year.

I. Positions at a school that were assigned to a student under Controlled Open Enrollment will be monitored at the beginning of the school year. Students who have accepted assignments but who are not in attendance by the tenth (10th) day of school will have their assignments revoked. A revoked choice assignment may then be assigned to the next student on the waiting list.

V. Charter Schools

In addition to choice within schools operated by the Board, parents may elect for students to attend charter schools that have been approved by the Board. (See Policy # 3.90 Charter Schools). Each charter school is operated and governed by its own independent board. Parents who elect this option need to communicate directly with the charter school to resolve questions and concerns.

VI. Opportunity Scholarships

Students assigned to attend a school that has earned a grade of "F" or three consecutive grades of "D" may request and receive an Opportunity Scholarship for the student to enroll in and attend a public school that has been designated by the state as a school performing higher than that in which the student is currently enrolled. If the parent chooses to request that the student be enrolled in a higher-performing public school in the school district, transportation costs to the higher-performing public school shall be the responsibility of the school district. The district may utilize state categorical transportation funds or state-appropriated public school choice incentive funds for this purpose. (F.S. 1002.38)

VII. Family Empowerment Scholarships

Parents that have limited financial resources or a student with a disability may request from the state of Florida a Family Empowerment Scholarship to attend a private school, curriculum and instructional materials, and/or tuition and fees associated with full-time or part-time enrollment in an eligible postsecondary educational institution, fees associated with testing, contracted services with a public school district, or tutoring services; and specialized services for students with disabilities. The parent of a student with a disability who does not have an IEP or who seeks a reevaluation of an existing IEP may request an IEP meeting and evaluation from the school district in order to obtain or revise a matrix of services. By January 1 of each year, a school district shall inform all households within the district receiving free or reduced-priced meals under the National School Lunch Act of their eligibility to apply to the department for a Family Empowerment Scholarship. (F.S. 1002.394)

VIII. Florida Tax Credit (FTC/PEP) Scholarship

A student is not eligible for an FTC/PEP scholarship while he or she is enrolled full time in a public school, DJJ commitment program, the recipient of any other education scholarship, in a home education program, participating in private tutoring unless through the PEP program, or participating in virtual instruction unless through the PEP program. FTC/PEP scholarship students may use their funds for tuition and fees for full-time or part-time enrollment in a home education instructional program, an eligible postsecondary educational institution or a program offered by the postsecondary educational institution, an approved apprenticeship program, a private tutoring program, a virtual program offered by a department-approved private online provider, Florida Virtual School as a private paying student, fees for standardized and industry certification testing, contracted services provided by a public school district, and/or tuition and fees for part-time tutoring services or fees for services provided by a choice navigator. (F.S. 1002.395)

IX. HOPE Scholarship

A student enrolled in a public school in grades K-12 is eligible for a HOPE Scholarship if the student reported an incident. For program eligibility an "incident" means battery;

harassment; hazing; bullying; kidnapping; physical attack; robbery; sexual offenses, harassment, assault, or battery; threat or intimidation; or fighting at school, as defined by the department in accordance with s. 1006.09(6). The student subjected to an incident may request to transfer to another public school that has capacity or request a scholarship for the student to enroll in and attend an eligible private school under the provisions of the Hope Scholarship. (F.S. 1002.40)

X. Home School

Parents may elect to home school students in accordance with State law. See Policy # 4.70 Home Education Programs.

XI. Virtual School

Parents may elect to register their students in a virtual education program. See Policy # 4.75 - Virtual Instruction.

XII. Dual Enrollment

See Policy # 5.142- Postsecondary Enrollment Programs.

XIII. Revocation of Choice Assignment

If a student is granted a choice assignment and displays issues with attendance, grades, or disciplinary actions the principal may make the decision to have the student returned to their zoned school. If a student is being returned to their zoned school due to a revocation, communication should occur between the schools to establish supports for the student.

XIV. Zoning Exceptions

Students may attend a school other than their zoned school if they have been granted a zoning exception in accordance with this policy. Zoning exceptions are not to be used as a substitute for school choice. Zoning exceptions may be granted for the following reasons:

A. Parents employed by the Board: Students are allowed to attend the school of parent's choice if the parent is a full time employee with Walton County Schools. A choice form must be completed and approved prior to the transfer.

B. Exceptional Student Education (ESE) Transfers: Students who transfer into the District from another school district must have an IEP meeting to review their current IEP. Some ESE programs do not allow for choice because they serve the specific needs of a student with a disability.

C. Hardship Placement:

1. medical/psychological need
2. police/DCF request
3. victim of a violent crime

D. Transfers are allowed for a student whose parents have begun actual construction on a home in the receiving school zone, if the student shall permanently move into the home by the end of the semester in which the transfer is to take place.

E. Students who move to another school zone within Walton County may enroll in their zoned school or request to complete the academic year at the school in which the students were legally enrolled prior to the change of address.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1002.20, 1002.31, 1002.38, 1002.39, 1002.395,1002.40, 1002.394, 1011.68, 1013.35, F.S.**

HISTORY:

ADOPTED: 4/21/26
REVISION DATE(S): _____
FORMERLY: NEW

POSTSECONDARY ENROLLMENT PROGRAMS 5.142

I. The School Board recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities. The Superintendent will annually develop/revise articulation agreements jointly with postsecondary institutions to provide a comprehensive articulated acceleration program including, but not limited to, dual enrollment and early admission programs.

II. The Board will approve participation of secondary students who meet the State Board of Education's criteria, to enroll in approved postsecondary programs while in attendance in the District. Students will be eligible to receive secondary credit for completing courses contained in any of these programs. Such credit will count toward graduation requirements.

III. No student may participate without the written consent of parents and the high school principal or designee.

IV. Annually all secondary school students and their parents shall be informed of the options available to the students for dual enrollment as an educational option and mechanism for acceleration.

V. The postsecondary education institution will assign a letter grade for the student's work in the course, and the District will be responsible for posting dual enrollment course grades as assigned by the postsecondary institution to the high school transcript. The Superintendent shall also establish the necessary procedures to comply with State law and ensure that it is properly communicated to both students and their parents.

VI. Any District student who is expelled is not eligible for enrollment or continuation in postsecondary courses during the period of expulsion except as determined by mutual agreement between the District and the college or university.

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

LAW(S) IMPLEMENTED: **1007.27, 1007.271, F.S.**

HISTORY: **ADOPTED: 04/03/18**
REVISION DATE(S): _____
FORMERLY: NEW

WITHDRAWAL FROM SCHOOL 5.15

No student under the age of eighteen (18) will be permitted to withdraw from school without the written consent of his/her parent, as defined by Florida Statutes, and in compliance with Florida Statutes.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.53, 1003.21, 1006.07, 1012.28, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: JF

READMISSION OF STUDENTS 5.16

Students who have previously withdrawn from school may be readmitted under the following conditions:

I. A student who is sixteen (16) years of age or older and who has been withdrawn previously, regardless of the reason, may apply to the school principal to reenter at the beginning of the next semester.

II. A student who is sixteen (16) years of age or older and who has withdrawn twice for nonattendance during a school year shall be permitted to reenroll at the school principal's discretion at the beginning of the next school year.

III. A student who is sixteen (16) years of age or older and who has withdrawn from school and has registered in an adult education program shall be expected to continue his/her education in the adult education program. Reenrollment in a District high school shall require the Superintendent's approval.

IV. A student who has previously withdrawn from a District school and who is over the age of twenty (20) shall be enrolled into an adult education program to enable him/her to pursue a high school diploma.

V. A high school principal shall consider a student's previous academic and disciplinary records, post high school plans, and curriculum needs when agreeing to reenter a student who is eighteen (18) years or older and who has been withdrawn previously.

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

LAW(S) IMPLEMENTED: **1004.93, 1006.07, 1012.28, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JFA

PERSON STANDING *IN LOCO PARENTIS* TO STUDENT 5.17

A student who is under eighteen (18) years of age and does not reside with his/her parent(s), as defined by Florida Statutes, shall have his/her parent(s) designate in writing to the principal the individual who stands *in loco parentis* to the student, except as provided in Florida Statutes. This statement shall be notarized.

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

LAW(S) IMPLEMENTED: **743.01, 1000.21, 1006.07, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: JRA

STUDENT ASSIGNMENT 5.20

I. A student may attend his/her school of choice, at the appropriate grade level, within the Walton County School District under the provisions of the following procedures of the School *Controlled Open Enrollment Plan* adopted by the School Board.

II. Transportation will be provided for a student who attends a school within the transportation zone for his/her residence and who is eligible for District provided transportation. A student's residence is the residence of his/her parent(s), as defined by Florida Statutes.

III. No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled or suspended from another school district. This prohibition shall be effective for the period of time in which the student was expelled or suspended from another district. Such students shall be accorded the same appeals procedure which is available to District students.

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 Florida Statutes and the *Controlled Open Enrollment Plan*. Such transfers shall be on a nondiscriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.

V. Any student whose legal residence is outside the boundaries of the county may be enrolled in a District school under the provisions of Florida Statutes and the *Controlled Open Enrollment Plan*.

VI. The assigned school for an out-of-district student shall be designated on the basis of space available.

VII. A student who has been attending, in the year prior to the designation, a public school that has been classified as performance grade category "F" or has earned three (3) consecutive grades of "D" or a student who is assigned to a public school

that has been designated as performance grade category "F" or has earned three (3) consecutive grades of "D" may attend a higher performing public school in the District or a school in another district as allowed by law.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1002.20, 1002.31, 1002.38, F.S.**

HISTORY: **ADOPTED: 10/02/06**
REVISION DATE(S): 10/07/14, 4/4/17
FORMERLY: NEW

CONTROLLED OPEN ENROLLMENT 5.23*+

I. The School District shall develop a *Controlled Open Enrollment Plan* that will be approved by the School Board and considered part of this policy. This plan will enable the District to consider student assignment based on parental preference when requested by the parent as defined by Florida Statutes. The plan shall be in effect beginning with the 2017-2018 school year.

II. The plan shall include but not be limited to the following:

A. Eligibility requirements;

B. Application process;

C. Forty-five (45) day time period for accepting applications;

D. Method of determining capacity of schools;

E. Capacity determination for each District school;

F. Identification of schools that have not reached capacity;

G. Class size standards;

H. Provision for a parent to request placement of siblings within the same school;

I. Appeals process for hardship cases;

J. Availability of transportation; and

K. Method and timeline for notifying a parent of his/her child's placement for the next school year.

III. The plan and process for implementing the plan must

A. Adhere to federal desegregation requirements;

B. Maintain socioeconomic, demographic, and racial balance;

C. Allow a student to remain at the chosen school until he/she completes the highest grade level at the school; and

D. Maintain existing academic eligibility criteria for public school choice programs.

IV. Students residing in the District shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.

V. Preferential treatment shall be provided for

A. Dependent children of active duty military personnel whose move resulted from military orders;

B. Children who have moved due to foster care placement in a different school zone;

C. Children who have moved due to a court-ordered change in custody as a result of separation or divorce;

D. Children who have moved due to the serious illness or death of a custodial parent;

E. Students at multiple session schools; and

F. Students residing in the District.

VI. The *Controlled Open Enrollment Plan* shall be available on the District website.

VII. The process for participating in controlled open enrollment shall be posted on the District website with a list of schools that have not reached capacity, the application for participation, and the deadline for submitting the request to participate in controlled open enrollment.

VIII. The District shall report the number of students participating in public school choice by type as required by the Department of Education.

IX. The *Controlled Open Enrollment Plan* and the process for implementing the plan shall be reviewed annually. The Superintendent shall present the plan and any recommended changes to the School Board for consideration.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1002.20, 1002.31, 1002.38, 1013.35, F.S.**

HISTORY:

ADOPTED: 4/04/2017
REVISION DATE(S): _____
FORMERLY: NEW

HIGH SCHOOL EQUIVALENCY PROGRAM AND EXAMINATION 5.24*

A student who is sixteen (16) or seventeen (17) years of age may take the High School Equivalency Examination (also known as the General Education Development (GED) test) if approved by the School District. To be eligible a student must:

a. file a formal declaration of intent to terminate school enrollment, after reaching the age of 16;

b. The student must not have a high school diploma; and

c. The student is legally withdrawn from secondary school.

A student who has reached the age of sixteen (16) is not required to take any course before taking the GED examination unless the student fails to achieve a passing score on the GED practice test as established by the State Board of Education.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.21, 1003.435, F.S.**

HISTORY:

ADOPTED: 10/1/24
REVISION DATE(S): _____
FORMERLY:

CLASSROOM TRANSFER 5.25+

- A parent as defined by Florida Statutes may request that his/her child be transferred to another classroom teacher in the school.

- A parent whose child is assigned to an out-of-field teacher may request that his/her child be assigned to an infield classroom teacher in the same grade within the school.

- A request for transfer must be approved or denied within two (2) weeks after receiving the written request. If the request is denied, the school must notify the parent and state the reason(s) for denial.

- The transfer of the student to a different classroom teacher shall not violate the maximum class size regulations.

- The Superintendent shall develop procedures for the transfer process which will be published in the *Student Handbook* and on the District website.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1001.51, 1003.03, 1003.3101, 1012.42, F.S.**

HISTORY:

ADOPTED: 4/04/17
REVISION DATE(S): _____
FORMERLY: NEW

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, of each healthcare service offered at their student's school and that the parent has the option to withhold consent or decline any specific service. A health care practitioner may not solicit or arrange to provide health care services or prescribe medicinal drugs to minor child without first obtaining written parental consent. 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.

IV. Students referred to a school-based mental health service provider for mental health screening to identify mental health concerns and students at risk for mental health disorders will be assessed within 15 days after referral. Mental health services must be initiated within

A. Fifteen (15) days after identification and assessment by the school-based mental health provider; or

B. Thirty (30) days after identification and assessment by the community-based mental provider after the school or district makes a referral.

V. Parents and or guardians of a student receiving mental health services will be provided information about other behavioral health services available through the student's school or local community-based behavioral health services providers.

VI. Household members of a student receiving mental health services will be provided with information about other available behavioral health services through other deliver systems or payors, if they appear to need support or if improving their behavioral health could benefit the student's well-being.

VII. Prior to the District administering a student well-being questionnaire or health screening form to a student in grades K-3 the District will provide the questionnaire or health screening form to the parent and obtain the parent(s) permission.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 381.0056, 394.463, 1001.21, 1002.20, 1006.041, 1006.062, 1014.06 F.S.

HISTORY: ADOPTED: 4/14/22
REVISION DATE(S): 12/06/22, 3/3/2026
FORMERLY: NEW

STUDENT CONTROL 5.30*+

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,except as provided by law and the policies of the Board. Corporal punishment may not be administered.

i A good faith effort must be made to immediately inform the parent by telephone of the student's suspension for any reason.

ii A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension.

iii Each suspension and the reason must be reported in writing within 24 hours to the parent by United States mail or other method agreed to by the parent.

B. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the *Code of Student Conduct.*

C. The student's parent or guardian have the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.

III. This policy shall not apply to students while they are being transported to or from school by private citizens.

IV. The *Code of Student Conduct* for elementary, middle, high school and postsecondary schools is 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' parents, as defined by Florida Statutes, at the beginning of each school year, and

D. Be filed in the Superintendent's office.

V. The *Code of Student Conduct* shall be discussed with all students, school advisory committees, and parent/teacher associations at the beginning of each year.

VI. Any School Board decision which conflicts with provisions in the *Code of Student Conduct* shall prevail until revisions are adopted.

VII. 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.

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

LAW(S) IMPLEMENTED: **120.57(1), 1000.21, 1001.43, 1002.20, 1003.04, 1003.21, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.13, F.S.**

HISTORY:

ADOPTED: **6/27/13**

REVISION DATE(S): **0/01/24; 10/17/2025**

FORMERLY:

BULLYING AND HARASSMENT 5.301*

I. Statement Prohibiting Bullying and Harassment

A. It is the policy of the Walton 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 against any students, employees, visitors, volunteers or agents who work on school related activities, subject to the control of school officials. 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, visitor, volunteer, or agent 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;

4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K12 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 non-school-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 education process or orderly operation of a school. School staff is not required to monitor any non-school-related activity, function, or program.

II. Definitions

A. Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training

facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

B. Bullying includes cyberbullying and is defined as 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 is often characterized by an imbalance of power. Bullying may involve but is not limited to

1. Unwanted teasing;

2. Social exclusion;

3. Threat;

4. Intimidation;

5. Stalking;

6. Cyberstalking or Cyberbullying

7. Physical violence;

8. Theft;

9. Sexual, religious, anti-semitic, cultural, or racial harassment;

10. Public or private humiliation; or

11. Destruction of property

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

C. Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

D. 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 photo optical 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.

E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or 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.

F. 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;

3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or

4. Has the effect of substantially disrupting the orderly operation of a school.

G. Bullying, Cyberbullying/Cyberstalking 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.

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 of bullying or harassment.

III. Behavior Standards

A. The Walton 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. Walton County School District employees are responsible for adhering to the Principles of Professional Conduct of the Education Profession in Florida and district policies governing conduct and behavior.

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

C. Refer to the *WCSD Student Code of Conduct* for specific behavior

expectations.

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 followed by the determination of disciplinary sanctions appropriate to the perpetrators position within the district. 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 interventions 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 *WCSD Student Code of Conduct*.

3. Consequences and appropriate remedial interventions 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.

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 or district administrator after consideration of the nature and circumstances of the act, including reports to Professional Standards and/or appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment

1. Consequences and appropriate remedial interventions 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 WCSD *Student Code of Conduct*.

2. Consequences and appropriate remedial interventions 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 Professional Standards and/or 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 oral or written complaints alleging violations of this policy and will determine the appropriate action.

B. All school employees are required to report alleged violations of this policy to the principal or principal's designee.

C. All other members of the school community, including students, parents/legal guardians, 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 principal's designee.

D. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, parents/legal guardians, visitors and other agents, 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 alleged 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 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 report of an act of bullying or harassment shall be considered an official means of reporting such act(s).

I. Reporting may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The principal/designee or District Administrator shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner.

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.

B. While the District does not assume any liability for incidents that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying and harassment against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate.

C. 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.

D. 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 (harasser or bully) or victim.

E. 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.

F. 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; sex, race;

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 or the employee's work or workplace environment;

10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;

11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted; and

12. The date, time and method in which all parties involved, in the case of employees were contacted.

G. 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. Any recommended remedial steps necessary to stop the bullying and/or harassing behavior; and

2. A written final report to the principal or appropriate administrator.

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

I. 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) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.

B. The trained investigator(s) will compile the results of the 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.

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 and the parents/legal guardians of the perpetrator of an act of bullying or harassment as well as notification to all agencies when criminal charges may be pursued against the perpetrator.

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, or reasonably thereafter. 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 (Every Student Succeeds Act, Title VIII, Part F, Subpart 2, Section 8532) 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.

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 may be made available to the victim(s) and 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 involved student's parents or legal guardian may be 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.

D. If a formal discipline report or formal complaint is made against an employee, the principal/designee or district administrator must refer the employee to the Employee Assistance Program for determination of appropriate counseling support and/or interventions.

E. A student may be required to obtain counseling and/or attend a recognized treatment program at parental expense and show proof of completion of such counseling or program. Such offenses may include,

but are not limited to, substance abuse, threats, intimidation, bullying, harassment, or acts motivated by hate or bias.

F. An employee component to address intervention and assistance as determined appropriate by the Employee Assistance Program that includes, but are not limited to:

1. Counseling and support to address the needs of the victims of bullying; and

2. Research-based counseling/interventions to address the behavior of the employees who bully others (e.g., empathy training, anger management).

G. 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 and 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 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 or 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 Use/Possession Excluding Alcohol

    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 Management System.

D. The District shall provide bullying and harassment 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/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.

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 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 *WCSD Student Code of 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.

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**

HISTORY: **ADOPTED:1/19/16**
REVISION DATE(S): 04/07/20, 04/06/21
FORMERLY: NEW

DATING VIOLENCE AND ABUSE 5.305*

It is the policy of the Walton County 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. The School Board of Walton County also prohibits sexual harassment and sexual discrimination, which is governed by Policy 2.71, Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

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 romantic or 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. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both. Sexual harassment and sexual discrimination definitions, policies, and procedures set forth in Policy 2.71 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

II. Reporting Teen Dating Violence or Abuse

A. The principal or designee shall be responsible for receiving complaints alleging violations of this policy. If the principal or designee has reason to suspect that the complaint could be a Title IX issue, it should be promptly reported to the Title IX Coordinator.

B. All school employees are required to report alleged violations of this policy to the principal or designee.

C. In addition to reporting the incident to the principal or designee, if a district employee or agent has reason to suspect that an alleged violation of this policy might constitute a crime, the district employee or agent shall also immediately report the complaint to law enforcement. Any uncertainty regarding whether an alleged violation might constitute a crime must be resolved in favor of reporting the incident to law enforcement.

D. 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.

E. In cases involving an alleged perpetrator who is of adult age and an alleged teen victim, certain suspicions of abuse must be reported to the Florida Abuse Hotline (1-800-962-2873) or local law enforcement pursuant to Section 39.201, Florida Statutes.

F. 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.

G. 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.

H. 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. Appropriate remedial action will be pursued for persons found to have wrongfully and intentionally accused another of an act of dating violence or abuse.

I. 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.

J. 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. If the complaint is determined to be a Title IX Sexual Harassment or Sexual Discrimination complaint, the policies and procedures set forth in Policy 2.71 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination will apply.

E. 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. School employees shall refrain from sharing confidential student information with other school employees, students, or community members, unless disclosure is required by law or is necessary to protect the student's safety. Any notification made must be

consistent with the student's privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

F. 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 *WCSD 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;

C. If needed, the school will assist the student in creating an alternative education plan for the student such as transferring to a different school or the ability to make up school work missed due to dating violence;

D. Security protection, such as safe egress/regress from school and within the school;

E. Timely and comprehensive investigation of dating violence and abuse complaints;

F. Information and assistance in securing intervention, which includes assistance and support provided to parents/legal guardians, if deemed necessary and appropriate.

G. Referrals for outside support and/or counseling.

VII. Methods of Intervention with the Alleged Perpetrator

A. Allow the alleged perpetrator to respond in writing to the allegations

B. Identify and implement interventions that will be taken to prevent further incidents

C. Refer the alleged perpetrator and parents/legal guardians to help and support available at the school and within the community

D. Address the seriousness of retaliations against the victim for reporting the incident or cooperating with the investigation. Inform the alleged perpetrator that retaliation or threats of retaliations in any form designed to intimidate the victim of dating violence or abuse, those who are witnesses, or those who investigate an incident, shall not be tolerated.

E. Provide for increased supervision of the alleged perpetrator.

F. Document the meeting and action plans.

VIII. 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.

IX. 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.**

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

HISTORY:

ADOPTED: 4/6/21

REVISION DATE(S): 6/27/13, 9/07/21

FORMERLY: NEW

STUDENT DETENTION, SEARCH, AND SEIZURE 5.31+

I. The principal, a teacher, or any other 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.

II. Any activity involving student detention, search, and seizure shall be in accordance with procedures set forth in the *Code of Student Conduct*.

III. 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:

Notice to Students

School authorities may search student lockers or other areas when reasonable suspicion that prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.31, 1006.07, 1006.09(9), 1006.13, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JIH

ZERO TOLERANCE FOR SCHOOL RELATED CRIMES 5.32*

I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened for the defense of others or in the student's own self-defense, was using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer that was necessary to restore or maintain the safety of others. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the zero tolerance policy as outlined in Florida Statutes.

II. Acts that pose a 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. Such acts include but are not limited to

A. Aggravated battery;

B. Armed robbery;

C. Arson;

D. Battery or aggravated battery on a teacher or other school personnel;

E. Kidnapping or abduction;

F. Murder;

G. Manslaughter;

H. Possession, use or sale of a controlled substance;

I. Possession, use or sale of any explosive devise;

J. Possession, use or sale of any firearm or weapon;

K. Sexual battery.

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

A. Cellular telephone violation;

B. Defiance of authority;

C. Disruption, minor;

D. Dress code violation;

E. Eating or drinking on the bus;

F. Forgery;

G. Horseplay;

H. Leaving campus without permission;

I. Lying or misrepresentation;

J. Profanity;

K. Vehicle parking violation.

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

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

A. Alcohol violation;

B. Alcohol, sale or distribution;

C. Arson;

D. Battery;

E. Bomb or biochemical threat;

F. Breaking and entering or burglary;

G. Disruption of school, major;

H. Drug use, sale or distribution;

I. Explosives, possession or use;

J. Extortion;

K. False alarm;

L. Firearms violation;

M. Gang-related activity;

N. Hate crime;

O. Illegal organization, membership;

P. Robbery;

Q. Sexual battery;

R. Sexual harassment;

S. Sexual misconduct;

T. Sexual offense;

U. Stalking;

V. Trespassing;

W. Weapons violation;

X. Any felony as defined by Florida Statutes.

VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported.

VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.

VIII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system:

A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.

B. Making a threat or false report as defined in Florida Statutes, Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.

C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.

D. Hazing as defined in 1006.135, Florida Statutes.

IX. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

X. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.

XI. The Superintendent may consider the one (1) year expulsion requirement on a case by case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

XII. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.

XIII. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees, shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

XIV. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.

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

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

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

HISTORY:

ADOPTED: 4/07/20

REVISION DATE(S): 9/05/19; 01/23/24

FORMERLY: JICI

TEACHER REMOVAL OF STUDENTS FROM CLASSROOM 5.33

I. Appropriate action will be taken to remove or to make special provisions for a disruptive student. Disruptive behavior will include: assault on staff or students; threat(s) or violence; disrespectful, 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 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 communicate effectively 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:

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 alternative member of the committee.

B. A teacher, who removed a student from his/her class and who has withheld consent for the return of that student to his/her class, shall not serve on the committee when the committee makes its decision regarding the return of the student.

C. The Placement Review Committee(s) will be selected during pre-school 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 committee to perform the 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.

6. 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.

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

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

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

EXPULSION OF STUDENTS 5.34

The school principal may recommend, to the Superintendent, the expulsion of any student who has committed a serious breach of conduct.

The principal shall recommend to the Superintendent the expulsion of any student who has violated School Board rules which require mandatory expulsion.

Proper procedures shall be followed in all student expulsion proceedings as required by Florida Statutes, State Board of Education rules, and School Board rules.

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

LAW(S) 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(S): **6A-6.0331, 6A.03312**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JKE

SUSPENSION OF STUDENTS 5.342

I. The principal in accordance with procedures in the *Code of Student Conduct* may suspend a student from school or class for a period not to exceed ten (10) days.

II. The principal shall proceed as prescribed in State Board of Education rules when a student is formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney, for an incident which allegedly occurred on property other than School Board property.

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

LAW(S) IMPLEMENTED: **1001.54, 1003.31, 1006.07, 1006.08, 1006.09, 1012.28, F.S.**

STATE BORD OF EDUCATION RULES(S): **6A-1.0956, 6A-03312**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JKD

USE OF PHYSICAL RESTRAINT FOR STUDENTS WITH DISABILITIES 5.345*+

I. The District shall implement a system of positive behavior interventions and supports to prevent and respond to dangerous student behaviors that may cause or create a threat of imminent risk or serious injury to the student and/or others. The use of seclusion in the District's schools is prohibited.

II. Definitions

A. Crisis intervention plan – an individualized action plan for school personnel to implement when a student exhibits dangerous behavior that may lead to imminent risk of serious injury.

B. Imminent risk of serious injury – the threat posed by dangerous behavior that may cause serious physical harm to self or others.

C. Restraint – the use of mechanical or physical restraint, defined as follows:

1. Mechanical restraint – the use of a device that restricts a student's freedom of movement. The term does not include the use of devices prescribed or recommended by physical or behavioral health professionals when used for indicated purposes.

2. Physical restraint – the use of manual restraint techniques that involve significant physical force applied by a teacher or other staff member to restrict the movement of all or part of a student's body. The term does not include briefly holding a student in order to calm or comfort the student or physically escorting a student to a safe location.

D. Positive behavior interventions and supports – the use of behavioral interventions to prevent dangerous behaviors that may cause serious physical harm to the student and/or others.

E. Seclusion – the involuntary confinement of a student in a room or area alone and preventing the student from leaving the room or area. The term does not include time-out used as a behavior management technique intended to calm a student.

F. Student – a child with an individual education plan enrolled in grades kindergarten through 12 in a district school. The term does not include students in prekindergarten, students who reside in a residential care facility or students participating in a Department of Juvenile Justice education program.

III. Use of Restraint in District Schools

A. School personnel may not use mechanical restraint. This does not apply to school resource officers, school safety officers, school guardians, or school security guards as described in Florida law, who may use mechanical restraint in the exercise of their powers and duties to restrict student in grades 6 through 12.

B. Authorized school personnel may use physical restraint only when all positive behavior interventions and supports have been exhausted. Physical restraint may be used only when there is an imminent risk of serious injury and must be discontinued as soon as the threat posed by a student's dangerous behavior has dissipated. Physical restraint may not be used to inflict pain to induce compliance. Physical restraint may be used only to protect the safety of students, school personnel, or others and may not be used for student discipline or to correct student noncompliance. The degree of force applied during physical restraint must be only that degree of force necessary to protect the student and/or others from imminent risk of serious injury.

All instances of restraint shall be documented and reported as required.

IV. Procedures for Restraint in District Schools

The Superintendent shall develop procedures to implement this policy and the requirements of applicable state and federal statutes and regulations. At the beginning of each school year, the District shall post its policies and procedures on positive behavior interventions and supports as adopted by the school district. These procedures shall include, but not be limited to the following:

A. A system of positive behavior interventions and supports and identification of school personnel who are authorized and annually trained to use them;

B. Restraint incident reporting;

C. Restraint data collection, monitoring, analysis, and reporting;

D. A plan for reducing the use of restraint, including activities, skills, and resources needed to do so;

E. The development of crisis intervention plans; and

F. Monitoring, documenting, and reporting the use of restraint at the classroom, building, and district level as outlined in Florida law.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.32, 1003.573, 1006.07, 1006.11, 1012.75, F.S.**

STATE BOARD OF EDUCATION RULE(S) **6A-6.03312**

HISTORY:

ADOPTED: 6/27/13
REVISION DATE(S): 8/02/22
FORMERLY: NEW

GRANTING PERMISSION FOR STUDENTS TO LEAVETHE SCHOOL CAMPUS 5.35

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, 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 with whom the child resides, the principal or teacher concerned shall not release the child without the verified authorization of the parent with whom the child resides.

III. The provisions of this subsection shall not apply to a law enforcement officer, court official, Children and Family Services, or proper school employee provided that the person's identity and authority are clearly established.

IV. 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 for purposes of this policy if the student provides proper written documentation, if feasible, that the parents have been informed of the decision.

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

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

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): _____

FORMERLY: JLIB

VEHICLE USE BY STUDENTS 5.36+

I. 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), as defined by Florida Statutes, 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.

II. Each high school handbook shall contain guidelines for vehicle use by students.

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

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

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JLIE

STUDENT USE OF CELLULAR TELEPHONES AND OTHER COMMUNICATION DEVICES 5.37*

I. Personal telephones and other communication devices may be brought to school under the following conditions:

A. Elementary and middle school students may not use a wireless communications device during the school day.

B. High school students may not use a wireless communication device during instructional time, except when expressly directed by a teacher solely for educational purposes. The student code of conduct will designate the locations within the school buildings where a high school student may use his or her wireless communications device with the express permission of a school administrator.

C. Devices must be silenced during school hours.

D. 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.

E. Devices should be kept secure to prevent theft, *e.g.*, vehicles, purses, backpacks, lockers.

F. A student will be allowed to use a wireless communication device during the school day in accordance with:

i. The student's individualized education plan;
ii. The student's 504 accommodation plan issued under s. 504 of the Rehabilitation Act of 1973; or
iii. A doctor's note from a physician licensed under Chapter 458 or Chapter 459 certifying in writing that the student requires the use of wireless communications device based upon valid clinical reasoning or evidence.

II. Violation of these provisions shall result in the confiscation of the personal telephone or other communication device and its return only to the parent, as defined by Florida Statutes. If the student is of majority age, the device may be returned to the student. A student may be prohibited from possessing a phone or other communication device on campus.

III. 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.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1003.04, 1003.31, 1006.07, 1006.08, 1006.09, 1006.145, F.S.

HISTORY: ADOPTED: 10/02/06
REVISION DATE(S): 06/27/13; 3/3/26
FORMERLY: NEW

STUDENT ATTENDANCE 5.40*

I. A student who is absent without the principal's approval shall have his/her parent(s), as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the *Code of Student Conduct*.

A. 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.

B. 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 rules.

C. Students diagnosed with autism spectrum disorder may be excused from school to attend medical appointments necessary to receive therapy for autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy and occupational therapy.

D. Students receiving services from a licensed mental health care practitioner may be excused from school to attend appointments.

E. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.

II. Student absences must be tracked on a daily basis and parents contacted as required by law.

III. The Superintendent shall report to the Department of Highway Safety and Motor Vehicles any minor student who fails to meet attendance criteria required by law.

IV. A person designated by the Superintendent or his/her designee shall investigate truancy problems.

A. When a student who is subject to compulsory school attendance has been absent as set forth in 1003.26, the Superintendent/designee may file a truancy petition seeking early truancy intervention with the circuit court.

i. The designee may also refer the student to a child study team for review and recommendations on remediating the truancy; or

ii. The designee may refer the case to the department of Juvenil

Justice's authorized agent for families in need of services.

B. When a student subject to compulsory school attendance is required to be enrolled in school and is not enrolled the designee:

i. Must report the case to the Superintendent. The Superintendent must refer the case to the child study team at the school; and

ii. May refer the case to the Department of Juvenile Justice's authorized agent for families in need of services.

If the parent refuses to cooperate or enroll the child in school within 15 days after referral of the case to the child study team, the Superintendent must make a report to law enforcement and refer the case to the Office of the State Attorney. The Superintendent or designee must give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for nonattendance.

C. The designee will distribute the Department of children and Families information guide that explains the process for obtaining assistance for a child in need of services or for a family in need of services and the community services and/or resources available to parents upon request or deemed to be in need including parents of truant children.

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

LAW(S) IMPLEMENTED: **985.03, 1000.21, 1001.43, 1003.21, 1003.23, 1003.24, 1003.26, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.044, 6A-1.09514**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): 1/21/20; 3/3/26

FORMERLY: JE

CHILDREN OF MILITARY FAMILIES 5.41+

I. The District shall recognize the provisions of the *Interstate Compact on Educational Opportunities for Military Children* and shall address the educational transition issues faced by military families.

II. Assistance to children of military families, as defined in the *Compact*, shall include, but not be limited to:

A. Enrollment and eligibility;

B. Educational records;

C. Placement

D. Attendance; and

E. Graduation.

III. A student must be considered a resident for enrollment purposes and provided preferential treatment in the controlled open enrollment process when presented with an official military order advising that the parent is transferred or pending transfer to a military installation within the State. Dependent children of active duty military personnel meeting eligibility criteria for special academic programs offered through the schools must be enrolled in such program if the student's parent requests placement in the program and is transferred to the state during the school year.

IV. The Superintendent shall develop procedures to assist students who are children of military families and to remove barriers to educational success.

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

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

HISTORY:

ADOPTED: 01/21/20
REVISION DATE(S): 07/27/20, 4/06/21; 01/23/24
FORMERLY: _____

STUDENT SERVICES PLANS 5.50+

I. The Superintendent shall annually develop a written plan for providing guidance and student services to all students in the District, including students attending area vocational-technical centers. The *Guidance Plan* shall be submitted to the School Board for approval.

II. The Superintendent shall recommend and the Board shall annually adopt a *Student Progression Plan* and *Code of Student Conduct* as required by law.

III. The Superintendent shall recommend and the Board shall annually adopt a District *Health Services Plan* which shall include procedures for training personnel to assist with the administration of medication and other health services.

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

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

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JLC, JLD

NOTIFICATION OF INVOLUNTARY EXAMINATION 5.55*+

I. When there is a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact, either in person or using telehealth, a mental health professional who may initiate an involuntary examination pursuant to section 394.463, unless the child poses an imminent danger to themselves or others.

II. The principal or designee shall exercise reasonable diligence and care to make contact with the parent, as defined by law, before the student who is removed from school, school transportation, or a school-sponsored activity is to be taken to a receiving facility for an involuntary examination.

A. Methods of communication to contact the student's parent or other known emergency contact include, but are not limited to: telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.

B. The method and number of attempts made to contact the student's parent or other known emergency contact and the outcome of each attempt must be documented.

C. If an emergency contact is notified, the principal/designee may only share the information necessary to alert such contact that the parent must be contacted.

III. The principal or designee may delay the required notification to the parent for up to twenty-four (24) hours provided a report has been submitted to the central abuse hotline due to knowledge or suspicion of abuse, abandonment, or neglect and:

A. the delay is considered in the student's best interest or,

B. it is reasonably believed to be necessary to avoid jeopardizing the health and safety of the student.

IV. Before contacting a law enforcement officer, a principal or designee must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal or designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.

V. 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*. The Superintendent shall annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., initiated at a school, on school transportation, or at a school-sponsored activity.

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

LAWS IMPLEMENTED: **381.0056, 394.463, 1001.21, 1002.20, 1002.23(9) 1006.062 F.S.**

HISTORY: **ADOPTED: 2/01/22**

REVISION DATE(S):

FORMERLY

SPECIAL DIETARY NEEDS 5.57

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: 10/07/14
REVISION DATE(S): _____
FORMERLY: NEW

STUDENT INSURANCE 5.59

I. Student Accident Insurance

The School Board shall annually approve a student accident insurance program based on the Superintendent's recommendation. The cost for a student to participate in the accident insurance program shall be paid by the School Board.

II. Insurance for Interscholastic Activities

A. The School District shall provide for catastrophic insurance coverage for athletics, band, cheerleading, and similar student functions and activities. The insurance coverage shall include a twenty-five thousand dollar ($25,000) deductible.

B. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport.

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

LAW(S) IMPLEMENTED: **1001.51, 1006.15, 1006.16, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: JLA

STUDENT INJURY 5.60

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), as defined by Florida Statutes, shall be notified immediately.

III. The family physician shall be notified and his/her instructions followed if the parent(s) 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), 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.

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

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.07, 1006.08, 1014.06 F.S.

HISTORY:

ADOPTED: 10/07/14

REVISION DATE(S): 4/14/22

FORMERLY: JLCE

STUDENT ILLNESS 5.61

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, as defined by Florida Statutes.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1006.07, 1014.06 F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 4/14/22

FORMERLY: JLC

ADMINISTRATION OF MEDICATION 5.62*+

I. Administration of Prescription Medication

A. Each school principal shall designate a staff member(s) to administer medications. The staff member(s) at each school shall be trained annually by a registered nurse.

B. Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. The *Health Services Plan* shall set forth provisions for administering prescription medications. Information regarding the administration of medication shall be included in the *Code of Student Conduct*.

C. Instructions on using a prescription shall be provided by a physician or described on the medication container provided by the physician or pharmacist.

D. All prescription medications shall be delivered to the office/clinic with the following information provided:

1. Diagnosis;

2. Reason for giving;

3. Name and purpose of medication;

4. Time the medication is to be given;

5. Specific instructions on the administration of the medication;

6. Approximate duration of medication;

7. Beginning date - Ending date;

8. Allergies;

9. Side effects;

10. A note signed by the student's parent, as defined by Florida Statutes, to grant permission for administering the prescription medication;

11. Medication to be counted with two (2) persons signing.

E. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

F. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized staff who administer said medication shall have access to it.

G. A student with a special health condition(s) such as asthma, diabetes, pancreatic insufficiency, cystic fibrosis or hypersensitivity may carry prescription medication for emergency situations on self if approved by his/her physician and his/her parent. The approval of the physician and the parent and information regarding the medication required in I.D. must be on file in the office/clinic. A student who has permission to self administer emergency medication may carry the medication on the school bus or at any school activity. The principal shall notify the bus driver and the transportation department regarding such students.

H. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered. These records shall be made available daily to the principal and the county health nurse.

II. Administration of Nonprescription Medication - All nonprescription medication shall be treated like prescription medication.

A. Each school principal shall designate a staff member(s) to administer non-prescribed medications pursuant to instructions in the *Standard Operating Procedures Manual*. The staff member(s) shall be trained annually by the registered nurse at each school.

B. Administration of nonprescription medications during school hours is discouraged unless necessary for student's illness.

C. Instructions on using nonprescription medication shall be provided by the student's parent.

D. All nonprescription medications shall be delivered to the office/clinic with the following information provided:

1. Diagnosis;

2. Reason for giving;

3. Name and purpose of a nonprescription medication;

4. Time or condition under which the nonprescription medication is to be given;

5. Approximate duration of the nonprescription medication;

6. A note signed by the student's parent to grant permission for administering nonprescription medication;

7. Beginning date - Ending date;

8. Allergies;

9. Side effects;

10. Medication to be counted by two (2) persons signing.

E. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

F. Nonprescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized staff who administer said medication shall have access to it.

G. A student with a special health condition such as asthma may carry nonprescription medication for emergency situations on self if approved by his/her physician and his/her parent. The approval of the physician and the parent and information regarding the medication required in II.D. must be on file in the office/clinic. A student who has permission to self administer emergency medication may carry the medication on the school bus or at any school activity. The principal shall notify the bus driver and the transportation department regarding such students.

H. A record shall be maintained on each student who receives medication during school hours, including the time each dose of nonprescription medication was administered. These records shall be made available daily to the principal and the county health nurse.

III. Field Trips - The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including nonprescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self administer emergency medications.

IV. Administration of Emergency Medication

A. Schools may purchase and maintain a supply of epinephrine auto-injectors to use when a student is having an anaphylactic reaction. The medication shall be kept in a secure location accessible only to trained personnel.

B. The School Board shall adopt a protocol, developed by a licensed physician, for the administration of epinephrine in emergency situations.

C. Only school personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto-injector shall be permitted to administer this medication; however, the auto-injector may be given to a student who is authorized to self-administer an epinephrine auto-injector.

D. All schools serving students in K-8 shall provide training to an adequate number of school personnel and contracted personnel on the recognition of an anaphylactic reaction and the administration of epinephrine delivery device.

E. Under the provisions of Florida Statutes, the District and trained personnel shall not be liable for any injury resulting from the administration of an auto-injector provided that school personnel were trained, followed the established protocol and believed that the student was having an anaphylactic reaction.

F. For a student in grades K-8 that has an emergency action plan for anaphylaxis, the plan must be accessible at all times when the student is on school grounds, whether during the school day or participating at school in school-sponsored activities.

V. Emergency Opioid Antagonist (“EOA”). The School Board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be life-saving. The following protocols for the administration of EOA in emergency situations are adopted to assist a person at risk of experiencing an opioid-related overdose.

A. Definitions

1. Drug overdose: an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria, or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction.

2. Emergency Opioid Antagonist (EOA): is an FDA approved medication that blocks the effects of opioids administered from outside the body and may be obtained, pursuant to state law, and ed

to treat individuals who are experiencing, or may be experiencing, an opioid related overdose.

3. Opioids are illegal drugs including, but not limited to, heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin), Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

B. The Superintendent shall adopt Administrative Guidelines governing the procurement, maintenance and use of EOA at school, for use in emergency situations and emergency notification requirements. The Superintendent will consult with a licensed health professional when developing the Administrative Guidelines.

C. The Administrative Guidelines shall:

1. Specify the individuals (by position) employed by the School Board who may, in accordance with law, procure EOA;

2. Include the physician-established protocol(s), as required by law;

3. Identify the location(s) in each school building where Narcan shall be stored;

4. Specify the conditions under which EOA must be stored, replaced, and disposed of;

5. Specify the individuals (by position) employed by or under contract with the School Board, in addition to a licensed school nurse, who are authorized to access and use EOA in emergency situations;

6. Specify the training that Board employees or contractors must complete before being authorized to access and administer EOA; and

7. Specify that the assistance from an emergency medical service provider (911) must be requested as soon as practicable before or after EOA is administered.

D. To the extent provided by law, the Board, its members, employees and contractors shall not be liable civilly for acts or omissions associated with procuring, maintaining, accessing, or using EOC in emergency situations as prescribed by this Policy and any administrative guidelines.

E. Delegation of Responsibility

1. The WCSD Chief Nursing Officer will coordinate with physician to provide and annually renew the standing order of EOA to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose on school grounds or at a school-sponsored activity, at which the school nurse or any other individual properly trained to administer EOA is present as permitted by this policy. The standing order shall include at least the following information:

    i. Type of EOA (intranasal and/or auto-injector)

    ii. Date of issuance

    iii. Dosage

    iv. Signature of the school physician/school Medical Director

2. The standing order shall be maintained in the office of the Nurse Supervisor and copies of the standing order shall be kept in each location where EOA is stored.

F. Acquisition, Storage and Disposal

1. The school nurse(s) shall obtain sufficient supplies of EOA pursuant to the standing order in the same manner as other medical supplies are acquired for the school health program.

2. The school nurse or designee shall regularly inventory and refresh EOA stocks, and maintain records thereof, in accordance with Administrative Guidelines, manufacturer's recommendations and any applicable Department of Health guidelines.

3. EOA shall be safely stored in accordance with the drug manufacturer's instructions in the school nurse's office or other location(s) designated by the school nurse that is only accessible by the individuals' authorized to administer EOA.

G. Training

1. School nurses shall be trained in the use of EOA by the Walton County Department of Health.

2. School Departments are encouraged to send other staff to be trained, including but not limited to coaches, guidance counselors, teachers, etc.

3. Training for designated staff shall occur annually prior to the beginning of each school year and throughout the year, as needed.

H. Parent Notification

1. Prior notice to the parents of a student of the administration of Narcan is not required.

2. If EOA has been administered to a student, immediately following the administration, the school shall provide notice to the parent/guardian of the student who received EOA.

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

LAW(S) IMPLEMENTED: **381.88, 381.887, 381.885, 499.003, 768.13, 1000.21, 1001.43, 1002.20,1002.22, 1006.062, 1014.06 F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.0251, 6A-6.0252, 6A-.0253**

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

HISTORY: **ADOPTED: 10/02/06**

REVISION DATE(S): 10/07/14, 4/14/22, 01/23/24, 10/7/25

FORMERLY:

MEDICAL MARIJUANA 5.622

I. Administering Medical Marijuana to Qualified Students on District Property

A. The Board strives to comply with state law to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, as a general rule, prescription medication, including medical marijuana, should be administered at home. Prescription medications, including medical marijuana, should only be administered on District property during school hours when administration cannot reasonably be accomplished outside of school hours. The primary caregiver should administer the medical marijuana/low THC cannabis at home whenever possible to qualified students/patients who require the use of medical marijuana/low THC cannabis for a qualifying medical condition.

B. In those limited circumstances when it is medically necessary, administration of medical marijuana to qualified students on District property shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students on District property during school hours shall be in accordance with applicable law and Board policy concerning the administration of medications to students.

C. Medical marijuana/low THC cannabis cannot be administered to a qualifying student/patient while aboard a school bus or at a school- sponsored event.

D. This policy conveys no right to any student or to the student's parents/guardians or other caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana/low THC cannabis.

E. If the federal government indicates that the district's federal funds are jeopardized by this policy, or asks the District to cease and desist the implementation of this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana/low THC cannabis to qualified students on school property shall not be permitted. The District will comply with any federal guidance and/or

directives related to this policy. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

F. Definitions - For purposes of this policy, the following definitions shall apply per Florida Statute:

1. "Student" means an individual enrolled in a Walton County Public School, Pre-K through 12th grade who are subject to compulsory school attendance, as well as students with disabilities 18 through 21 years of age.

2. "Qualified student/patient" means a student/patient who is a resident of this state who has been added to the medical marijuana/low THC cannabis use registry by a qualified physician to receive marijuana or a marijuana delivery device for a medical use and who has a qualified patient identification card and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

3. "Primary caregiver" or "caregiver" must be 21 years of age or older and a resident of this state who has agreed to assist with a qualified patient's medical use of marijuana, has a caregiver identification card and meets the requirements set forth in F.S. 381.986(6).

4. "Designated location" means a location identified by the District in its sole discretion on school grounds, such as the nurse's office or a building administrator's office. District or school administration determines, in its sole discretion, the location of administration of a permissible form of medical marijuana/low THC cannabis that do not create risk of disruption to the educational environment or exposure to other students.

5. "Qualified physician" means an individual who holds an active, unrestricted license as an allopathic physician under chapter 458 or as an osteopathic physician under chapter 459 and is in compliance with the physician education requirements set forth in F.S. 381.986(3).

6. "Permissible form of medical marijuana/low THC/cannabinoid products" means non-smokable/non-inhalable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Due to the potential for misuse, vapors, patches or other forms of administration that continue to deliver medical marijuana to a student while at school are not permitted.

II. Permissible administration of medical marijuana to a qualified student on school district property.

A. School nurses or health care personnel or school administration staff are not allowed to administer, store/hold or transport the medical marijuana/low THC cannabis in any form and it will not be stored on any District property, including school grounds, at any time.

B. A student's parent/guardian or caregiver may administer the permissible form of medical marijuana to the qualified student/patient on District property in the designated location if all of the following criteria are met:

1. A copy of the student's valid registration form for medical marijuana must be provided to the District. The authorization for medical marijuana/low THC cannabis use for qualified students at school form must be submitted to the principal/designee every school year, and when there are any changes to the medication and the type of preparation (i.e., oils, tablet). The completed form shall include the type, amount, time to be administered, possible side effects and any special instructions regarding the medication.

2. A written statement signed by the qualified student's parent/guardian must be on file which assumes all responsibility for ensuring the administering individual is qualified to perform the task, assumes all responsibility for the administration, maintenance and use under state and federal law, and releases the District from liability for any injury arising out of the administration of medical marijuana on District property.

3. The parent/guardian/caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the

qualified student and for removing the medical marijuana from school grounds immediately after the administration is complete.

4. The District determines, in its sole discretion, that a designated location and method of administration of medical marijuana are available that do not create a risk of disruption to the educational environment or exposure to other students.

5. In accordance with this policy, district or school administration shall prepare, with input from the qualified student's parent/guardian/caregiver, a written medical marijuana/low THC cannabis implementation plan that identifies the registration number for the medical marijuana registration, permissible form of the medical marijuana/low THC cannabis, designated location(s), and which shall be on file with the school.

6. The written plan shall be signed by the school nurse, school administrator, and the qualified student's parent/guardian/caregiver.

C. Any parent/guardian seeking access to District property for purposes of this policy must comply with District policy and/or procedures concerning visitors to schools, including checking in through the District's Raptor*Check-in System.

D. Student possession, use, distribution, sale or being under the influence of medical marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol use by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

E. Permission to administer medical marijuana/low THC cannabis to a qualified student/patient may be limited or revoked if the qualified student/patient or the student's caregiver violate this policy or demonstrate an inability to responsibly follow this policy's parameters.

F. At no time shall the qualifying student/patient have the medical marijuana/low THC cannabis in their possession except during the administration process, through dispensation by the designated primary caregiver, per the District's implementation plan.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 381.88, 381.885, 768.13, 1000.21, 1001.43, 1002.20, 1002.22, 1006.062, F.S.

HISTORY: ADOPTED: 12/3/19
REVISION DATE(S): _____
FORMERLY:

STUDENTS WITH AIDS OR HIV DISEASE 5.63+

I. It is the School Board's intent to protect students from exposure to infectious diseases and from risk occasioned by infectious diseases and environmental hazards and to provide reasonable accommodations to infected students.

II. 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.

III. All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.

IV. Staff members shall cooperate with public health authorities by practicing and promoting "universal precautions," as deemed by the Centers for Disease Control (CDC).

V. Procedures for dealing with students with AIDS, HIV or other communicable diseases are contained in the *Health Services Manual*.

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: 06/27/13

REVISION DATE(S): _____
FORMERLY: JLCCA

EYE PROTECTION DEVICES 5.64

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.**

LAW(S) IMPLEMENTED: **1001.43, 1006.063 1006.07, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: JLI

STUDENT RECORDS 5.70*+

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, including the "Parents' Bill of Rights", State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act 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 for student records shall be approved by the School Board and contained in the Student Code of Conduct. Included shall be the provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations shall be included in the procedures.

II. Definitions

A. Education records means records that are directly related to a student and that are maintained by the District or a party acting on behalf of the District, as defined in 20 USC Section 1232g(a)(4).

B. Eligible Student means a student who has reached 18 years of age or is attending a postsecondary institution, at any age.

C. Online educational service means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function.

D. Student means any individual who is or has been in attendance in a district school and regarding whom the District maintains education records.

E. Parent or parents, includes parents or guardians of students who are or have been in attendance at a school or institution.

F. Personally Identifiable Information or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifier(such as a student's social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a

reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

G. Therapeutic treatment plan means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.

H. Therapy progress notes means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.

I. Third-party vendor or Third-party service provider means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

III. Parents, as defined by law, and students shall be notified annually of their rights regarding education records.

IV. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.

V. The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district.

VI. Parents have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.

VII. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.

VIII. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.

IX. Directory Information. The District shall make available, upon request, certain information known as directory information without prior permission of the parents or eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Board

designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended.

A. An annual written notice shall be given to inform parents and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

B. Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.

C. In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without parental consent.

X. Information contained in education records must be classified and retained in accordance with F.A.C. 6A-1.0955 and this policy as follows:

A. Category A: Information for each student which must be kept current while the student is enrolled and retained permanently in the manner prescribed by Section 1001.52(2), F.S.
Content of Category A records: The following information must be maintained for each student:

1. Student’s full legal name,
2. Authenticated birthdate, place of birth, race, ethnicity, and sex,

3. last known address of the student,
4. Names of the student's parent(s) or guardian(s),
5. Name and locate of last school attended,
6. Number of days present and absent, date enrolled and date withdrawn,
7. Courses taken and record of achievement, such as grades, units, or certification of competence,
8. Date of graduation or date of program completion, and
9. Records of requests for access to and disclosure of personally identifiable information from the education records of the students as required by FERPA.

B. Category B: Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52(3), F.S.

Content of Category B records. These records may include, but are not limited to the following:

1. Health information and health care plans,
2. Family background data,
3. Standardized test scores,
4. Educational and career plans,
5. Honors and activities,
6. Work experience reports,
7. Teacher comments,
8. Reports of student services or exceptional student staffing committees including all information required by Section 1001.42(13), F.S.
9. Discipline records
10. School Environmental Safety Incident Reports (SESIR) collected under Section 1006.07(9), F.S.,
11. Except as provided in Subsection (6), threat assessments don by the threat assessment team pursuant to Section 1006.07(7), F.S.,
12. Academic and behavioral intervention services,
13. Psychological evaluations,
14. Therapeutic treatment plans and therapy progress notes,
15. Correspondence from community agencies or private professionals,
16. Drive education certificate,
17. List of school attended,
18. Written agreements of corrections, deletions, or expunctions as a result of meetings or hearings to amend educational records,
19. Records designated for retention by the Florida Department of State in General Records Schedule GS7 for *Public School Pre-K – 12, Adult and Vocational/Technical*, and
20. Transient or Substantive Threats and Non-Threats records and shall be maintained in a student's file as long as determined useful by a threat assessment team, pursuant to Section 1006.07(7), F.S., and Rule 6A-

XI. Where records are opened to parents or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies upon request and payment of the current District copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119. The copy rate will include the actual reproduction costs and will not include the labor costs for retrieval. The copy rate may be waived by the District.

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

A. Parent or eligible student may request in writing an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.

B. If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If an agreement is not reached, notification of the denial and of the right to a formal hearing shall be made in writing to the parent or eligible student with a copy to the Superintendent or designee.

C. Upon the request of a parent or eligible student, a formal hearing shall be held. The hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer. The hearing officer may be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.

D. The parents or eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. The hearing shall be recorded and available to all parties. However, the record of such hearings is exempt from disclosure under F.S. Chapter 119.

E. If the decision of the hearing officer is that the records are not inaccurate,

misleading, or otherwise in violation of privacy rights, the parent or eligible student shall be allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.

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

XIV. Disclosure of Personally Identifiable Information (PII)

A. Prior Written Consent

1. Prior written consent of the parent or eligible student shall be obtained prior to disclosing PII of the student other than directory information. The written consent shall include signature of the parent or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.

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

B. Without Prior Written Consent

1. PII or records of a student may be released to the following persons or organizations without the prior written consent of the eligible student or the student's parent:

a. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.

b. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.

2. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.

3. While the disclosure of PII without consent is allowed under the audit exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of PII.

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

XV. Student records may be disclosed to a court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parents are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

XVI. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.

XVII. Record of Disclosures. A record of any requests or disclosures of PII of a student shall be maintained except for disclosures to the parent or eligible student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student

consent was obtained.

XVIII. Disclosures for Health or Safety Emergencies. In the event of a health or safety emergency, disclosure of PII of a student may be made by school officials. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

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

A. The records to be transferred shall include:

1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955, F.A.C.

2. Verified reports of serious or recurrent behavior patterns, including substantive and transient threat assessment evaluations and intervention services; and

3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.

4. Non-threats as described in F.A.C. 6A-1.0955 must not be transferred with a student's educational record, unless one of the following conditions are met:

a. The parent of the student who was the subject of a non-threat finding requests that the record be retained in the student's file; or

b. The threat management team has made a determination that the non-threat finding must be retained in order to ensure the continued safety of the school community or to ensure the well-being of the student. Such determination and reasoning for maintaining the record must be documented with the non-threat finding. When this determination is made, the threat management team must re- evaluate the decision on an annual basis to determine if the record is no longer useful. The student's age and length of time since the original assessment must be considered in those evaluations.

XX. Reporting of student database information shall comply with these safeguards.

A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;

B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and

C. Data shall be protected from unauthorized use at all times.

XXI. Social security numbers may be collected from students

A. To be used as student identification numbers as allowed by 1008.386, F.S.; until the Department of Education has issued a student identification number.

B. To facilitate the processing of student scholarship, college admission and other applications; and

C. For other purposes when consent of the parent or adult student is granted.

XXII. Required use of online educational services by students and parents. In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Board requires the review and approval of any online educational service that students or their parents are required to use as part of a school activity (1) regardless of whether there is a written agreement governing student use, (2) whether or not the online educational service is free, and (3) even if the use of the online educational service is unique to specific classes or courses. The following requirements also apply to online educational services:

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

B. The Superintendent is responsible for the review and approval of online educational services that will be required for students to use;

C. Parents and eligible students will be notified via email any time they are required to use an online educational serve that collects student PII;

D. If student PII will be collected by the online education service, parents and eligible students will be provided notification regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure.

XXIII. The Board will not utilize any online educational service that will share or sell a student's PII for commercial purposes without provided parents a means to either consent or disapprove.

XXIV. If a student is required to use an online education service, the Board will include on its website a description of the student PII that may be collected, how it will be used, when

it will be destroyed and the terms of re-disclosure. The website will also include a link to the online educational service's terms of service and privacy policy, if publicly available.

XXV. Contracts or agreements with third-party vendors. All contract or agreements executed by or on behalf of the Board with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

A. Required compliance with FERPA, its implementing regulations, and F.S. 1002.22;

B. Where applicable, require compliance with COPPA, 15 U.S.C. 6501-6506, and its implementing regulations; ensure that only the student PII necessary for the service being provided will be disclosed to the third party;

C. Prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in F.A.C. 6A 1.0955(11)(b) has been met.

D. Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:

1. The disclosure is authorized by FERPA and 34 CFR §99.31;

2. The disclosure is authorized by the Board's directory information provisions set for in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or

3. The disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. Rule 6A-1.0955(11)(b) and this policy.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**
LAW(S) IMPLEMENTED: **119.07(1), 119.071, 1001.43, 1001.52, 1002.22, 1002.221, 1002.222, 1002.72, 1003.25, 1008.386, 1014, et.Seq., F.S., F.A.C. 6A-1.0955; 20 USC §1232 f, g, h and i (34 CFR PART 99) 20 USC 1400 et. Seq, Individuals with Disabilities Act P.L. 103-382 (34 CFR PART 99) Privacy Rights of Parents and Students, P.L. 90-247**
STATE BOARD OF EDUCATION RULE(S): **6A-1.0955**
HISTORY: **ADOPTED: 6/27/13**
REVISION DATE(S): 5/4/21, 7/5/22, 1/23/24, 4/2/24
FORMERLY: JRA

DIRECTORY INFORMATION 5.71

Students' parents, as defined by Florida Statutes, shall be notified annually in the *Code of Student Conduct* that the School Board may release "directory information" to the general public.

I. Directory information includes the following data about a student:

A. Name;

B. Address;

C. Telephone number, if listed;

D. Participation in officially recognized activities and sports;

E. Weight and height, if an athletic team member;

F. Name of the most recent previous school or program attended;

G. Dates of attendance at schools in the District and degrees and honors received; and,

H. Date and place of birth.

II. Information described in subsections 1.A., D., E., F., and G. 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.

III. Directory information shall not be published when the student's parent 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 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.**

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1002.22, F.S.**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): _____

FORMERLY: JRA, JRB, KHA

PARENTAL ACCESS TO INFORMATION 5.711+

I. The Board shall incorporate, into Board approved plans, the rules and procedures required by Every Student Succeeds Act relating to 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 parent, 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.

IV. The District understands a student's physical, behavioral, and emotional well-being are integral components of student achievement. Pursuant to Florida Statute 1014.01, et seq., parents have the right to access and review all school records, including medical records, pertaining to their minor child. Parents shall be notified of any change in student's services or monitoring related to the student's mental, emotional, or physical health or well-being, unless:

A. prohibited by law, or

B. if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official requests that the information not be released, or

C. a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1002.22, F.S.**

20 USC 1232g, Every Student Succeeds Act, Title 1, Part A, Subpart 1 Section 1116

Title IV of Public Law 90-247, {Section 445(20 USC1232(h)(b)}

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): 12/06/22

FORMERLY: JRA

LEGAL NAME OF STUDENT 5.72

When a parent, as defined by Florida Statutes, or 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 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.**

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1003.21, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: JRA

ATHLETICS 5.80

I. The School Board recognizes the value of interscholastic athletics and the positive impact sports have on students. The Board shall comply with the rules and regulations promulgated by the Florida High School Athletic Association, Inc. (FHSAA), Florida law, and this policy when determining the eligibility of a transfer student to participate in the District's interscholastic athletic program.

II. Each school may establish a board of control for athletics to include the school principal, instructional staff members, the athletic director, and any other member deemed appropriate by the school principal.

III. All District high schools and schools with middle grades 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. Membership dues will be paid from the internal accounts of each respective school.

IV. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a copy of the insurance card and a signed statement from the student's parent, as defined by Florida Statutes, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent through the school, or the parent may submit evidence that insurance has been provided through another source.

V. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent and a current physical examination as required by Florida High School Athletic Association being on file.

VI. Participation by Transfer Students

A. Pursuant to bylaws of the FHSAA, a "transfer" occurs when a student makes any change in schools after s/he establishes residency at a school each year. A student who transfers from one school to another will be eligible at the new school provided the student qualifies under one of transfer eligibility categories set forth in the FHSAA's bylaws and meets all other eligibility requirements. A transfer student who has not participated in school-sponsored activities on or after the official start date of that sport season may seek to immediately join a team, provided the roster has not reached the identified maximum size and the coach determines that the student has

the requisite skill and ability to participate.

B. However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

1. Dependent children of active-duty military personnel whose move resulted from military orders.

2. Children who have been relocated due to a foster care placement in a different school zone.

3. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.

4. Authorized for good cause.

C. For purposes of this policy, “authorized for good cause” means the student is able to satisfactorily demonstrate to the Principal that one (1) of the following applies:

1. New Residence (Full and Complete Move) - The student moves to a new home address due to a move by the student and a person or person(s) with whom the student has been previously living that makes it necessary for the student to attend a different school.

2. A parent residing in the County relinquishing formal legal custody of his/her student to someone other than the parent (i.e., aunt, friend, grandparent, etc.) residing in a different school zone - extenuating circumstances must be documented. The guardianship must be due to the fact that the parent is truly not capable of caring for the student. This type of enrollment is not available if the student’s parent is not suffering from a documented physical, mental, or financial infirmity which, by ordinary and reasonable standards, precludes the parent from actually caring for the student. Once guardianship has been validated with legal documentation, the student shall be allowed to enroll in a school zoned for the residence of his/her legal guardian/custodian

3. Student Marriage - The student moves to a new residence following marriage of the student. The student must immediately establish a new residence that makes it necessary to attend a different school.

4. Assignment or Reassignment by District Policy - The student is reassigned to a new school pursuant to Board policy.

5. Transfer during first twenty (20) days – The student transfers from the current school within the first twenty (20) school days to a new school (i.e., acceptance into a preciously applied fro magnet program, charter, or private school).

6. Superintendent Assignment – Special assignment by the Superintendent.

7. Undue hardship – All other extenuating circumstances that may not fit the above-state criteria.

D. The Principal of each school in the District shall be responsible for enforcing the FHSAA's bylaws and policies in his/her school. The Principal shall review and determine whether a transfer student qualifies under one of the transfer eligibility categories set forth in the FHSAA's bylaws and meets all other eligibility requirements. Upon approval of the transfer student's eligibility, a Notice of Transfer form prescribed by the FHSAA shall be submitted to the FHSAA prior to the student participating in any sport season.

E. The Principal or designee must annually submit all eligibility reports electronically and sign all eligibility correspondence. The principal or designee shall certify that the information provided to the FHSAA is accurate and that the students named in the report are eligible to participate in accordance with the FHSAA's bylaws.

F. Eligibilty Appeals – If the Principal determines that a transfer student is ineligible to participate in interscholastic athletics, a student may submit an appeal in accordance with Florida law and the FHSAA's bylaws.

VII. Pursuant to 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 *Code of Student Conduct* while attending athletic events and practices.

X. In order for a student to be eligible to participate in interscholastic extracurricular student activities, he/she must meet all of the requirements established by the Florida High School Athletic Association consistent with Florida Statutes, maintain satisfactory conduct as defined by the District *Code of Student Conduct*, and maintain adequate academic standards as described in the *Student Progression Plan*. If a student is arrested for or charged with an on- or off-campus felony or a delinquent act which would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation in interscholastic extracurricular activities will be suspended for the balance of the school year.

XI. A report of an alleged violation of this standard of conduct shall be submitted to the principal or his/her designee for investigation. If the principal or his/her designee determines that a violation has occurred, the student and his/her parent shall be notified in writing, of the suspension from school sponsored extracurricular activities.

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

LAW(S) IMPLEMENTED: **768.135, 1000.21, 1001.43, 1002.20, 1002.31, 1006.07, 1006.15, 1006.16, 1006.20, F.S.**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): 3/3/2026

FORMERLY: JJI, JLA

FOREIGN EXCHANGE STUDENTS 5.90+

I. The School Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and having nonimmigrant students with citizenship in countries other than the United States as members of the student body of the District. A foreign exchange student may be enrolled in a Walton County school provided that the student

A. Is sponsored by a program approved by the Council on Standards for International Educational Travel (CSIET). The sponsoring organization must also be properly registered in the Student Exchange Visitor Information System (SEVIS). A staff member of the sponsoring organization must reside in Walton County, or within 50 miles of the School Board office in Walton County. The representatives from the approved Foreign Exchange Student Program must secure written acceptance from the District Foreign Exchange Coordinator and the principal of the receiving school prior to placement and enrollment in the District school.

B. Is at least fifteen (15) years or age but has not attained the age of seventeen (17) years of age at the time of enrollment. Proof of age must be documented by a birth certificate or passport.

C. Agencies must arrange for host family placements with an American host family that resides in the county and has been approved by the sponsoring program prior to the student leaving their home country. Exchange students must be enrolled and start attending classes no later than the first day of the first semester each year for full-year placements.

D. Shall gain legal entry into the United States with a J-1 Exchange Visa, required INS documents, and present to the District the general enrollment documents required by all students

E. The Foreign Exchange Program must certify that financial resources are sufficient to cover all expenses for the student, including funds to cover school lunches.

F. Provides a valid academic transcript from the home school with English translation. The transcript must include criteria for translating foreign grades into American standards and verify the student has not received a diploma or completed secondary education requirements in his/her home country.

G. Provides evidence of sufficient English proficiency (speaking, reading and writing) to function successfully in the academic level in which he/she is enrolled. Acceptable evidence includes results from a current version of the Secondary Language English Proficiency (SLEP) test (level 4 score) or the

H. Meets immunization requirements in accordance with Florida statutes.

I. Has health, accident and liability insurance coverage that is valid in the United States.

J. Submits a complete application with **all** required documentation by July 1 of the upcoming school year.

II. A student shall be enrolled for a complete school year [two (2) semesters]. Foreign exchange students will be classified according to their age or the last grade/level completed in their home country. They will be placed in classes which will provide exposure to American history and literature.

III. Foreign exchange students are subject to the same academic requirements that apply to other Walton County high school students. No diploma shall be issued by a Walton County high school. Foreign exchange students shall be enrolled in no grade higher than eleventh (11th) grade.

IV. The student shall be subject to the Student Code of Conduct. Violations of the Student Code of Conduct may result in the foreign exchange student's withdrawal from the school.

V. Eligibility for participation in athletics shall be consistent with Florida High School Athletic Association and School Board rules. Student must submit a sworn statement that indicates the student has not participated in interscholastic activities on a professional level (accepted renumeration, gifts or donations for participation in a sport or participation under an assumed name).

VI. The Superintendent or designee shall approve the admission of each foreign exchange student to any high school that is **not** at capacity. At no time shall the number of exchange students allowed in a high school exceed four (4) students, or more than four (4) from one organization.

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

STATUTORY AUTHORITY: **1001.41, 1001.42, 1003.02 F.S.**

LAW(S) IMPLEMENTED: **1001.43, 1006.07, 1003.02, 1003.22**

HISTORY:

ADOPTED: 10/1/19
REVISION DATE(S): 4/2/2024; 3/3/26
FORMERLY: NEW

EMPLOYMENT OF PERSONNEL 6.10*+

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, federal requirements and School Board rules.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.43, 1012.22, 1012.27, 1012.32, 1012.335, 1012.39, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0502, 6A-1.064, 6A-4.0081, 6A-4.0082, 6A-4.0083**

HISTORY: **ADOPTED: 6/27/13**
REVISIONDATE(S):
FORMERLY: GCFA, GCFB, GDF

EMPLOYMENT DEFINED 6.11

I. Employment Eligibility – The school district shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees beginning January 1, 2021.

II. 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.

III. 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.

IV. 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.**

LAW(S) IMPLEMENTED: **228.061, 448.095,1001.43, 1012.22, F.S.**

HISTORY:

ADOPTED: 10/02/06, 6/27/13

REVISION DATE(S): 04/06/21

FORMERLY: NEW

DEFINITION OF PERSONNEL 6.111

Instructional, administrative, noncertificated 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.**

LAW(S) IMPLEMENTED: **1001.43, 1012.01, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: GD

NEPOTISM 6.12

I. An employee may not be recommended for employment or be supervised by a close relative.

II. Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent.

III. Close relatives are defined as mother, father, son, daughter, brother, sister and spouse and in-laws of the same.

IV. Close relatives working in the same administrative unit as of the adoption of this rule are exempt from this provision at that administrative unit.

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

LAW(S) IMPLEMENTED: **112.3135, 1001.43, 1012.22, 1012.27, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GB

YEAR OF SERVICE DEFINED FOR ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL 6.13*

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 (½) of the number of days or more than one-half (½ 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.

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.

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

LAW(S) IMPLEMENTED: **1001.43, 1011.60, 1012.01, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: GBC

THE INSTRUCTIONAL STAFF 6.14*

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 of Education rules.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.01, 1012.32, 1012.39, 1012.53, 1012.54, 1012.56, 1012.57, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL TIME EMPLOYEES OF THE SCHOOL BOARD 6.141*+

Persons who are not full time employees of the School Board and hold an athletic coach's 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:

I. The principal has determined that qualified full time employees of the School Board are not available to perform these responsibilities.

II. The contracted employment conforms to rules and regulations of the State Board of Education and the bylaws of the Florida High School Athletic Association (FHSAA).

III. The employment procedures and contracted services conform to standards and procedures provided by the Superintendent including, but not limited to,

A. Use of an approved agreement form for contracted services;

B. Assessment of the qualifications of such persons;

C. Agreement by the contracted employee to abide by the *Code of Ethics of the Education Profession in Florida;*

D. Evaluation of performed services to be conducted by the principal and appropriate records maintained;

E. Complete set of fingerprints taken by 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); and

F. Negative drug screen result. The drug screen must have been conducted by a Board approved, independent, certified laboratory within thirty (30) days prior to employment.

IV. 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 received training about the dangers of drug use including performance enhancing drugs.

V. Payment for services shall be according to the approved District schedule of salary supplements for the services rendered.

V. 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.**

LAW(S) 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**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

NONCERTIFICATED INSTRUCTIONAL PERSONNEL 6.142*

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 nonpaid 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 noncertificated instructional personnel shall be as follows:

I. Employment Procedures

Procedures shall be the same as those followed for certificated personnel, except that noncertificated 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 noncertificated instructional person. A copy of such material shall be placed in the employee's personnel file.

II. Personnel Records

The records of noncertificated 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.

III. Salary

Noncertificated persons shall be paid according to the terms set forth in the salary schedule.

IV. Assignment, Suspension, and Dismissal

Noncertificated 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 noncertificated 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 noncertificated 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 noncertificated 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

Prior to assuming their duties all noncertificated 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.**

LAW(S) IMPLEMENTED: 1001.43, 1012.42, 1012.55, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GCF

EMPLOYMENT OF NONDEGREED VOCATIONAL AND ADULT INSTRUCTIONAL PERSONNEL 6.143*+

The Superintendent is authorized to develop a procedural manual for the employment of nondegreed vocational and adult instructional personnel. 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 nondegreed vocational or adult education instructors.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.32, 1012.36, 1012.39, F.S.**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): _____

FORMERLY: GCFA

EDUCATIONAL PARAPROFESSIONALS AND AIDES 6.144*

Aides and paraprofessionals are persons assigned by the School Board to assist instructional staff members in performing their 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 include the following:

A. An aide shall have a high school diploma or equivalent. An aide may be required to meet additional requirements for a specific position.

B. A paraprofessional shall meet one of the following requirements:

1. Hold an associate or higher degree; or

2. Have two (2) years of study (60 semester hours) at an institution of higher education.

C. Be at least eighteen (18) years of age.

D. File a complete set of fingerprints taken by properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The Director of Human Resources or designee shall initiate a records check by the two (2) agencies. An aide or paraprofessional must meet level two (2) screening requirements.

E. Present a negative drug screen result. The drug screen must have been conducted by a Board approved, independent, certified laboratory within thirty (30) days prior to employment.

II. The principal shall ensure that the aide or paraprofessional assigned to the school possesses a clear understanding of state and District rules relating to 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 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 aide possesses the necessary knowledge and skills.

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 aide or 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.

VI. The principal and instructional staff members who are assigned aides or paraprofessional personnel shall be responsible for assigning duties which are

consistent with Florida Statutes, State Board of Education rules, and School Board rules, and other controlling regulations.

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

LAW(S) IMPLEMENTED: **1001.43, 1008.24, 1012.22, 1012.32, 1012.37, F.S.**
34 CFR 200

STATE BOARD OF EDUCATION RULE(S): **6A-1.070, 6B-1.006**

HISTORY: **ADOPTED: 6/27/13**
REVISION DATE(S):

FORMERLY: NEW

SUBSTITUTE TEACHERS 6.145*

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 District personnel office.

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;

C. Submit a complete set of fingerprints taken by 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. Present a negative drug screen result. The drug screen must have been conducted by a Board approved, independent, certified laboratory within thirty (30) days prior to employment; and

E. Complete an initial orientation/training program and other training required by Florida Statutes.

III. The Personnel Director shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.

IV. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board; however, substitutes for postsecondary 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.

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

LAW(S) IMPLEMENTED: **121.091, 1001.43, 1012.32, 1012.35, 1012.36, 1012.39, 1012.56, F.S.**

STATE BOARD OF EDUCATION RULE(S): **60S-4.012**

HISTORY: **ADOPTED: 10/02/06**
REVISION DATE(S): 1/20/16
FORMERLY: GCFA

REEMPLOYMENT 6.15

A retired member of a state retirement system may be employed by the School Board in accordance with Florida Statutes and Florida Administrative Code.

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

LAWS IMPLEMENTED: **121.091(9)(b)3, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: GB

DUAL EMPLOYMENT 6.16

No person may be employed to work in more than one position in the school system except upon the recommendation of the Superintendent and approval of the School Board. A person who works full time in the regular day school program or any outside job may teach up to ten (10) hours per week in the adult education program. Special permission of the Superintendent and/or School Board shall be required when such instruction will exceed six (6) hours per week.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.22, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

APPOINTMENT OR EMPLOYMENT REQUIREMENTS 6.17*

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.

D. Must successfully clear Level 2 screening under 435.04, F.S.

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 Personnel Services office of the District. When such certificate is received, it must be

filed with the office of the 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. 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 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.

IV. Criminal Background Check

A. Initial Employment

1. Any offer of employment with the School District is conditioned on submission of fingerprints and photograph as required by Florida Statute and a criminal background investigation by the Head of the Safety and Security Department. 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 (including verification of work authorization status through the E-Verify system beginning January 1, 2021) 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 and photograph taken by an authorized employee of the District trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background

Screening Clearinghouse, 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. 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 or designee is unable to contact a previous employer, he/she shall document all efforts to contact the previous employer.

4. No applicant who has received a conditional job offer shall begin work before his/her fingerprints and photograph are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.

5. 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 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.

6. 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.

7. Any instructional or noninstructional person under contract to the School District to operate student programs, student teachers, persons participating in short-term teacher assistance experiences or field experiences who have direct contact with students must meet the requirements of Section V.A.1, 2, 3, and 4. 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. All personnel must self-report within 48 hours to the Superintendent or his/her designee any arrest for a felony offense or for a misdemeanor offense listed in S.435.04(2). The self-reporting is not considered an admission of guilt.

3. Instructional personnel shall be removed from the classroom within 24 hours of the District being notified by law enforcement or a self-reporting by the employee of the employee being arrested for a felony offense or for a misdemeanor offense listed in s. 435.04(2), to determine the potential impact on the student health, safety and welfare.

4. All personnel must self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pre-trial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.

5. 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.

6. If it is discovered during the period of employment that an employee has a prior criminal record other than a disqualifying offense under 435.04, F.S. and 1012.315, F.S. and no falsification of an application nor attempt to mislead occurred, the record shall be reviewed by the Head of the Safety and Security Department. The Head of the Safety and Security Department 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.

7. 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 in accordance with the statutory re-screening schedules. An employee with a break in service of more than 90 days from a position that requires screening, must be re-screened if the employee is returning to a position that requires screening. Personnel whose fingerprints have not been maintained by the Department of Law Enforcement are required to be refingerprinted.

8. An employee whose criminal record after employment would disqualify him/her from employment shall be subject to disciplinary action up to and including termination.

V. Drug Testing

A. Initial Employment

1. A negative drug screen will be a requirement of initial employment. An applicant who has been offered a position will be referred to a Board approved, independent, certified laboratory. The drug screen must be conducted within thirty (30) days prior to employment. The cost of the drug screening will be the responsibility of the applicant.

2. Applicant 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 /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.

VI. Reconsideration and Appeal

A. Applicants who have been denied employment on the basis of their criminal background check, drug screening, or employment history check may request reconsideration and submit information to explain or contest the findings. Reconsideration requests for denials based on criminal background checks for offenses not designated as disqualifying offenses under 435.04, F.S. and 1012.315, F.S. should be submitted to the Head of the Safety and Security Department and this determination shall be final. Reconsideration requests for denials based on the drug screening or employment history check should be submitted to the Director of Personnel, and the decision by the Director of Personnel shall be final.

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. 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: 228.061,381.0056,440.102, 448.095, 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

HISTORY: **ADOPTED:** 10/02/06, 6/27/13

REVISION DATE(S): 4/06/21, 3/03/26

FORMERLY: GBA, GCFA, GDF

MEDICAL EXAMINATIONS 6.171

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.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.32, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: GBGA

LICENSE OF SCHOOL BUS OPERATOR 6.172*

Each school bus operator shall possess the minimum qualifications prescribed in Florida Statutes, State Board of Education rules and other controlling regulations.

I. All school bus operators shall hold a valid Commercial Driver's License (CDL) for a Class B vehicle with 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 operator while operating the bus.

III. Any driver who knowingly operates a school bus with a suspended or revoked license shall be subject to dismissal.

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

LAW(S) IMPLEMENTED: **322.57, 1001.43, 1012.45, F.S.**
49 CFR 350, *et al.*

STATE BOARD OF EDUCATION RULE(S): **6A-3.0141, 6A-3.0171(1)(d)**

HISTORY: **ADOPTED: 10/02/06**
REVISION DATE(S): _____
FORMERLY: EEAEA

RESPONSIBILITIES OF SCHOOL BUS OPERATORS 6.173*

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 avoid unnecessary idling of the bus while in the vicinity of students.

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: 10/07/14**
REVISION DATE(S): _____
FORMERLY: NEW

CONTRACTS: INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL 6.18*

I. Any person employed as a member of the instructional staff shall hold a valid Florida Educator 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 contracts shall be in accordance with the duly adopted salary schedule(s) of the Board and shall be for a definite term of service.

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 three (3) years subject to the condition that renewal of the contract from year to year will be based on an annual review of the services rendered and renewed only when acceptable and satisfactory service has been rendered. The first ninety-seven (97) days of the initial contract shall

be a probationary period during which the employee may be dismissed without cause.

2. When the administrative staff member has rendered three (3) years of satisfactory and acceptable service, the School Board may enter into a contract for a fixed period of time not to exceed three (3) 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 (3) 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.**

LAW(S) IMPLEMENTED: **120.57, 1001.43, 1011.60, 1012.22, 1012.32, 1012.33, 1012.335, 1012.56, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0502, 6A-1.064**

HISTORY: **ADOPTED: 10/02/06, 6/27/13**
REVISION DATE(S): _____
FORMERLY: GCB

PROBATIONARY STATUS FOR NONINSTRUCTIONAL PERSONNEL 6.181

Upon initial employment, noninstructional employees shall serve a probationary period. If a collective bargaining agreement does not provide for the conditions of a probationary period then the following provisions shall govern the implementation of this policy:

I. The probationary period shall begin the first day of regular employment.

II. The probationary period shall be three (3) years in duration.

III. Employment as a regular employee during the probationary period must be continuous for probation to be successfully completed.

IV. The Superintendent shall determine whether to continue the employee's employment for the duration of the contract year.

V. A probationary employee who is recommended for termination (nonrenewed) shall not have rights of appeal nor have a written explanation.

VI. Probationary noninstructional personnel shall be entitled the same benefits that are provided other employees in the same work position.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.40, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GDF

CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL 6.20*

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 noncertificated instructional personnel pursuant to School Board rules. 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.

I. 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.

A. If an individual employed by the District does not achieve a passing score on any subtest of the general knowledge examination, the District must provide information regarding the availability of state-level and district level supports and instruction to assist in achieving a passing score.

B. Information must include state-level test information guides, school district test preparation resources and preparation courses offered.

II. 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 rules.

III. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of temporary instructors, teachers of adult education, non-degreed teachers of career education, adjunct educators, career specialists, and experts in the field, each school district will establish the minimal qualifications for the issuance of ** County

Public Schools Certificates. Such certificates establish eligibility for employment, but do not confer a right to employment.

A. The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test. The district is permitted to issue adjunct certificates to qualified applicants.

B. Adjunct certificate holders should be used primarily to enhance the diversity of course offerings offered to all students.

C. Adjunct teaching certificates issued for full time teaching positions are valid for no more than three (3) years and are nonrenewable.

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

LAW(S) IMPLEMENTED: **1001.43, 1011.60, 1012.24, 1012.54, 1012.55, 1012.56, 1012.57, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0501, 6A-1.0502, 6A-1.0503**

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(S): 1/21/20

FORMERLY: GCFC

DISTRICT CERTIFICATES 6.21*

The School Board authorizes issuance of School District Certificates to part-time adult education teachers and full time and part-time nondegreed vocational education teachers. The fields of certification shall be specified in the *Qualifications for Employment of Nondegreed Full Time and Part-time Vocational and Part-time Adult Instructional Personnel* manual. 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 following types of Full Time Certificates shall be issued at the nondegreed vocational level.

I. Nondegreed instructional personnel will be issued a five (5) year Temporary Certificate upon receipt of fingerprint clearance from the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

II. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified for a Professional Services Contract.

III. To re-issue a valid Professional Certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit which includes three (3) semester hours specific to each area on the certificate. One hundred twenty (120) Inservice Points shall be considered equivalent.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.32, 1012.39, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0502**

HISTORY: **ADOPTED: 06/27/13**
REVISED: 1/23/24

FORMERLY: GCFA

TEACHING OUT-OF-FIELD 6.22

I. 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 if he or she is appointed in a subsequent school year(s). The deadline for earning the six (6) semester hours of college credit or equivalent in the appropriate field shall be one (1) calendar year from the date of initial appointment to the out-of-field teaching assignment.

II. Each principal shall report to the Superintendent any teacher who is assigned to teach a subject(s) for which he or she is not properly certificated. Such reports shall be filed at the beginning of each school year or when changes occur and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator Certificate, the out-of-field assignment, and the justification. The School Board minutes shall reflect such approvals.

III. The District shall report out-of-field teachers on the District website within thirty (30) days before the beginning of each semester.

IV. The Superintendent's designee will prepare an appropriate plan of assistance using the Walton County School District Out-of-Field Designation Plan for the out- of-field teacher. Recommendations will be given to a teacher to assist in meeting in-field certification requirements.

V. The Superintendent's designee will prepare an appropriate plan of assistance using the Walton County School district In-Field Designation Plan for teachers assigned to a self-contained setting, dropout prevention program or other alternative education program that are out-of-field in multiple subject areas. Recommendations will be given to a teacher to assist in meeting in-field certification requirements.

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

LAW(S) IMPLEMENTED: 1001.43, 1012.42, 1012.55, 1012.57, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0503

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(S): 4/07/20

FORMERLY: GCA

ASSISTING TEACHERS TO BECOME HIGHLY QUALIFIED 6.23+

The Superintendent shall develop procedures to assist experienced teachers to meet the highly qualified requirements of the No Child Left Behind Act under the provisions of the High, Objective, Uniform State Standard of Evaluation (HOUSSE).

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 U.S.C. 7801

STATE BOARD OF EDUCATION RULE(S) 6A-1.0503

HISTORY: ADOPTED: 6/27/13
REVISION DATE(S): 1/21/20
FORMERLY: NEW

PROFESSIONAL ETHICS 6.25*

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. All administrative, support, and instructional staff members shall also adhere all to the *Principles of Professional Conduct for the Education Profession in Florida,* the Code of Ethics for Public Officers and Employees, and the standards set forth in F.S. 112.313.

II. Administrative and instructional personnel and educational support employees, as defined by Florida Statutes, shall be required to complete training on these ethical standards as disgnated by the Superintendent.

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.

V. Pursuant to F.S. 1001.42(7), the Superintendent may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the Superintendent knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel and school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of these provisions will result in the forfeit of the Superintendent's salary for one (1) year

VI. Standard of Ethical Conduct

A. Administrators (mean those individuals identified in F. S. 1012.01(3), F.S.) shall be guided by and adhere to the following ethical principles:

1. The administrator values the worth and dignity of every person, the

PROFESSIONAL ETHICS 6.25*

pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

2. The administrator's primary professional concern will always be for the student and for the development of the student's potential. Therefore, the administrator will strive for professional growth and seek to exercise the best professional judgment and integrity.

3. The administrator recognizes the importance of maintaining the respect and confidence of one's colleagues, students, parents, and other members of the community and therefore strives to achieve and sustain the highest degree of ethical conduct.

B. District administrators shall comply with the disciplinary principles listed below. Violation of any of these principles shall subject the individual to revocation or suspension of the individual administrator's certificate, or other penalties as provide by law.

1. Obligation to the student means the District administrator shall:

a. make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

b. not unreasonably restrain a student from independent action in pursuit of learning.

c. not unreasonably deny a student access to diverse points of view.

d. not intentionally suppress or distort subject matter relevant to a student's academic program.

e. not intentionally expose a student to unnecessary embarrassment or disparagement.

f. not intentionally provide classroom instruction to students in

prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46.

g. not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted in F.A.C. 6A-1.09401, as is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend.

h. not intentionally violate or deny a student's legal rights.

i. not discourage or prohibit parental notification of and involvement in critical decisions affecting student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01.

j. not harass or discriminate against any student based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable efforts to assure that each student is protected from harassment or discrimination. Discrimination based on race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a).

k. not exploit a relationship with a student for personal gain or advantage.

l. keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

m. not violate F.S. 553.865(9)(b), which relates to entering

restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

n. not violate F.S. 1000.071, which relates to the use of personal title and pronouns in educational institutions.

2. Obligation to the public means that the District administrator shall:

a. take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

b. not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

c. not use institutional privileges for personal gain or advantage

d. accept no gratuity, gift, or favor that might influence professional judgement.

e. offer no gratuity, gift, or favor to obtain special advantages.

3. Obligation to the profession of education means that the District administrator shall:

a. maintain honesty in all professional dealings.

b. not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

c. not interfere with a colleague's exercise of political or civil rights and responsibilities.

d. not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of

professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination.

e. not make malicious or intentionally false statements about a colleague.

f. not use coercive means or promise special treatment to influence professional judgements of colleagues.

g. not misrepresent one's own professional qualifications.

h. not submit fraudulent information on any document in connection with professional activities.

i. not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

j. not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

k. provide upon the request of a certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment or termination of employment.

l. not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of *Professional Conduct for the Education Profession in Florida* and other applicable Florida statutes and State Board of Education rules.

m. self-report within forty-eight (48) hours to appropriate authorities (as determined by the District) any arrests/charges involving the abuse of a child or the sale and/or possession of

a controlled substance. 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; judicial or administrative; or investigatory or adjudicatory.

In addition, District administrators shall self-report 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. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4)(c) and 943.059(4)(c).

n. report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

o. seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

p. comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized score of practice.

q. as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

4. No administrative staff member shall have any interest, financial or activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of their duties in the public interest.

5. No administrative staff member shall solicit or accept anything of value including a gift (See F.S. 112.312), loan, reward, promise of future employment, favor, or service, based upon an understanding that the vote, official action, or judgement of the administrator would

be influenced thereby.

6. All District administrative staff members shall adhere to the ethical and disciplinary principles enumerated above.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 112.313, 112.3142, 1001.42, 1012.01, 1012.22, 1012.27, 1012.796, F.S.

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

HISTORY: ADOPTED: 10/02/06
REVISION DATE(S): 9/20/16; 4/4/23, 8/24/26
FORMERLY: GBEA

REPORT OF MISCONDUCT 6.27*

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

I. Mandatory Reporting of Misconduct

A. It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student that would be in violation of s. 800.101, or that would be a disqualifying offense under s. 1012.315, or any allegation of sexual misconduct with a student. Failure of an employee to report such misconduct shall result in disciplinary action. Further, an employee who knowingly or willfully fails to do so, or who knowingly or willfully prevents another person from doing so, in violation of District policy and shall result in disciplinary action. An employee who knowingly or willfully coerces or threatens another person with the intent to alter his or her testimony or written report regarding a violation of s. 800.101 in violation of District policy and shall result in disciplinary action.

B. Educational support employees, Instructional personnel, school administrators, and school officers shall report alleged misconduct of other educational support employees, instructional personnel, school administrators or school officers, who engage in or solicit sexual, romantic, or lewd conduct with a student.

C. If the prohibited conduct occurs while employed by the District, the School Board and Superintendent must report the employees or personnel and the disqualifying circumstances to the Department of Education for inclusion on the disqualification list maintained by the department pursuant to section 1001.10(4)(b), F.S.

D. A law enforcement agency shall, within 48 hours, notify the district school superintendent when its employee is arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance. Within 24 hours after such notification, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

II. Investigation

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

A. An employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students pending the outcome of the investigation.

B. Information related to the alleged misconduct shall be considered confidential until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding.

C. The Superintendent shall report alleged misconduct to the Department of Education as required by Florida Statutes. The Superintendent shall report alleged misconduct of educational support employees, instructional personnel, school administrator, or school officers, who engage in conduct that would be considered disqualifying pursuant to Section 1012.315, Florida Statutes or any allegation of sexual misconduct with a student. Failure to report such conduct to the Department or law enforcement may lead to the forfeiture of the Superintendent's salary for up to one year.

D. The School District shall notify the parents of a student affected by an educator's violation of the District's Standards of Ethical Conduct. This notice must be provided to the parent within thirty (30) days of knowledge of the incident and inform the parent of:

1. The nature of the misconduct,

2. If the District reported the misconduct to the Department in accordance with Section 1012.796, Florida Statutes,

3. The sanctions imposed against the employee, if any, and

4. The support the District will make available to the student in response to the employee's misconduct.

III. Legally Sufficient Complaint

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

IV. Resignation or Retirement in Lieu of Termination

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

V. Employment Reference

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

VI. Notification

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

VII. Protection from Liability

A. Any individual who reports in good faith any act of child abuse,

abandonment or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil or criminal liability that might result from such action.

B. An employer who discloses information about a current or former employee to a prospective employer, at the employee's request or at the prospective employer's request, shall be immune from civil liability for such disclosure as provided by Florida Statute.

VIII. False or Incorrect Report

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

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

LAW(S) IMPLEMENTED: **39.203, 112.313, 119.071, 768.095, 1001.42, 1006.061, 1012.01, 1012.22, 1012.27,1012.795, 1012.796, 1012.767 F.S.**

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

HISTORY:
ADOPTED: 10/07/14
REVISION DATE(S): 7/07/20, 2/01/22, 1/23/24
FORMERLY: NEW

PERSONAL BUSINESS 6.28

I. School Board employees may not conduct personal business during working hours, except for emergencies or situations approved by the employee's administrative supervisor. School Board equipment or supplies shall not be used to conduct personal business or to engage in any other activity unrelated to the District school system.

II. School Board employees shall not be permitted to care for any child under school age while on duty or permit interference with duties during working hours, except when an emergency arises.

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

LAW(S) IMPLEMENTED: **1012.23, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GB, GBEA

VIOLATION OF LOCAL, STATE, AND/OR FEDERAL LAWS 6.30

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 Florida Statutes and School Board 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 for the Education Profession in Florida*, and Florida Statutes, professional employees and noninstructional and contractual personnel who have direct contact with students or who have access to or control of funds are required to self-report within forty-eight (48) hours to the Personnel Director any arrests/charges involving the abuse of a child, 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 f*or 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.

V. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

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

LAW(S) IMPLEMENTED: 877.13, 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: 10/02/06

REVISION DATE(S): 9/20/16

CONFLICT OF INTEREST IN PURCHASING 6.301

I. No contract for goods or services may be made with any business organization in which the Superintendent or School Board member has any material financial interest.

II. No School Board employee may directly or indirectly purchase or recommend the purchase of goods or services from any business organization which he/she or his/her relations have a material interest as defined by 112.312, F.S. except as allowed by DOE Interpretative Memorandum No. A-20.

III. 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.

IV. School Board employees or officials may not receive gifts or any preferential treatment from vendors. A School Board employee shall not be prohibited from participating in any activity or purchasing program that is offered to all School Board employees or in District surplus sales provided there is no preferential treatment.

V. 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): 6A-10.081

HISTORY:
ADOPTED: 10/02/06
REVISION DATE(S): 4/04/17
FORMERLY: NEW

RECORDS AND REPORTS 6.31*

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 and reports shall include

A. any determination to withhold from a parent information regarding the provision of any services to support mental, physical, or emotional well-being of the parent's minor child. Any such determination must be based solely on child-specific information personally known to the school personnel and documented and approved by the school principal or designee. The determination must be annually reviewed and re-determined.

B. 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.**

LAW(S) IMPLEMENTED: **1001.43, 1012.22, 1012.53, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 4/4/23

FORMERLY: **GB**

TELEPHONE CALLS, ELECTRONIC COMMUNICATIONS AND FACSIMILES 6.32

District communication equipment shall be used for designated purposes and shall not be used for personal or nonschool 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's 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. 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.

V. 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.

VI. 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.

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

LAW(S) IMPLEMENTED: 1001.43, 1011.09, 1012.22, F.S.

HISTORY: ADOPTED: 10/02/06, 6/27/13

REVISION DATE(S): _____

FORMERLY: GBEB

EMPLOYEE USE OF CELLULAR TELEPHONES 6.321+

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.

II. In order to ensure that cellular telephones are used only for the benefit of the School District, the following conditions shall exist:

A. Personal calls or calls unrelated to school business are prohibited except in emergency situations.

B. If a personal call is made or received and the cost charged to the District, the employee shall reimburse the District for the actual cost.

III. The Superintendent shall develop procedures for implementation of this policy.

IV. Failure to follow this policy may result in disciplinary action including suspension or termination from employment.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1012.22, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **1001.43, 1011.09, 1012.27, F.S.**

HISTORY:

ADOPTED: 10/02/06, 6/27/13
REVISION DATE(S): _____
FORMERLY: NEW

ALCOHOL AND DRUG-FREE WORKPLACE 6.33+

I. No employee shall possess, consume or sell alcoholic beverages or be under the influence of alcohol on the job or in the workplace.

II. No employee shall unlawfully 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 USC 812) and as further defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes, Chapter 893, without a valid prescription.

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 judgment may be adversely affected. The release must state that the employee is able to perform safety sensitive functions.

V. *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; or any

off-school property during a school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

VI. As a condition of employment, each employee will

A. Abide by the terms of this policy.

B. Present a negative drug screen result. The drug screen must have been conducted by a Board approved, independent, certified laboratory within thirty (30) days prior to employment.

C. Notify the Superintendent 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 6.30, section III.

VII. 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 nonrenewed or his or her employment may be suspended or terminated, at the discretion of the School Board; or

3. Take appropriate personnel action against such an employee, up to and including termination.

C. Offer assistance and information on drug abuse in order to maintain an alcohol and a drug-free workplace. Employee assistance will be available through the personnel department and an employee assistance program. 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.

VIII. Drug and/or alcohol testing will be conducted for employees under the following circumstances:

A. 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.

B. An employee may be subject to follow up testing at the recommendation of a substance abuse professional or medical review officer.

C. An employee shall be subject to a drug screen immediately following a work related accident or injury.

D. 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.

IX. The Superintendent shall develop procedures to implement the provisions of an alcohol and drug-free workplace.

STATUTORY AUTHORITY: 893.01, 1001.41, 1012.22, 1012.23, 1012.27, F.S.

LAW(S) IMPLEMENTED: 440.102, 1001.41, 1001.43, 1012.795, F.S.
DRUG FREE WORKPLACE ACT OF 1988,
34 CFR PART 85, SUBPART F

HISTORY: ADOPTED: 10/02/06
REVISION DATE(S): 1/18/16
FORMERLY: GBEC

POLITICAL ACTIVITIES OF EMPLOYEES 6.34

I. School Board employees shall not solicit support of any political candidate, partisan or nonpartisan, during regular work hours.

II. A School Board employee who offers himself/herself as a candidate for public office shall notify the Superintendent immediately upon qualifying for election. He/she shall conduct his/her campaign so as not to interfere with his/her responsibilities.

A. Personal leave without pay may be taken during the campaign period.

B. Such candidate shall adhere strictly to Florida Statutes governing political activity on the part of public officials and public employees.

C. 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.**

LAW(S) IMPLEMENTED: **104.31, 106.15, 1001.43, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GB, GBI

GRIEVANCE PROCEDURE FOR PERSONNEL 6.35*

Whenever an employee or applicant feels that he or she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein. If the collective bargaining agreement is silent on an issue this procedure may be used by the employee.

I. Definitions

A. *Complaint* shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.

B. *Complainant* shall mean any employee, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.

C. *Employer* shall mean the School Board or its representatives.

D. *Day* shall mean a working day.

II. 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.

III. Released Time - The complaint procedure will normally be carried out during nonwork time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

IV. Complaint Procedure

A. Informal Discussion - If an employee believes there is a basis for complaint, he or she shall discuss the complaint with his or her immediate supervisor (except in cases of discrimination or harassment allegations involving the supervisor, in which case they shall report to the Equity Coordinator) within ten (10) days of the occurrence of the alleged violation except in cases involving harassment or discrimination in which sixty (60) days will be allowed.

The immediate supervisor shall render a decision within two (2) working days from the date that the meeting is held with the employee to discuss the complaint.

B. Level One - If the complainant is not satisfied with the informal resolution he or she may, within five (5) days, file a formal complaint on the proper form and deliver it to the District EEO officer. The EEO officer shall communicate his or her answer in writing to the complainant within ten (10) days after receipt of the complaint. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.

C. Level Two - If the complainant is not satisfied with the resolution at level one he or she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint the Superintendent shall indicate his or her disposition in writing to the complainant.

D. Board Appeal - If the complainant is not satisfied with the resolution by the Superintendent, he or she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days. The School Board shall hold a hearing no later than thirty (30) days from the date of filing such appeal.

V. Confidentiality and protection from retaliation will be provided to the extent possible to any employee, student, applicant or affected party who alleges discrimination or harassment.

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

LAW(S) IMPLEMENTED: 447.401, 1001.43, 1001.49, 1012.22, 1012.27, F.S.

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GBK

COMPLAINTS AGAINST EMPLOYEES 6.36*+

I. Any complaint alleging misconduct of a School Board employee shall initially be referred to and investigated by the employee's immediate supervisor.

A. Any complaint alleging serious charges against a School Board employee shall be in writing and shall bear the signature of the person filing the complaint. The written complaint shall be filed with the employee's immediate supervisor who shall investigate the matter. The employee shall be notified in writing if the initial investigation shows a cause to believe the employee may be guilty of misconduct which may result in suspension or dismissal.

B. The Superintendent shall report the results of the investigation to the School Board when disciplinary action is recommended for the School Board employee. The Superintendent's report shall include recommendations for disciplinary action.

C. The complaint and investigative material shall be excluded from public disclosure until the investigation is complete or inactive as provided by Florida Statutes.

II. 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 as required by Florida Statute and School Board policy.

III. Legally sufficient complaints shall be reported to the Department of Education within thirty (30) days after the date on which the complaint comes to the attention of the School District. The Superintendent shall establish procedures to comply with this reporting requirement.

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

LAW(S) IMPLEMENTED: 1001.42, 1001.43, 1012.22, 1012.796, F.S.

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): _____

FORMERLY: GBK

SUSPENSION AND DISMISSAL 6.37

I. No employee may be suspended from duty except by the Superintendent or the School Board. The Superintendent may suspend 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 Procedure 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.

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. Nonrenewal of employees during their probationary period or upon expiration of a time-limited contract shall not be considered dismissal and shall not be subject to this policy.

IX. Any provision in the collective bargaining agreement to the contrary shall supersede this policy.

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

LAW(S) IMPLEMENTED: **CHAPTER 120, 790.15, 1001.43, 1012.22, 1012.27, 1012.33, 1012.335, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-5.056**

HISTORY: **ADOPTED: 6/27/13**
REVISION DATE(S): 10/7/14
FORMERLY: GBE, GCQF, GDQD

RELATIONSHIPS WITH STUDENTS 6.39

I. Definitions

A. *Employee* means all administrative, instructional, educational support professionals and all other employees of the School Board of Walton County, Florida, regardless of their cost center assignment.

B. *Student* means any person, enrolled as a student, regardless of age, in a public school operated and maintained by the School Board of Walton County.

C. *Prohibited personal relationship* means relationships between an employee and a student including, but not necessarily limited to dating, any touching of an intimate or sexual nature, sexual contact or sexual relations, any touching otherwise prohibited by law or objected to by the student, giving a gift of personal clothing or a gift having a sexual overtone, making comments of a sexual nature or reflecting sexual innuendo to or about a student, or any other like activity.

II. Prohibited Conduct

A. All employees are prohibited from engaging in prohibited personal relationships with students.

B. All employees are prohibited from taking a student off the premises of any school or away from a school or School Board sponsored activity without specific written permission from a student's parent, as defined by Florida Statutes, and the approval of the principal or assistant principal of the child's school or the principal or assistant principal in charge of the School Board sponsored activity.

An employee may transport a student in a situation necessary to protect a student's health, safety, or welfare. In such situations, the employee must report the emergency to the student's principal or designee without delay. If the employee is unable to have personal contact with the principal, the employee must leave a detailed message on the principal's voice-mail or communicate by e-mail.

C. The School Board recognizes that there will be situations in which it is necessary for an authorized employee to transport a student off the premises of a school or from a school or School Board sponsored activity without parental permission, such as to a medical facility, to the student's home, or to a designated law enforcement agency in order to safeguard a student's health, safety, or welfare. Off-campus transport for the protection of a student's health, safety, or welfare by an authorized employee is not prohibited by this policy.

III. Duty to Report Known or Suspected Violations

A. Any employee who has knowledge or reasonably suspects that another employee may have engaged in prohibited conduct as defined by this policy shall (must) immediately report this information to either (1) the employee's supervisor; (2) the student's principal; (3) the Director of Human Resources; or (4) the District Equity Officer. A complaint may be forwarded to the Title IX Coordinator if sexual harassment or sexual discrimination is suspected. If the Title IX Coordinator determines the allegation constitutes a potential Title IX violation, Policy 2.71 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination will apply.

B. An employee having knowledge or reasonable suspicion that another employee may have engaged in prohibited conduct that may constitute child abuse must also immediately report the information to the Department of Children and Families Child Abuse Hotline. If an employee is in doubt as to whether the prohibited conduct constitutes child abuse, the employee must report his or her knowledge of suspicions to law enforcement.

Note: Duty to report known or reasonably suspected institutional child abuse is in addition to the duty to report misconduct as required by paragraph III.A.

IV. Consequences

A. A violation of this policy, including the duty to report, shall subject the employee to discipline as provided by School Board policy, law, or any applicable collective bargaining agreement up to and including termination. A violation may also subject the employee to criminal prosecution.

B. A violation may, as applicable, constitute a violation of the *Code of Ethics of the Education Profession in Florida*, 6B-1.001, F.A.C., and/or the *Principles of Professional Conduct for the Education Profession in Florida,* 6B-1.006, F.A.C., and will be reported to the Department of Education, Professional Practices Services.

STATUTORY AUTHORITY: **1001.41, 1001.43, F.S.**

LAW(S) IMPLEMENTED: **1000.21, 1001.42, 1012.21, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6B-1.001, 6B-1.006**

HISTORY:

ADOPTED: 6/27/13
REVISION DATE(S): 9/07/21
FORMERLY: GBEB

ASSESSMENT OF EMPLOYEES 6.40

The Superintendent shall develop or select personnel performance assessment systems for all staff.

I. Each member of the staff shall receive, at a minimum, an annual evaluation by his/her immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the Superintendent.

A. A copy of each employee's evaluation report shall be filed in the District Personnel office.

B. The assessment of all employees shall be 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.

C. The Superintendent shall arrange for the assessment of all principals, supervisors and administrative personnel as required by law.

D. The principal and/or administrator supervising personnel shall arrange for the assessment of all employees under his/her supervision as required by law.

E. Prior to preparing the written report of the assessment, the individual being assessed shall be informed as to the criteria and the procedure to be used.

F. The written report of the assessment shall be reviewed with the employee and discussed with him/her by the person who made the assessment.

G. An employee may respond to an assessment in the manner provided by law or other approved procedures.

II. A noninstructional staff member who is on probationary status may be evaluated more frequently than provided in section I. during the three (3) year probationary period.

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

LAW(S) IMPLEMENTED: **1001.43, 1008.22, 1008.36, 1012.22, 1012.27, 1012.34, 1012.3401, F.S.**

HISTORY: **ADOPTED: 10/02/06**
REVISION DATE(S): 1/18/16
FORMERLY: GCOA, GCOC, GDO

INSTRUCTIONAL EMPLOYEE PERFORMANCE CRITERIA 6.41*

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.**

LAW(S) IMPLEMENTED: **1001.43, 1008.22, 1008.36, 1012.22, 1012.27, 1012.34, F.S.**

STATE BOARD OF EDUCATION RULES(S): **6A-5.030, 6A-5.0411**

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(S): 1/18/16

FORMERLY: GCOA

LEAVE OF ABSENCE 6.50*+

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.

II. No leave, except military leave, will be granted for a period in excess of one (1) year.

III. An employee who is on an approved unpaid leave of absence may request an extension of leave in accordance with the provisions of Board policies.

IV. Leave may be with or without pay as provided by law, regulations of the State Board of Education 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 employment period.

V. The Superintendent shall develop procedures to implement leave provisions.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.080**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): _____

FORMERLY: GB

LEAVE APPLICATION 6.501*

I. 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 Superintendent or designee. Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted.

II. 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. Return to employment is contingent upon an open position being available or the provisions of the appropriate collective bargaining agreement.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.66, F.S.**

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(S): 06/04/19

FORMERLY: GB

APPROVAL OF LEAVES 6.502*

All requests for leave shall be submitted on the proper form and shall be approved either by the School Board, the Superintendent or designee as provided herein.

I. The following types of leave require approval of the School Board:

A. Parental Leave

B. Military Leave in excess of seventeen (17) days

C. Personal Leave in excess of six (6) days

D. Illness-or-Injury-in-Line-of-Duty Leave in excess of ten (10) days

E. Leave to seek political office

F. Professional Leave in excess of ten (10) days

G. Sabbatical Leave

H. Family and Medical Leave

I. Administrative Leave in excess of five (5) consecutive days

II. The Superintendent or designee is authorized to grant the following types of leave:

A. Sick Leave

B. Personal Leave not in excess of six (6) days

C. Illness-or-Injury-in-Line-of-Duty-Leave not to exceed ten (10) days

D. Annual Leave

E. Professional Leave not to exceed ten (10) days

F. Jury Duty assignment

G. Military Leave not to exceed seventeen (17) days

H. Witness Duty absence

I. Temporary Duty

III. The principal or the appropriate administrative supervisor is authorized to grant leave to any employee under his/her supervision when an emergency exists or a good justifiable reason is provided. Such leave shall not exceed a period of three (3) hour(s).

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

LAW(S) IMPLEMENTED: **1001.43, 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.080, 6A-1.081, 6A-1.082**

HISTORY: **ADOPTED: 10/02/06**
REVISION DATE(S): 06/04/19
FORMERLY: GB

NOTIFICATION OF ABSENCE 6.51*

I. The principal shall notify and submit the appropriate leave form to the Superintendent 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.

II. 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.**

LAW(S) IMPLEMENTED: **1001.43, 1012.22, 1012.66, 1012.67, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GB

ABSENCE WITHOUT LEAVE 6.511*

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. Noninstructional - 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.**

LAW(S) IMPLEMENTED: **1001.43, 1012.33, 1012.66, 1012.67, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GB

RESIGNATIONS 6.52

I. Any administrative or instructional staff member who wishes to resign shall submit his/her resignation in writing. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the desired last date of employment. The resignation of any administrative or instructional staff member, along with any required procedural forms, shall be sent to the person's administrative supervisor who shall forward the resignation to the Superintendent or his/her designee for presentation to the School Board.

A. The resignation of an administrative or instructional staff member may be accepted during the contractual period of service.

B. All resignations shall be submitted and processed in accordance with procedures established by the Superintendent. A resignation is final and irrevocable at the time it is tendered by the employee unless the employee requests to withdraw the resignation before Board action. Such request must be submitted in writing to the Superintendent and demonstrate exceptional circumstances. Approval of a request to withdraw a resignation is rare, discretionary, and not presumed, and may be granted only when the Superintendent determines that exceptional circumstances exist and that the District has not relied upon the resignation. The Superintendent's decision is final and shall be communicated to the employee in writing. Unless the Superintendent approves the request to withdraw, the resignation and all related documentation shall be submitted to the School Board for action at its next regular or special meeting.

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 noninstructional employee who wishes to resign shall submit his/her resignation in writing addressed to the School Board. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the desired last date of employment. A resignation of an employee, along with any required procedural forms, shall be sent to his/her immediate administrative supervisor who shall forward the resignation to the Superintendent or his/her designee for presentation to the School Board. All resignations shall be submitted and processed in accordance with procedures established by the Superintendent. A resignation is final and irrevocable at the time it is tendered by the employee unless the employee requests to withdraw the request before Board action. Such request must be submitted in writing to the Superintendent and demonstrate exceptional circumstances. Approval of a request to withdraw a resignation is rare,

discretionary, and not presumed, and may be granted only when the Superintendent determines that exceptional circumstances exist and that the District has not relied upon the resignation. The Superintendent's decision is final and shall be communicated to the employee in writing. Unless the Superintendent approves the request to withdraw, the resignation and all related documentation shall be submitted to the School Board at its next regular or special meeting.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.22, 1012.23, 1012.33, 1012.34, 1012.795, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): 4/4/23, 4/7/26

FORMERLY:

EFFECTIVE DATE FOR LEAVE, SUSPENSION, OR TERMINATION 6.521*

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. 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 effective date to return from any leave of absence shall be the date the employee actually returns to work.

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

LAW(S) IMPLEMENTED: **1001.43, 1011.60, 1012.22, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): 10/01/24

FORMERLY: GB

RETIREMENT OF EMPLOYEES 6.53

Any employee who plans to retire shall submit his/her resignation to the School Board. Employees are encouraged to submit the resignation and retirement 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.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.23, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GB

DEFERRED RETIREMENT OPTION PROGRAM (DROP) 6.531

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 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. To participate, the employee must submit a binding letter of resignation that establishes 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 the regular retirement benefits under Chapter 121, Florida Statutes.

I. Participation in DROP

Members of the Florida Retirement System are eligible for DROP if they meet the eligibility and timeline requirements outlined in Florida Statutes.

DROP participation may be extended beyond the initial ninety-six (96) calendar-month period if the instructional and administrative personnel's termination date is before the end of the school year. Instructional and administrative drop personnel may have DROP extended until the last day of the last calendar month of the school year in which their original DROP termination date occurred if their drop termination date is other than the last day of the last calendar month of the school year.

Statutorily defined instructional personnel in grades K-12, authorized by the school superintendent, may extend DROP participation for up to an additional twenty-four (24) months beyond the ninety-six (96) month period. If the extension period concludes before the end of the school year, such instructional personnel may further extend their DROP participation through the last day of the last calendar month of the school year.

II. DROP participation may be extended beyond the initial 96 calendar-month period if the instructional and administrative personnel's termination date is before the end of the school year. Instructional and administrative DROP personnel may have DROP extended until the last day of the last calendar month of the school year in which their original DROP termination date occurred if their DROP termination date is other than the last day of the last calendar month of the school year.

III. Statutorily defined instructional personnel in grades K-12, authorized by the school superintendent, may extend DROP participation for up to an additional 24 months beyond the 96-month period.

IV. Benefits Payable

A. Sick Leave

1. An employee may 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, previously accumulated sick leave may be paid according to the provisions of policy 6.913.

2. An employee who is eligible for terminal sick leave pay shall participate in a Board-approved special pay plan subject to a minimum contribution level established by the Board.

3. Sick leave shall be earned during DROP as prescribed by Florida Statutes.

a. If the employee did not receive terminal pay for sick leave at the time of entry into DROP, he/she shall be paid for accumulated sick leave in accordance with the provisions of policy 6.913

b. If the employee elected to receive the terminal sick leave payment at the time of enrollment in DROP, he/she will not receive terminal payment for sick leave accumulated during the period of DROP participation. The employee may, however, elect to receive annual payment for unused sick leave in accordance with policy 6.915.

B. Annual Leave

1. An employee electing to participate in DROP shall be entitled to receive a lump sum payment of accrued annual leave at the time of entry into DROP or at the time of separation from the school system. If the employee elects to receive terminal payment for annual leave at the time of DROP enrollment, the payment shall be made on the last payroll prior to the effective date of DROP enrollment.

2. The terminal annual leave payment shall be made in accordance with policy 6.912.

3. An employee who is eligible for terminal annual leave pay shall participate in a Board-approved special pay plan subject to a minimum contribution level established by the Board.

4. The employee shall earn annual leave during the DROP period as prescribed by Florida Statute, Board policy and/or union contract.

   a. If the employee did not receive terminal pay for annual leave at the time of entry into DROP, he/she shall be paid for accumulated annual leave at the rate of pay at the time of termination.

   b. If the employee elected to receive the terminal annual leave payment at the time of enrollment in DROP, he/she will not receive terminal payment for annual leave accumulated during the period of DROP participation. Annual leave earned prior to entering DROP which exceeds the maximum lump sum payment allowed by Board policy may be used during the period of DROP participation.

C. Instructional personnel shall receive terminal pay in accordance with the collective bargaining agreement.

STATUTORY AUTHORITY: **1001.41, 1012.01, 1012.22, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **121.091, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 02/01/22, 01/23/24, 10/01/24

FORMERLY: NEW

ANNUAL/VACATION LEAVE 6.541*

The following schedule shall be used in determining the accrual of annual leave:

I. Employees on twelve month contracts 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 (1¼) 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 (1½) 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* as used herein shall mean an employee who has rendered uninterrupted service to the School Board in a twelve (12) month position or job. However, individuals who previously rendered full time continuous service in a ten (10) or eleven (11) month contractual position shall be considered as having continuous service when determining creditable service for annual leave.

II. Annual leave may be granted by the Superintendent upon the written application of the employee and with the prior approval of the employee's immediate supervisor. Annual leave shall be scheduled for minimum disruption of the school program.

III. Annual leave shall accrue at the close of each month and shall not exceed forty-five (45) working days at the beginning of each school fiscal year. Any days in

excess of the forty-five (45) days shall be forfeited on the first day of the school fiscal year. Employees shall be encouraged to use accrued annual leave on an annual basis.

IV. Only full time employees shall be eligible to accrue annual leave.

V. Annual leave shall be granted each month in an amount depending on the length of time employed by the District, the approved experience which was granted at the time of employment, and in accordance with section I.

VI. Annual leave shall not be taken for less than one-half (½) day.

VII. Accrued annual leave may be used in lieu of other types of leave with the Superintendent's approval.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.22, 1012.62, 1012.66, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.082**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): _____

FORMERLY: GB

FAMILY AND MEDICAL LEAVE 6.542*

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 leave during a twelve (12) month period to care for the service member. This 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 leave under the provisions of sections I. and II. This does not limit the availability of 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 leave. Medical certification that the 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 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: 10/02/06
REVISION DATE(S): _____
FORMERLY: NEW

ILLNESS-OR-INJURY-IN-LINE-OF-DUTY LEAVE 6.543

I. 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/she has to be absent from work because of a personal injury received in the discharge of his/her duties or because of illness from any contagious or infectious disease contracted in the performance of his/her duties. Illness-in-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 noncumulative.

II. In order to be considered for injury-in-line-of-duty leave, the following conditions shall be met:

A. The employee must provide written testimony or evidence that his/her injury was received in the line of duty.

B. 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.

C. The employee must file a written claim as outlined below.

III. The employee who has claim for compensation while absent because of injury or illness incurred as prescribed herein shall file a claim in 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.

IV. 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.

V. Employees represented by a bargaining unit should refer to the collective bargaining agreements.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.61, 1012.63, 1012.66, 1012.69, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: GB

JURY/WITNESS DUTY 6.544*

I. An employee of the Board who is summoned as a member of a jury panel may be granted temporary duty leave. An employee on approved leave shall receive his/her regular salary and shall remit all compensation except travel reimbursement. 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. An employee on approved leave shall receive his/her regular salary and shall remit all compensation except travel reimbursement. 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 travel reimbursement 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.**

LAW(S) IMPLEMENTED: **40.24, 40.271, 1001.43, 1012.66, F.S.**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): _____

FORMERLY: GB

MILITARY LEAVE 6.545*

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. 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 may not exceed two hundred forty (240) working hours except as provided in Section 115.07, Florida Statutes.

IV. An employee who enters active military service shall be governed by the provisions of Sections 115.07, 115.14, 121.111, and 250.341, Florida Statutes.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012, 23, F.S.**

LAW(S) IMPLEMENTED: **115.07, 115.09, 115.14, 121.111, 250.341, 1001.43, 1012.66, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.080**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): _____

FORMERLY: GB

PERSONAL LEAVE 6.546*

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 noncumulative and any request for such leave shall be approved, in advance, by the Superintendent 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. Parental Leave - Any employee of the Board, who fills a regularly established position, may be granted parental leave for the contract year for the purpose of child-rearing.

1. Any employee of the Board, who fills a regularly established position, will be granted maternity leave without pay provided a written application for leave accompanied by a statement verifying the pregnancy is submitted. Such leave shall not exceed the balance of the school fiscal year in which the child is born.

2. An employee who has parented 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.

3. 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 provided a written application for 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.

B. 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.

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.

C. 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.

D. Leave for Other Reasons – Any employee desiring personal leave for any other reason without pay shall file a written application setting forth the reason for and the purpose of the requested leave. The School Board or the Superintendent shall consider the application on its merits and shall consider the best interests of the employee and the general welfare of the District in arriving at a decision. An employee may be granted personal leave without pay for up to one (1) fiscal year.

E. An employee who is on an approved unpaid personal leave may submit a request for leave for the next fiscal year. No absence from active employment shall exceed two (2) consecutive fiscal years.

F. 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.**

LAW(S) IMPLEMENTED: **741.313, 1001.43, 1012.61, 1012.66, F.S.**

HISTORY: **ADOPTED: 10/02/06**

REVISION DATE(S): 8/2/2022

FORMERLY: GB

PROFESSIONAL LEAVE 6.547*

Professional leave may be granted to an administrative or instructional staff member with or without pay in accordance with the following provisions:

I. Personnel who are employed annually for ten (10) months and who are assigned additional work during the summer program shall not be eligible for professional leave during the extra employment period except by prior approval of the Superintendent.

II. Professional leave may be granted for participation in professional meetings, training sessions, workshops and similar activities that are of direct benefit to the School District.

III. Professional leave may be granted for work at summer sessions of a college or university when suitable arrangements are made for the employee's duties.

IV. Professional or sabbatical leave for a semester or school year of professional study may be granted without pay. Instructional personnel should refer to the collective bargaining agreement.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.66, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.081**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

ADMINISTRATIVE LEAVE 6.548

Administrative leave may be granted to an administrative staff member at the Superintendent's discretion when the administrator has been required to work in excess of normal office hours and has been assigned tasks other than current job responsibilities and expectations.

I. Administrative leave shall be with pay. Tasks which may lead to accumulation of administrative leave time shall have the prior approval and assignment of the Superintendent. The use of this leave shall be scheduled to minimize interruptions in the normal school program.

II. Administrative leave shall not be accumulated beyond the school year in which it has been earned. If the leave request is in excess of five (5) consecutive days, the Superintendent and the School Board's approval are required.

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

LAW(S) IMPLEMENTED: **1001.41, 1001.43, 1012.66, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GCC

SICK LEAVE 6.549*

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 noninstructional 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 is 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.

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 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 filed with the Superintendent, or his/her designee, within five (5) working days upon return of the employee to duty.

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 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. Noninstructional 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 in excess of ten (10) days 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. If the employee is unable to return to work at the expiration of the unpaid leave, he/she may submit a request, with a physician's statement, to extend the leave of absence. No absence or period of unpaid leave shall exceed two (2) calendar years.

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 (1st) 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 or a state educational agency 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.**

LAW(S) IMPLEMENTED: **1001.43, 1012.61, 1012.62, 1012.66, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: GB

TEMPORARY DUTY 6.55*+

I. 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.

II. The Superintendent shall develop procedures and guidelines to implement this policy.

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

LAW(S) IMPLEMENTED: **1001.32, 1001.43, 1012.27, 1012.66, F.S.**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): _____

FORMERLY: GCK, GDJ

BEREAVEMENT LEAVE 6.551

III. Employees who are considered full time employees are entitled to three (3) days of paid leave each fiscal year for bereavement, which may include making arrangements for or attending the funeral for the death of their spouse, parents, grandparents, brothers, sisters, children and grandchildren of either the employee or his/her spouse.

IV. Such leave will not be charged against the employee's sick, personal or annual leave.

V. Bereavement leave is based on the employee's scheduled daily hours worked.

VI. The three (3) days of leave are non-accruable and do not have to be consecutive but must be used within 14 calendar days of the family member's death. When circumstances necessitate an extension of the 14-day requirement, such extension may be granted at the Superintendent's discretion.

VII. In order to be eligible for the bereavement leave the employee must complete the official leave request as soon as possible following the death of the defined family member.

VIII. The employee must provide approved documentation verifying the relationship to the deceased. Proper forms of documentation include, but are not limited to:

A. A copy of the obituary; or

B. A copy of the memorial card provided by the funeral home.

IX. Bereavement leave is of special nature and shall not be deferred, accumulated or converted to any other purpose and will only be paid for scheduled workdays.

X. The use of bereavement leave does not prevent the employee from taking sick leave, annual leave or leave without pay.

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

LAW(S) IMPLEMENTED: **1001.41, 1001.43, 1012.64, 1012.66, F.S.**

HISTORY:

ADOPTED: 3/1/22

REVISION DATE(S):01/23/24

FORMERLY: NEW

TRANSFER OF PERSONNEL 6.56

I. Any transfer of an instructional staff member from one position or school to another position or school shall be in accordance with the collective bargaining agreement between the Walton County School Board and the Walton County Education Association.

II. Any transfer of a noninstructional employee from one position or school to another position or school shall be in accordance with the collective bargaining agreement between the Walton County School Board and the Walton County Education Association Noninstructional Employees.

III. Any transfer of an administrative staff member from one position or school to another position or school shall be made only on the recommendation of the Superintendent with the School Board's approval. When a person desires to be transferred from one position or school to another, the following procedures shall be followed:

A. The administrative staff member shall submit a written request to the Superintendent.

B. The Superintendent, after conferring with the parties concerned, shall approve or disapprove the request. If the transfer is approved, the Superintendent shall submit his/her recommendation to the School Board.

C. The Superintendent upon the School Board's approval may reassign any administrative staff member to another location or cost center provided that such assignment is in the same job classification and in the best interest of the District school system.

D. The Superintendent in an emergency situation may reassign an administrative staff member to act in a particular job classification until the job vacancy is filled through the routine selection process.

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

LAW(S) IMPLEMENTED: 1012.22, 1012.27, F.S.

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GCKA, GCKB, GDJ

TRANSPORTATION EMPLOYEE DRUG AND ALCOHOL TESTING 6.60*

I. This policy is intended to deter the use of drugs and alcohol in the workplace by establishing standard procedures for drug and alcohol testing for all employees who are required to hold a Commercial Driver's License (CDL).

II. Employers of persons performing safety sensitive functions and holding commercial drivers' licenses are required to implement a drug and alcohol testing program pursuant to the Omnibus Transportation Employee Testing Act of 1991 (OTETA), P.L. 102-143, Title V; regulations of the Federal Highway Administration (FHWA) in 49 CFR Parts 40 and 382; and 1012.45, Florida Statutes.

III. Definitions as Used in This Policy

A. *Prohibited Substances* or *Drugs* means any illegal drug or substance as identified in Schedules I through V of Section 812 of the Controlled Substance Act (21 USC §812) and by regulations in 21 CFR §§1308.11-.15 including, but not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine. Prohibited use includes both use of any illegal drug and misuse of legally prescribed or obtained prescription drugs.

B. *Alcohol Use* means the consumption of any beverage, mixture or preparation containing alcohol, including any medication or product.

C. *Covered Employees* means those School Board employees who are required to hold a commercial driver's license as a condition of employment and in which a driver operates

1. a vehicle designed to carry 16 or more passengers;

2. a vehicle which weighs more than 26,000 pounds; or

3. a vehicle which carries a placard indicating hazardous cargo.

D. *Program Manager* means the staff person designated by the Superintendent as OTETA program manager.

E. *Safety-sensitive Function* or *Safety-sensitive Position* means all job responsibilities of a covered employee from the time he or she begins to work or is required to be in readiness for work until the time he or she is relieved from work.

F. *Medical Review Officer* or *MRO* means a physician with knowledge of substance abuse disorders and who has appropriate medical training to interpret and evaluate laboratory positive drug test results in a confidential manner, in conjunction with or without an individual medical history and any other relevant biomedical information, to determine alternative medical explanations for positive drug test results.

IV. Treatment and Notice Requirements

A. Notice to Affected Employees - The Board will inform all covered employees prior to conducting drug and alcohol testing and provide the reasons for conducting the test(s). The Board will provide written notice of the required testing to covered employees.

B. Education and Training - The Board will provide educational materials that explain the requirements of the program and its policies and procedures with respect to meeting the requirements.

C. Treatment Information - Each covered employee who engages in prohibited conduct shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs to resolve problems associated with use of prohibited drugs or alcohol misuse. The employee is responsible for all costs associated with evaluation and/or treatment.

D. Self-referral - An employee with a substance abuse problem may refer himself/herself to a substance abuse program at any time prior to receiving notice of a required alcohol or drug test. Such an employee will be granted a leave and be required to successfully complete a rehabilitation program prior to returning to a safety-sensitive position.

V. Prohibited Conduct

A. Prohibited Substance or Drugs - No covered employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance. The employee must provide advance notice to the supervisor of the use of prescribed therapeutic drugs that cause symptoms such as drowsiness and excitedness.

B. Alcohol - No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having a blood alcohol concentration (BAC) of .02 or greater. The use of alcohol is prohibited during the duty day, and for four hours prior to reporting for duty. The consumption of alcohol is also prohibited for up to eight hours, or until tested, following an accident as described in post-accident testing below. While operating a vehicle, covered employees may not have any item in their possession which contains alcohol, unless that item is a part of the vehicle's official inventory. Alcohol-free medications are available, and covered employees should advise their physicians of the need for such substitutes.

C. Refusal to Test - No employee shall refuse to submit to a required test, delay reporting for a test, or attempt to adulterate test results. Any of the above shall be considered a positive test, in accordance with FHWA regulations, and a violation of this policy.

D. Medical Review Officer Contact - No employee may refuse to contact the MRO. All initial positive drug tests must be reviewed and confirmed by an MRO. The results are discussed with the employee prior to being reported to the district. If the MRO is unable to contact the employee, the program manager will be notified. When the employee is contacted by the program manager or a designee, the employee must call the MRO immediately.

VI. Consequences of Engaging in Prohibited Conduct

A. Removal from Work - Covered employees with a confirmed positive test for alcohol or controlled substances are in violation of Board policy and will immediately be removed from safety-sensitive positions, placed on leave without pay, and provided a list of substance abuse professionals (SAP). Upon submission of a written substance abuse treatment plan from a SAP, licensed physician or counselor and enrollment in an out-patient or in-patient treatment program, the employee may be granted paid leave, if accrued leave is available, after entering into a rehabilitation contract with the Board.

Failure to contact the MRO upon notification shall be considered a violation of this policy. The employee shall be removed from the safety-sensitive position and shall be subject to disciplinary action up to and including termination.

B. Rehabilitation Program, Return-to-Duty Test - Prior to returning to work, the employee must provide written documentation of an evaluation by a SAP; the successful completion of a rehabilitation program, if recommended by the SAP; and a negative return-to-duty, alcohol and/or drug test.

C. Stand-down from Work - An employee with a BAC of .02 or higher shall be immediately removed from the safety-sensitive position for a minimum of twenty-four (24) hours and placed on leave without pay. Prior to returning to work, the employee must have a negative return-to-duty alcohol test.

D. Recommendation for Termination - Termination of employment will be recommended for any employee who

1. fails to be evaluated by a SAP or fails to successfully complete a substance abuse rehabilitation program; or

2. has a second positive test for alcohol and/or controlled or illegal substances; or

3. fails to submit to any required alcohol or drug test.

VII. Testing, Analysis, and Results

A. The Board intends to comply with all alcohol and controlled-substance testing procedures contained in 49 CFR Parts 382, 392, and 395. The School Board recognizes the need to protect individual dignity, privacy, and confidentiality in the alcohol and drug testing program. Specimen analysis shall be conducted in a manner to assure a high degree of accuracy and reliability, using laboratory facilities which are certified by the U.S. Department of Health and Human Services and the Florida Agency for Health Care Administration.

B. The following are conditions upon which testing may be conducted as required by federal regulations or when circumstances warrant:

1. Pre-employment Testing - All applicants for employment for positions requiring a Commercial Driver's License (CDL) shall undergo testing prior to employment except as otherwise specified pursuant to 49 CFR §382.301(c). Written documentation must be provided by the candidate for employment to substantiate any exception.

2. Reasonable Suspicion Testing - A supervisor or designee outside the bargaining unit who has been trained in accordance with the requirements of FHWA regulations shall require a driver to submit to an alcohol or drug test when the supervisor or designee has reasonable suspicion to believe that a driver has violated the prohibitions contained in the FHWA regulations and this policy.

Reasonable suspicion must be based on documented objective facts and circumstances which are consistent with the long- and short-term effects of alcohol or substance abuse, including, but not limited

to, physical signs and symptoms, appearance, behavior, speech and/or body odor.

3. Post-accident Testing - Alcohol or drug testing will be administered following an accident when the driver was performing a safety-sensitive function. For this purpose, *accident* is defined by the FHWA to include at least one of the following criteria:

   a. loss of human life;

   b. driver received a citation from a law enforcement officer and either a driver or passenger received immediate medical treatment away from the scene of the accident; or

   c. one of the vehicles involved was to be towed from the scene of the accident due to operational impairment.

   Such testing must be conducted within the time limits set forth in the FHWA regulation.

4. Random Testing - All covered employees shall be subject to random, unannounced drug and alcohol testing. The annual random rate for alcohol testing shall be twenty-five percent (25%) of the covered employees. The annual random rate for controlled substance testing shall be fifty percent (50%) of the covered employees.

   Alcohol testing shall take place before, during, or after driving, and within reasonable proximity to driving. When an employee tests positive for alcohol, a second test shall be performed no less than fifteen (15) minutes and not more than twenty (20) minutes later. The results of the second test shall be controlled.

   Drug testing may take place at any time during the Board's regular work day.

5. Return to Duty Testing - All employees who previously tested positive on a drug or alcohol test must submit to a return-to-duty test and test negative prior to returning to duty.

6. Follow-up Testing - Unannounced follow-up alcohol and/or controlled substance testing as directed by a SAP in accordance with FHWA regulations shall occur when it is determined that a covered employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of drugs. The number and frequency of follow-up testing shall be determined by the SAP, with a minimum of six (6) tests within a year.

7. Split Sample Test - An employee who tests positive for a controlled substance may request that a test of the split sample be conducted. The second test will be conducted by a different laboratory, as selected by the employee from a list provided by the Board. The employee shall be responsible for pre-payment of the second test by certified check or money order. However, in the event the second test is negative, the Board will reimburse the employee. If performed, the second test shall be controlling.

C. All drug testing, with the exception of employee requested tests, shall be at the expense of the School Board.

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

LAW(S) IMPLEMENTED: **112.0455, 440.102, 1001.43, 1012.45, F.S.**
21 CFR 1308, 49 CFR PART 40, 49 CFR PART 382,
49 CFR PART 391, 21 USC 812

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

SCHOOL BOARD EMPLOYEES WITH HIV, AIDS, OR OTHER COMMUNICABLE DISEASES 6.61+

VI. It is the School Board's intent to protect employees from exposure to infectious diseases and from risk occasioned by infectious diseases and environmental hazards and to provide reasonable accommodations to infected employees.

VII. 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.

VIII. Reasonable accommodations are available to HIV positive employees.

IX. All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.

X. School Board employees shall receive and review procedures governing immunization against Hepatitis B infection, HIV, AIDS, bloodborne pathogens, other communicable disease, and environmental hazards.

XI. 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 employees who pose a threat of transmitting a bloodborne health condition shall be developed.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1012.22, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **381.0098, 1001.43, 1012.27, F.S**

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

HISTORY:

ADOPTED: 6/27/13
REVISION DATE(S): _____
FORMERLY: GBGA

AIDS, BLOODBORNE PATHOGENS, AND ENVIRONMENTAL HAZARDS 6.62+

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: 1001.41, 1001.42, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 381.0098, 1001.43, 1012.27, 1013.12, F.S.

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

HISTORY:

ADOPTED: 10/07/14

REVISION DATE(S): _____

FORMERLY: GB

NURSING MOTHERS 6.65+

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: 6/27/13
REVISION DATE(S): _____
FORMERLY: NEW

STAFF TRAINING 6.70

All employees shall be provided opportunities for professional growth and development through participation in staff development activities.

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

LAW(S) IMPLEMENTED: 1001.43, 1012.22, 1012.27, 1012.38, 1012.583, 1012.98, 1012.985, F.S.

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): _____

FORMERLY: GB, GCI

WHISTLEBLOWER PROTECTION 6.75

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, or 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.

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. Any employee shall be allowed to bring arbitration for whistleblower complaints, with or without the support of any applicable Union. A panel of two or more arbitrators will rule over any arbitration procedure provided for by the applicable collective bargaining agreement. 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: 10/02/06**

REVISION DATE(S): 03/05/19

FORMERLY: NEW

HONORARIA 6.80

School Board employees shall not accept honoraria or remuneration other than expenses for any service rendered to public, private, or governmental agencies in Florida when performing their assigned District duties unless advance approval has been granted by the Superintendent. This provision shall not apply when the employee is on personal or annual leave.

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

LAWS IMPLEMENTED: **1001.41, 1012.23, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: GCRC

PRIVATE INSTRUCTION AND TUTORING 6.82

A School Board employee who offers private instruction for personal gain shall not use School Board property for this purpose unless approved by the Superintendent.

I. Administrative and instructional staff members shall not receive compensation for private instruction or tutoring of a student who is enrolled in his/her class or school during the regular school year.

II. Any private instruction or tutoring shall be performed after regular school hours.

III. Under no conditions may work directed by a tutor be accepted for credit, grade, or promotional purposes. This rule shall apply to work completed under any tutor, including any administrative or instructional staff member who is employed as a private tutor.

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

LAW(S) IMPLEMENTED: **1001.41, 1012.23, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: GCRD

NAME AND ADDRESS OF EMPLOYEE 6.88

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.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.561, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GCFC

PERSONNEL FILES 6.90+

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.

I. A personnel record shall be maintained by the Superintendent on each employee. The record shall include

A. Application for employment

B. References

C. Annual evaluations

D. Letters of commendation, reprimand, etc.

E. Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)

F. Teaching certificate, if applicable

G. Any other pertinent data.

II. 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.

III. 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.

A. No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days, exclusive of the summer vacation period, of the administration becoming aware of the facts reflected in the materials.

B. 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.

C. 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. In cases of separation due to termination or resignation in lieu of termination, the person competent to know the facts or make the judgment on the separation shall execute and maintain an affidavit of separation, on the form adopted by the Department of Education, setting forth in detail the facts and reasons for such separation. The affidavit must expressly disclose when separation is due to a report of sexual misconduct with a student. The affidavit of separation must be executed under oath and constitutes and official statement within the purview of section 837.06. The affidavit of separation must include conspicuous language that intentional false execution of the affidavit constitutes a misdemeanor of the second degree.

IV. Personnel files, regardless of their location in the school system, are open to inspection pursuant to Florida Statutes, except as follows:

A. 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.

B. Employee evaluations prepared pursuant to Florida Statutes, rules adopted by the State Board of Education, or a local School Board 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.

C. No material derogatory to the employee shall be open to inspection until ten (10) days after the employee has been notified pursuant to III.B. of this rule.

D. The payroll deduction records of the employee shall be confidential.

E. 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.

F. Any information in a report of injury or illness filed pursuant to Florida Statute that would identify an ill or injured employee.

G. Agency personnel information that is excluded under the provisions of 119.071, F.S.

V. 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.

VI. 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.

VII. The Superintendent shall develop procedures governing the maintenance and review of personnel files.

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

LAW(S) IMPLEMENTED: 112.08(7), 119.07, 119.071, 441.85(10), 1001.43, 1012.31, F.S. 34 CFR 99 (FERPA), 45 CFR 164 (HIPAA)

HISTORY: ADOPTED: 10/02/06
REVISION DATE(S): 10/07/14, 2/01/22
FORMERLY: GBJ

SICK LEAVE BANK 6.911+

The School Board may authorize a sick leave bank. When a sick leave bank is established, procedures will be developed.

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

LAW(S) IMPLEMENTED: 1001.43, 1012.61, F.S.

HISTORY: ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

TERMINAL ANNUAL (VACATION) LEAVE PAY 6.912

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 forty (40) 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 6.531.

III. The Superintendent shall be eligible for terminal annual leave pay upon termination of service.

IV. An employee who is eligible for terminal annual leave pay shall participate in a Board-approved special pay plan subject to a minimum contribution level established by the Board.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.65, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.082**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: GBC

TERMINAL SICK LEAVE PAY 6.913

School Board employees represented by bargaining units shall receive terminal pay benefits for accumulated sick leave as specified in their respective collective bargaining agreements with the Walton County School Board.

Any employee of the Board shall be eligible for terminal sick leave pay at the time of normal retirement provided that normal retirement coincides with termination. *Normal retirement* shall mean retirement under any plan established by the legislature with either full or reduced benefits. *Normal retirement* shall not be interpreted to mean withdrawal of funds. Payment shall be made to the beneficiary of an employee if service is terminated by death.

I. Instructional Staff and Educational Support Employees

Terminal pay for accumulated sick leave shall be paid at the daily base rate of pay at the time of retirement. Payment shall be calculated according to the following:

A. During the first three (3) years of service in the District, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave.

B. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave.

C. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.

D. During the next three (3) years of service in the District, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.

E. During and after the thirteenth (13th) year of service in the District, the daily rate of pay multiplied by one-hundred percent (100%) times the number of days of accumulated sick leave.

II. Other Full Time Employees

Full time employees who are not classified as instructional staff or educational support employees as defined by law shall be eligible for terminal sick leave payment at the time of normal retirement as follows:

A. Terminal pay for sick leave accrued prior to July 1, 2004 shall be paid at the daily base rate of pay at the time of retirement.

B. Terminal pay for sick leave accrued after June 30, 2004 shall be paid at the base rate of pay at the time it was earned.

C. Payment shall be calculated according to the schedule in I.A. – I.E.

D. Effective July 1, 2004, the first days earned after this date shall be the first days utilized for sick leave purposes.

E. Sick leave accumulated prior to July 1, 2004 shall be used only when all sick leave earned after June 30, 2004 has been exhausted.

III. Deferred Retirement Option Program

Employees electing to participate in the Deferred Retirement Option Program (DROP) shall be eligible for terminal payment of sick leave as described in the policy 6.531.

IV. An employee who is eligible for terminal sick leave pay shall participate in a Board-approved special pay plan subject to a minimum contribution level established by the Board.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.61, F.S.**

HISTORY:

ADOPTED: 06/27/13
REVISION DATE(S): _____
FORMERLY: GBC

USE OF SICK LEAVE BY FAMILY MEMBERS OR EMPLOYEES 6.914*

I. Any District employee may authorize the use of his/her accrued sick leave by his/her spouse, child, parent, or sibling who is also a District employee.

II. Any District employee may authorize the use of his/her accrued sick leave by another employee who needs a minimum of five (5) days of sick leave.

A. An employee who donates sick leave to another employee, other than a family member must retain a minimum number of days equal to the number of days he/she accrues annually.

B. A recipient of donated sick leave must provide medical documentation from the treating physician of the illness or injury for which the leave of absence is requested.

C. Any unused sick leave shall be returned to the donor.

III. Donated sick leave cannot be used until all of the individual's sick leave has been depleted.

IV. Donated sick leave shall have no terminal pay value.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1012.22, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **1001.43, 1012.61, F.S.**

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(S): 1/06/15

FORMERLY: GB

ANNUAL PAYMENT OF SICK LEAVE 6.915

School Board employees may elect to receive annual payment for any unused accumulated sick leave earned in the current school year. Payment for the days requested shall be based on the daily rate of the employee, multiplied by eighty percent (80%). Days for which payment is received shall be deducted from the employee's accumulated sick leave balance.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.61, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____
FORMERLY: GB

HEALTH INSURANCE PREMIUMS 6.92

I. Group health and hospitalization insurance coverage shall be available to all full time School Board employees. The School Board shall make monthly premium payments for the insurance coverage for all full time personnel as per employee contract.

II. Any employee who is on unpaid approved family and medical leave will receive up to a maximum of twelve 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. 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.

III. 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 called into active military duty are entitled to health insurance pursuant to the provisions and conditions prescribed in Section 250.341, Florida Statutes.

IV. Deductions from employees' salaries may be made for other health insurance coverages which are approved by the School Board when the number of employees for an insurance company is five percent (5%) or more of the total number of employees.

V. Retired School Board personnel and their eligible dependents may participate or 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 coverage 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.

LAW(S) IMPLEMENTED: 112.0801, 250.341, 1001.43, F.S.

HISTORY: ADOPTED: 10/02/06, 6/27/13

REVISION DATE(S): _____

FORMERLY: GBGA

SCHOOL BUDGET SYSTEM 7.10+

I. The Superintendent shall prepare and maintain an annual District budget in the manner prescribed by the State Board 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. The School Board shall adopt a balanced budget in accordance with Florida Statutes and submit it to the State on or before the date prescribed in State Board of Education rules or established by the Commissioner.

II. In order to ensure appropriate preparation and management of the District budget, the Superintendent or designee is authorized to develop and implement appropriate budgetary accounting and record keeping procedures consistent with mandatory federal and state laws, rules, and regulations and with School Board rules. Such procedures shall be consistent with good business practice.

III. Expenditures shall be in accordance with state law and rules of the State Board of Education.

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.**

LAW(S) IMPLEMENTED: **1001.43, 1008.385, 1010.01, 1010.04, 1011.01 – 1011.18, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-1.002, 6A-1.004, 6A-1.006, 6A-1.007, 6A-1.0071**

HISTORY:

ADOPTED: 10/02/06, 6/27/13

REVISION DATE(S): _____

FORMERLY: DB

BUDGET IMPLEMENTATION 7.105

V. The Constitution of the State of Florida requires that the District operate under a balanced budget. The Board understands that unforeseen circumstances can result in increases or decreases in revenue and/or expenditures. These circumstances would thereby affect the financial stability of the District. To ensure the financial strength and stability of the District, the Board directs that the annual adopted budget include reserves for such contingencies.

VI. The Board shall strive to maintain an ending fund balance **not** classified as restricted, committed, or nonspendable in its approved operating budget, *i.e.*, unrestricted fund balance, of at least five percent (5%) of the annual revenues in the general fund. It is understood that these funds are critical to the District's credit rating and can impact the interest rates and insurance costs associated with the District's Certificates of Participation (COPs) necessary to provide adequate satisfactory student stations for the District's students. Therefore, the Board finds that absent a declaration by the Board of a financial emergency, these funds shall not be spent.

VII. In addition, to provide for unforeseen circumstances during the fiscal year, including but not restricted to variances in actual full time equivalent students reported during the FTE accounting periods and prorations in state funding during each of the calculations of the Florida Education Finance Program (FEFP), the Board shall assign in the initial approved operating budget, in the category of assigned fund balance, an amount equal to no less than 1.5% of the initial amount of the revenue in the General Fund. The Board finds that to ensure the fiscal stability of the District funds assigned to this section of the budget for these purposes shall not be spent for any purposes other than to address a change in FTE students or state proration of funds until after the District receives the official report of the Fourth Calculation of the FEFP and determines the budget position of the District as a result of those calculations.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1008.385, 1010.01, 1010.04, 1011.01, 1011.02, 1011.03, 1011.035, 1011.05, 1011.051, 1011.06, 1011.09, 1011.10, 1011.11, 1011.12, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.002, 6A-1.004, 6A-1.006, 6A-1.007

HISTORY: ADOPTED: 10/07/14

REVISION DATE(S): _____

FORMERLY: NEW

DISTRICT BUDGET AMENDMENTS 7.11

The School Board shall approve amendments to the District school budget whenever appropriations are insufficient to meet District needs.

I. The Superintendent is authorized to approve a budget amendment to school budgets when such changes do not exceed the existing overall appropriations. The Superintendent shall periodically present and the School Board shall approve changes to school budgets which are of a material nature.

II. The Superintendent is authorized to automatically amend the budget upon receipt of a grant award if the grant request, as previously approved by the School Board, contains a detailed budget summary and no changes are made in the budget summary as a condition of the grant award.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.51, 1010.01, 1011.05, 1011.06, 1011.07, 1011.60, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.006, 6A-1.007**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: DB

GRANTS AND SPECIAL PROGRAM FUNDING 7.13

It is the objective of the School Board to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer to the School District both human and material resources that would be of benefit to the students in this school system.

The Board regards available grant funds provided to the District as a public trust. It forbids the use of public monies for partisan political activities and any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used to:

A. develop or distribute materials or operate programs or courses of instruction directed at youths that are designed to promote or encourage sexual activity;

B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;

C. provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or

D. operate a program of contraceptive distribution in schools.

The Superintendent shall establish procedures for the submission of grant applications and the implementation of programs when funded, and review grant opportunities and authorize development of proposals.

I. Grant Proposal Development

All grant proposals must support at least one (1) Board goal or priority.

A. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

II. Grant Proposal Internal Review

A. Each grant proposal shall be reviewed and approved by the Superintendent or his/her designee prior to submission to the funding source.
B. The Superintendent may identify a project director prior to proposal submission.

C. The Superintendent shall promptly present proposals for state, federal and other special grants including the following to the School Board for approval:

1. government-funded proposals; regardless of the amount;

2. proposals providing compensation to employees for services rendered;

3. multi-school or District-wide proposals.

The Superintendent may accept private funded or foundation grants of less than $25,000 for individual schools.

III. Grant Administration

A. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as School District policies and procedures.

B. The Superintendent and/or Board Chair authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

C. Once a grant has received final approval and an award has been received from the funding entity a final copy of the grant shall be submitted to the Board.

D. Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.

E. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards unless other funding is available.

F. When the source of funding is Federal funds, the procurement and management of such funding shall be conducted in accordance with the provisions approved in the district's Uniform Grants Guidance Procedures Manual as approved by the School Board.

G. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. Each draw of Federal monies shall be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be equal in magnitude as closely as administratively feasible, to the magnitude of the related program expenditures. When restricted, such monies will be used to supplement programs and funding and not to supplant or replace existing programming or current funding.

H. Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific Funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

IV. Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative procedures.

The District shall provide for the following:

A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.

B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, and be supported by source documentation.

D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;

2. comply with Federal statutes, regulations, and the terms and conditions of the Federal award;

3. evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of the Federal award;

4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;

5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

E. Comparison of expenditures with budget amounts for each Federal award.

F. Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules, and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:

1. cash management
2. allowability
3. conflict of interest
4. procurement
5. equipment management
6. conducting technical evaluations of proposals and selecting recipients
7. compensation and fringe benefits
8. travel

G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

V. Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines, and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment, or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

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STATUTORY AUTHORITY: **1001.41, 1001.42, 1001.51 F.S., 2 C.F.R. 200**

LAW(S) IMPLEMENTED: **1001.43, 1001.51, F.S. 34 C.F.R. 75.707, 34 C.F.R. 76.563 , 34 C.F.R. 76.565, 34 C.F.R. 76.707 ,2 C.F.R. 200.56 2 C.F.R. 200.71 ,2 C.F.R. 200.77 , 2 C.F.R. 200.80 , 2 C.F.R. 200.112 , 2 C.F.R. 200.302 2 C.F.R. 200.307 , 2 C.F.R. 200.309 , 2 C.F.R. 200.310 , 2 C.F.R. 200.313 , 2 C.F.R. 200.318 2 C.F.R. 200.319, 2 C.F.R. 200.320 , 2 C.F.R. 200.343(b)&(e) , Compliance Supplement for Single Audits of State and Local Governments, 20 U.S.C.7906**

HISTORY:

ADOPTED: 10/02/06
REVISION DATE(S): 6/19/18, 01/23/24
FORMERLY: DD

ACCOUNTING AND CONTROL PROCEDURES 7.20*+

I. The financial records and accounts of the School Board shall be kept by the Superintendent on forms and in the manner 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.

II. The Superintendent shall submit to the School Board a financial statement for each month of the school fiscal year. The format 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.

III. 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*.

IV. The Superintendent shall develop and the School Board approve procedures under which any funds under their controls are allowed to be transmitted by electronic transaction.

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

LAW(S) IMPLEMENTED: **215.85, CHAPTER 668, 1001.43, 1001.51, 1010.11, 1011.60, 1011.62, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.001**

HISTORY: **ADOPTED: 10/02/06, 6/27/13**

REVISION DATE(S): _____

FORMERLY: DG, DIC

ELECTRONIC RECORDS, ELECTRONIC SIGNATURES AND ELECTRONIC FUNDS 7.22+

I. Electronic Records, Electronic Signatures and Electronic Funds

A. An electronic signature may be used if the law requires a signature, unless there is a specific statute, regulation, or policy that specifically prohibits the use of an electronic record and requires the record(s) to be signed in non-electronic form. 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. The Board further authorizes District staff to create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures. The Superintendent shall put in place measures to protect the integrity, confidentiality, security, and accessibility of electronic signatures and electronic records and shall comply with the mandates of State and Federal agencies or programs, including Medicaid.

B. The issuance or acceptance of an electronic signature may be permitted in accordance with the provisions of this policy and all applicable State and Federal laws. If permitted, the electronic signatures shall have the full force and effect of a manual signature provided the electronic signature satisfies all of the following requirements:

1. The electronic signature is unique to the individual and identifies the individual signing the document by his/her name and title.

2. The identity of the individual signing with an electronic signature is capable of being verified and authenticated.

3. The integrity of the electronic signature can be assured.

4. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed.

5. The electronic signature complies with the School Board procedures for ensuring the security, integrity, and auditability of each signature.

6. The electronic signature conforms to all other provisions of this policy.

7. The Superintendent may allow electronic signatures on internal documents considered to be of a low risk to be exempt from this policy.

C. The District shall maintain electronically signed records in a manner that is consistent with state law and the District's document retention policies that allows the District to produce accurate and complete reproduction of the electronic records and signatures in their original form.

II. Electronic Fund Transfers

A. The Board authorizes the movement of District funds into, out of, and between any District account by electronic means, including Fedwire, automatic clearinghouse (ACH), or any other method as may be developed and put into practice by financial institutions for the purposes of transferring money between accounts or between financial institutions. Movement of District funds by electronic means shall comply with the provision of Chapter 668, Florida Statutes. Board funds shall be electronically transferred for the following purposes:

1. receipt of revenue from local, State, and Federal sources;

2. settlement on investment transactions (e.g. purchases, sales, or principal and interest distributions);

3. transfers between Board accounts as needed for legitimate funds management activities;

4. payment of obligations, based upon legal or contractual requirements incurred in the course of Board business, including epayables; and

5. payroll and other payroll related direct deposit payments.

B. The Chief Financial Officer or designee will execute the electronic transfer of funds through qualified financial institutions. All necessary documentation shall be maintained so the transactions can be properly recorded within the Board's financial system.

C. Types of Electronic Funds Transfers

1. Fedwires

   a. Fedwires between Board accounts can be initiated and approved by the Chief Financial Officer or his/her designee.

   b. Wires to non Board accounts are initiated by the Chief Financial Officer upon verification of wiring instructions by phone to authenticate the transaction. Wires are then processed by Chief Financial Officer and verified by a separate Finance employee.

2. ACH Transactions

   a. Vendors may be paid via ACH Credit transactions when advantageous to the Board. An ACH Credit transaction is where money is sent from a Board account to the vendors' appropriate bank account.

   b. ACH Debit transactions are prohibited unless the counterparty to the transaction is another governmental entity or approved by CFO or designee. An ACH Debit transaction is where money is retrieved from a Board account by the counterparty's financial institution.

   c. Authorized vendors to be paid via ACH will be set up to receive such payments in the Board's financial system by finance department personnel, upon approval by the Chief Financial Officer or Finance Coordinator. Such payments will be initiated by the accounts payable specialist or designee in compliance with procedures established by the Finance department.

   d. Payment of employees' wages via direct deposit or paycard will be initiated by the payroll department in compliance with procedures established by the payroll department.

3. Other Electronic Funds Transfers. Transactions, through either an established method or any method that may be developed in the future, are permitted, so long as such transactions are structured so that Board funds may not be transferred to non-Board accounts at the sole discretion of the Chief Financial Officer or other Board employee. Instructions to transfer funds electronically, to non- Board accounts, shall always be established under dual control, one District employee inputting the payment instructions and a second District employee approving the instructions. Said

instructions can then be used by the Chief Financial Officer or his/her designee to execute an electronic transfer of funds.

D. The Board shall approve agreements with the Board's financial institution(s). Such agreements shall set forth internal controls required by State law and State Board Rule that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:

1. the official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;

2. the manual signatures of the Board Chairman, Superintendent, as the authorized check signers for Board issued checks;

3. a requirement that, when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the funds;

4. a requirement that written or printed documentation from the financial institution acknowledging such transactions, including but not limited to deposit slips, debit and credit memos, trust receipts, transfer acknowledgements, or canceled warrants, shall be provided so that it may be kept in the official files of the School District, which shall be maintained in a manner which facilitates easy review and validation of transactions.

III. Internal Controls and Delegation of Authority

A. The oversight of the EFTs resides with the Chief Financial Officer and the Finance Coordinator. A system of internal controls and operational procedures has been established to manage the funds transfer process and the reconciliation of bank accounts. Staff will utilize effective internal controls including the separation of duties when performing funds transfers and cash management functions. The internal controls are designed to prevent losses of monies, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees.

STATUTORY AUTHORITY: 668.01 et seq., 668.50, 1010.11, 282.0041, F.S.

F.A.C. 6A-1.0012

HISTORY:

ADOPTED: 8/2/2022

REVISION DATE(S): _____

FORMERLY:

SCHOOL FOOD SERVICE FUNDS 7.31*+

School food service funds shall be considered Special Revenue funds, but shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing unless specific requirements are established by Federal or State laws, rules or regulations.

I. Daily deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board.

II. 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 cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.

III. All payments from school food service funds shall be made by check or wire transfer.

IV. School food service funds shall be used only to pay regular operating costs.

V. 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.

VI. Funds shall be collected and expended in compliance with United States Department of Agriculture and State Department of Agriculture and Consumer Services rules.

VII. The Board shall annually adopt prices charged to students and adults who participate in the food services program.

VIII. The Superintendent shall develop written procedures for conducting the District's food service program.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 570.981, 1001.43, 1010.05, 1010.20, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.001, 6A-1.085, 6A-1.087, 6A-1.091

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): 5P-1.003

HISTORY:

ADOPTED: 10/07/14

REVISION DATE(S): _____

FORMERLY: DIB

INTERNAL FUNDS 7.32*+

I. Definition - *Internal funds* are defined as all monies collected and disbursed by personnel within a school for the benefit of the school or a school-sponsored activity. The School Board, as the custodian, shall be responsible for the safeguarding, recordkeeping, reporting, and general oversight of internal funds held by the School District. School Internal funds are those held by specific schools which are not part of the Board's regularly adopted budget. School internal funds shall be used to benefit activities authorized by the Board and they are administered by each individual school.

II. Governance Provisions - The collecting and expending of school internal accounts shall be in accordance with Florida Statutes, State Board of Education rules, School Board policies, finance procedures, and the Financial and Program Cost Accounting and Reporting for Florida Schools manual published by the Florida Department of Education. Sound business practices shall be observed in all transactions.

III. Accounting Categories - Separate accounting categories for school internal account funds shall be established to distinguish regular sources of funds from sources of funds derived from groups other than the student body.

A. Regular sources of funds shall be a category for money received and expended for school activity programs. This includes, but is not limited to athletic and music events, concession sales, fund-raising by student body groups, gifts and contributions, paid admissions to entertainment, publications, school stores, summer programs, vending machines, salvage drives, property deposits, instructional aids, and advertisements.

B. Other sources of funds shall be a category for money collected from sources other than student activities. These sources generally are derived from cooperative efforts with schools involving non-student organizations such as the faculty, parent-teacher organizations, alumni associations, and educational foundations. The activities of these non-student organizations shall contribute to the general welfare of students.

Other sources of receipts may include, but are not limited to, collections for the School Board, flower and gift funds, and trust accounts for specific groups.

IV. Basic Principles

A. All fund-raising projects and activities of the school, by any group within,

connected with, or in the name of the school shall contribute to the educational experiences of students and shall not conflict with the total instructional program of the school system.

B. School internal funds shall be used to supplement the program supporting the activities provided by the School Board.

C. Purchases which are made from internal funds shall conform with requirements for purchasing and securing bids on purchases made by the School Board, except that purchases made from funds handled in trust for individuals are exempt from such requirements.

D. Student body business practices shall be conducted in such a manner as to offer a minimum of competition to commercial firms.

E. Purchases for any school shall not exceed the cash resources of the school during any school year.

F. Funds collected generally shall be expended to benefit those students currently in school for whom the funds were accrued; funds derived from the student body as a whole shall be expended to benefit the student body as a whole.

G. Florida Statutes and State Board of Education rules controlling purchases by school organizations shall be observed.

H. The Superintendent shall be responsible for initiating such disciplinary action as may be deemed necessary in the event of violations of any of these rules.

V. Administration - Internal funds shall be categorized in accordance with section III. herein. When a bank balance exceeds one hundred thousand dollars ($100,000.00) and the excess is not insured, an additional account(s) shall be opened in another bank.

VI. Responsibilities

A. The School Board shall

1. Require that its written rules relating to internal funds be enforced;

2. Provide fidelity bonds for employees responsible for such funds; and,

3. Provide for an annual audit of internal funds by a qualified auditor.

B. The Superintendent shall administer all rules established by the School

Board relating to internal funds.

C. Each school principal shall

1. Be held accountable for the handling of all phases of internal funds accounting in his/her school; and,

2. Use a uniform system of accounting as directed by the Superintendent.

VII. Management of School Internal Account Funds (MSIAF) - The efficient and accurate accounting of school internal account funds requires that sound procedures be followed in handling school monies received and expended. Common practices which shall be followed to ensure effective management of these funds include:

A. The principal of each school shall authorize one (1) or more persons, in addition to himself/herself, for signing checks to withdraw funds from the bank account. Two (2) signatures shall be required for all withdrawals, one (1) of which shall be that of the principal. Persons signing checks shall provide proper supporting evidence such as sales slips or invoices to substantiate each check.

B. School activity accounts shall not be used for any purpose which represents an accommodation, loan, or credit to School Board employees or other persons, including students. Collections received shall not be used to cash individual checks. School Board employees or others shall not make purchases for personal use through the student body in order to take advantage of student body purchasing privileges, such as tax exemptions, school discounts, and the like.

C. Methods of preserving and destroying records shall be in accordance with Florida Statutes and State Board of Education rules.

D. Revenues which may be credited to classes and club accounts include dues, assessments, and donations from members; income from entertainment, dances, parties, etc.; and, sale of club or class sweaters, emblems, insignias, cards, announcements, etc. Authorization for expenditures shall require approval of a designated class or club officer, the sponsor, and the principal.

1. No class or club account may be overdrawn at the end of the school year.

2. No off-campus clubs may be permitted to carry accounts on school activity account books.

3. Any remaining balance in a class account after graduation of that class and after the class has had an opportunity to determine the disposition of the balance, shall be considered as general funds and shall be transferred to the general fund six (6) months after the graduation date. The same procedure shall apply to the fund balance of any club six (6) months after the close of the school year during which said club becomes inactive.

E. Any gifts identified as coming exclusively from a particular student group(s) shall be financed entirely by those group(s). This shall not prevent a class or club from contributing toward a project undertaken by several classes or clubs or by the student body. All such gifts to the school shall first receive the principal's approval. A student organization, upon the principal's approval, may earmark an amount for a specific future project which may reasonably be expected to materialize within the period that members of the organization are still in attendance at school. Disbursements from these reserves are subject to the standard procedures governing school activity funds. The reserve account, once approved and established, shall not be drawn on for other purposes. If the original purpose for the reserve becomes inoperative, funds in the account shall be transferred to the general fund or returned to the sponsoring organization.

F. Commissions earned from photography sales and other transactions shall be credited to the general fund or other designated accounts. Contracts and collections of monies from these types of activities shall comply with the provisions established by the principal.

G. The following procedures shall guide all employees who are responsible for school activity funds:

1. Receipts shall be submitted to the school bookkeeper by the end of the school day. If collected after school hours, receipts must be submitted at the beginning of the next business day.

2. Receipts shall be written for all money that is received or collected.

3. The amount of money left in a school overnight, except for authorized petty cash, should be kept to a bare minimum.

4. Funds collected during late afternoon or evening activities shall be placed in a night depository as arranged by the principal. Sponsors or any other individuals shall not be expected to have the responsibility of protecting funds, but shall place such funds in a night depository. Under no circumstances shall such funds be left on the

school premises. Any employee who fails to turn in funds each day shall be held liable for any loss.

5. Funds shall be promptly deposited in the qualified public depository. Schools shall make deposits according to the Financial and Program Cost and Accounting and Reporting for Florida Schools, as revised. In any event, funds collected must be deposited within five (5) working days.

VIII. Investment of School Internal Funds - The school principal shall provide for the investment of any school internal funds which are surplus or not needed immediately for expenditure. Such investments may be placed in savings accounts of banks or savings and loan institutions, certificates of deposits issued by banks, United States Government securities, or any other guaranteed in total by United States government securities.

IX. Financial Transactions and Records - 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 submitted in accordance with procedures and timelines established by the Superintendent or the Finance Department. Monthly reports shall be prepared and submitted within a reasonable timeframe to ensure accurate financial reporting, proper review, and compliance with applicable state statutes, audit requirements, Finance Department procedures and School Board policy.

X. Retention of Financial Records - Records which are maintained as part of school internal funds and public records under Florida Statutes may not be destroyed or otherwise disposed of without specific authorization. All requests for disposition of school internal fund records after completion of an audit shall be referred to the staff members designated by the Superintendent to manage records retention. Records shall not be destroyed without written authorization.

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

LAW(S) IMPLEMENTED: **1001.43, 1011.07, 1011.18, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.001, 6A-1.085, 6A-1.087, 6A-1.091**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 01/23/24, 8/24/26

FORMERLY: DIB

PETTY CASH FUNDS 7.33*

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 rules 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 four hundred dollars ($400.00) for the Superintendent's office, and District departments and three hundred dollars ($300.00) for each school.

IV. Any one expenditure cannot exceed one hundred dollars ($100.00).

V. An itemized receipt for each expenditure shall be kept to receive reimbursement.

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

LAW(S) IMPLEMENTED: **1001.43, 1011.07, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.087**

HISTORY: **ADOPTED: 10/02/06, 6/27/13**

REVISION DATE(S): _____

FORMERLY: DJC

HOSPITALITY FUNDS 7.34

The Superintendent may authorize expenditures for purposes of promotion, public relations 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: 6/27/13**

REVISION DATE(S): _____

FORMERLY: DIB

INVESTMENT OF FUNDS 7.35

I. Purpose

The purpose of this policy is to set forth the investment objectives and parameters for the management of public funds of the School Board of Walton County, Florida (hereinafter "School Board"). These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

II. Scope

In accordance with Section 218.415, Florida Statutes, this investment policy applies to all cash and investments held or controlled by the School Board with the exception of Pension Funds and funds related to the issuance of debt where there are other existing policies or indentures in effect for such funds. Funds held by state agencies (*e.g.*, Department of Education) are not subject to the provisions of this policy.

III. Investment Objectives

A. Safety of Principal

The foremost objective of this investment program is the safety of the principal of those funds within the portfolios. Investment transactions shall seek to keep capital losses at a minimum, whether they are from securities defaults or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

B. Maintenance of Liquidity

The portfolio shall be managed in such a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. Periodic cash flow analyses will be completed in order to ensure that the portfolios are positioned to provide sufficient liquidity.

C. Return on Investment

Investment portfolios shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

IV. Delegation of Authority

The responsibility for providing oversight and direction in regard to the management of the investment program resides with the School Board's Chief Business and Finance Officer (hereinafter the "Chief Business Officer"). The daily management responsibility for all School Board funds in the investment program and investment transactions is delegated to the Director of Finance. The Chief Business Officer shall establish written procedures for the operation of the investment portfolio and a system of internal accounting and administrative controls to regulate the activities of employees. The School Board may employ an Investment Advisor to assist in managing some of the School Board's portfolios. Such Investment Advisor must be registered under the Investment Advisers Act of 1940.

V. Standards of Prudence

The standard of prudence to be used by investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported to the Chief Business Officer in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "Prudent Person" rule states the following:

> Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.

While the standard of prudence to be used by investment officials who are officers or employees is the "Prudent Person" standard, any person or firm hired or retained to invest, monitor, or advise concerning these assets shall be held to the higher standard of "Prudent Expert." The standard shall be that in investing and reinvesting moneys and in acquiring, retaining, managing, and disposing of investments of these funds, the contractor shall exercise: the judgment, care, skill, prudence, and diligence under the circumstances then prevailing, which persons of prudence, discretion, and intelligence, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims by diversifying the investments of the funds, so as to minimize the risk, considering the probable income as well as the probable safety of their capital.

VI. Ethics and Conflicts of Interest

Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. In addition, employees involved in the investment process shall disclose to the Superintendent or designee any material financial interests in financial institutions that conduct business with the School Board, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the School Board's investment program.

VII. Internal Controls and Investment Procedures

The Chief Business Officer shall establish a system of internal controls and operational procedures that are in writing and made a part of the School Board's operational procedures. The internal controls should be designed to prevent losses of funds, which might arise from fraud, employee error, and misrepresentation, by third parties, or imprudent actions by employees. The written procedures should include reference to safekeeping, repurchase agreements, separation of transaction authority from accounting and recordkeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as authorized under the terms of this policy.

The independent auditor, as a normal part of the annual financial audit to the School Board shall conduct a review of the system of internal controls to ensure compliance with policies and procedures.

VIII. Continuing Education

The Chief Business Officer, the Director of Finance, and other appropriate staff shall annually complete eight (8) hours of continuing education in subjects or courses of study related to investment practices and products.

IX. Authorized Investment Institutions and Dealers

Authorized School Board staff shall only purchase securities from financial institutions, which are qualified as public depositories by the Treasurer of the State of Florida, institutions designated as "Primary Dealers" by the Federal Reserve Bank of New York or from direct issuers of commercial paper and bankers' acceptances.

Authorized School Board staff shall only enter into repurchase agreements with financial institutions that are state qualified public depositories and primary dealers as designated by the Federal Reserve Bank of New York.

X. Maturity and Liquidity Requirements

Operating Funds

To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operating funds ("short term fund") shall have maturities of no longer than twenty-four (24) months.

Core Funds

Investments of reserves and other non-current operating funds ("core funds" or "Surplus Fund") shall have a term appropriate to the need for funds and in accordance with debt covenants, shall not exceed five and one-half (5.50) years. Longer-term maturities require School Board approval prior to the purchase of the investments.

The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Securities Industry and Financial Markets Association (SIFMA) Master Repurchase Agreement.

XI. Risk and Diversification

Assets held shall be diversified to control risks resulting from over concentration of assets in a specific maturity, issuer, instruments, dealer, or bank through which these instruments are bought and sold. The Director of Finance and/or Investment Advisor shall determine diversification strategies within the established guidelines.

XII. Master Repurchase Agreement

The Director of Finance will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the SIFMA Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the SIFMA Master Repurchase Agreement.

XIII. Competitive Selection of Investment Instruments

1. After the Director of Finance or the Investment Advisor has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of three (3) qualified banks and/or approved broker/dealers must be contacted and asked to provide bids/offers on securities in questions. Bids will be held in confidence until the bid deemed to meet the investment objectives best is determined and selected. Internal Funds may purchase certificates of deposit from depository banks on a non-competitive basis.

   However, if obtaining bids/offers is not feasible and appropriate, securities may be purchased utilizing the comparison to current market price method on an exception basis. Acceptable current market price providers include, but are not limited to:

   a. Tradeweb

   b. Bloomberg Information Systems

   c. Wall Street Journal or a comparable nationally recognized financial publication providing daily market pricing

   d. Daily market pricing provided by the School Board's custodian or their correspondent institutions

2. The Director of Finance or the Investment Advisor shall utilize the competitive bid process to select the securities to be purchased or sold. Selection by comparison to a current market price, as indicated above, shall only be utilized when, in judgment of the Director of Finance or the Investment Advisor, competitive bidding would inhibit the selection process.

Examples of when this method may be used include:

a. When time constraints due to unusual circumstances preclude the use of the competitive bidding process

b. When no active market exists for the issue being traded due to the age or depth of the issue

c. When a security is unique to a single dealer, for example, a private placement

d. When the transaction involves new issues or issues in the "when issued" market

3. Overnight sweep instruments including repurchase agreements and money markets will not be bid, but may be placed with the School Board's depository bank relating to the demand account for which the investment was purchased.

XIV. Authorized Investments and Portfolio Composition

Investments should be made subject to the cash flow needs, such cash flows are subject to revisions as market conditions, and the School Board's needs change. However, when the invested funds are needed in whole or in part for the purpose originally intended or for more optimal investments, the Director of Finance may sell the investment at the then-prevailing market price and place the proceeds into the proper account at the School Board's custodian.

The following are the investment requirements and allocation limits on security types, issuers, and maturities as established by the School Board. The Chief Business Officer or the Director of Finance shall have the option to restrict further investment percentages from time to time based on market conditions, risk, and diversification investment strategies. The percentage allocations requirements for investment types and issuers are calculated based on the original cost of each investment at the time of purchase. Investments not listed in this policy are prohibited. Internal Funds are exempt from the maturity and asset allocation requirements.

A. Permitted Investments

1. U.S. Treasury & Government Guaranteed - U.S. Treasury obligations, and obligations the principal and interest of which are backed or guaranteed by the full faith and credit of the U.S. Government.

2. Federal Agency/GSE - Debt obligations, participations, or other instruments issued or fully guaranteed by any U.S. Federal agency, instrumentality, or government-sponsored enterprise (GSE).

3. Corporates – U.S. dollar denominated corporate notes, bonds or other debt obligations issued or guaranteed by a domestic corporation, financial institution, non-profit, or other entity.

4. Municipals – Obligations, including both taxable and tax-exempt, issued or guaranteed by any State, territory, or possession of the United States, political subdivision, public corporation, authority, agency board, instrumentality, or other unit of local government of any State or territory.

5. Agency Mortgage Backed Securities - Mortgage-backed securities (MBS), backed by residential, multi-family or commercial mortgages, that are issued or fully guaranteed as to principal and interest by a U.S. Federal agency or government sponsored enterprise, including but not limited to pass-throughs, collateralized mortgage obligations (CMOs), and REMICs.

6. Non-Negotiable Certificate of Deposit and Savings Accounts - Non-negotiable interest bearing time certificates of deposit, or savings accounts in banks organized under the laws of this state or in national banks organized under the laws of the United States and doing business in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes.

7. Commercial Paper – U.S. dollar denominated commercial paper issued or guaranteed by a domestic corporation, company, financial institution, trust or other entity, including both unsecured debt and asset-backed programs.

8. Bankers' Acceptances - Bankers' acceptances issued, drawn on, or guaranteed by a U.S. bank or U.S. branch of a foreign bank.

9. Repurchase Agreements - Repurchase agreements (Repo or RP) that meet the following requirements:

    a. Must be governed by a written SIFMA Master Repurchase Agreement which specifies securities eligible for purchase and resale, and which provides the unconditional right to liquidate the underlying securities should the Counterparty default or fail to provide full timely repayment.

    b. Counterparty must be a Federal Reserve Bank, a Primary Dealer as designated by the Federal Reserve Bank of New York, or a nationally chartered commercial bank.

    c. Securities underlying repurchase agreements must be delivered to a third party custodian under a written custodial agreement and may be of deliverable or tri-party form. Securities must be held in the School Board's custodial account or in a separate account in the name of the School Board.

    d. Acceptable underlying securities include only securities that are direct obligations of, or that are fully guaranteed by, the United States or any agency of the United States, or U.S. Agency-backed mortgage related securities.

    e. Underlying securities must have an aggregate current market value of at least 102% (or 100% if the counterparty is a Federal Reserve Bank) of the

purchase price plus current accrued price differential at the close of each business day.

f. Final term of the agreement must be 1 year or less.

10. Money Market Funds - Shares in open-end and no-load money market mutual funds, provided such funds are registered under the Investment Company Act of 1940 and operate in accordance with Rule 2a-7.

A thorough investigation of any money market fund is required prior to investing, and on an annual basis. The procedures for this rule shall include a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

11. Local Government Investment Pools – State, local government or privately sponsored investment pools that are authorized pursuant to state law.

A thorough investigation of any intergovernmental investment pool is required prior to investing, and on an annual basis. The procedures for this rule shall include a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus must be obtained.

12. The Florida Local Government Surplus Funds Trust Funds ("Florida Prime") A thorough investigation of the Florida Prime is required prior to investing, and on an annual basis. The procedures for this rule shall include a questionnaire that contains a list of questions, to be answered prior to investing, that cover the major aspects of any investment pool/fund. A current prospectus or portfolio report must be obtained.

B. General Investment and Portfolio Limits

1. General investment limitations:

a. Investments must be denominated in U.S. dollars and issued for legal sale in U.S. markets.

b. Minimum ratings are based on the highest rating by any one Nationally Recognized Statistical Ratings Organization ("NRSRO"), unless otherwise specified.

c. All limits and rating requirements apply at time of purchase.

d. Should a security fall below the minimum credit rating requirement for purchase, the Investment Advisor will notify the Director of Finance.

e. The maximum maturity (or average life for MBS) of any investment is 5.50 years. Maturity and average life are measured from settlement date. The final

maturity date can be based on any mandatory call, put, pre-refunding date, or other mandatory redemption date.

2. General portfolio limitations:

   a. The maximum effective duration of the aggregate portfolio is three (3) years.

3. Investment in the following are permitted, provided they meet all other policy requirements:

   a. Callable, step-up callable, called, pre-refunded, putable, and extendable securities, as long as the effective final maturity meets the maturity limits for the sector

   b. Variable-rate and floating-rate securities

   c. Subordinated, secured and covered debt, if it meets the ratings requirements for the sector

   d. Zero coupon issues and strips, excluding agency mortgage-backed Interest-only structures (I/Os)

   e. Treasury TIPS

4. The following are NOT PERMITTED investments, unless specifically authorized by statute and with prior approval of the governing body:

   a. Trading for speculation

   b. Derivatives (other than callables and traditional floating or variable-rate instruments)

   c. Mortgage-backed interest-only structures (I/Os)

   d. Inverse or leveraged floating-rate and variable-rate instruments

   e. Currency, equity, index and event-linked notes (e.g. range notes), or other structures that could return less than par at maturity

   f. Private placements and direct loans, except as may be legally permitted by Rule 144A or commercial paper issued under a 4(2) exemption from registration

   g. Convertible, high yield, and non-U.S. dollar denominated debt

   h. Short sales

   i. Use of leverage

j. Futures and options

k. Mutual funds, other than fixed-income mutual funds and ETFs, and money market funds

5. Equities, commodities, currencies and hard assets

(See chart on following pages.)

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement[1]	Maximum Maturity
U.S. Treasury	100%	100%	N/A	5.50 Years (5.50 Years avg. life[4] for GNMA)
GNMA		40%		
Other U.S. Government Guaranteed (e.g. AID, GTC)		10%		
Federal Agency/GSE: FNMA, FHLMC, FHLB, FFCB*	75%	40%[3]	N/A	5.50 Years
Federal Agency/GSE other than those above		10%		
Corporates	50%[2]	5%	Highest ST or Three Highest LT Rating Categories (A-1/P-1, A-/A3 or equivalent)	5.50 Years
Municipals	25%	5%	Highest ST or Three Highest LT Rating Categories (SP-1/MIG 1, A-/A3, or equivalent)	5.50 Years
Agency Mortgage-Backed Securities (MBS)	25%	40%[3]	N/A	5.50 Years Avg. Life[4]
Non-Negotiable Collateralized Bank Deposits or Savings Accounts	50%	None, if fully collateralized	None, if fully collateralized.	2 Years
Commercial Paper (CP)	50%[2]	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	270 Days

Sector	Sector Maximum (%)	Per Issuer Maximum (%)	Minimum Ratings Requirement[1]	Maximum Maturity
Bankers' Acceptances (BAs)	10%[2]	5%	Highest ST Rating Category (A-1/P-1, or equivalent)	180 Days
Repurchase Agreements (Repo or RP)	40%	20%	Counterparty (or if the counterparty is not rated by an NRSRO, then the counterparty's parent) must be rated in the Highest ST Rating Category (A-1/P-1, or equivalent) If the counterparty is a Federal Reserve Bank, no rating is required	1 Year
Money Market Funds (MMFs)	50%	25%	Highest Fund Rating by all NRSROs who rate the fund (AAAm/Aaa-mf, or equivalent)	N/A
Intergovernmental Pools (LGIPs)	75%	75%	Highest Fund Quality and Volatility Rating Categories by all NRSROs who rate the LGIP, (AAAm/AAAf, S1, or equivalent)	N/A
Florida Local Government Surplus Funds Trust Funds ("Florida Prime")	50%	N/A	Highest Fund Rating Categories by all NRSROs who rate the LGIP, (AAAm/AAAf, or equivalent)	N/A

Notes:

[1] Rating by at least one SEC-registered Nationally Recognized Statistical Rating Organization ("NRSRO"), unless otherwise noted. ST=Short-term; LT=Long-term.

[2] Maximum allocation to all corporate and bank credit instruments is 50% combined.

[3] Maximum exposure to any one Federal agency, including the combined holdings of Agency debt and Agency MBS, is 40%.

[4] The maturity limit for MBS is based on the expected average life at time of settlement, measured using Bloomberg or other industry standard methods.

* Federal National Mortgage Association (FNMA); Federal Home Loan Mortgage Corporation (FHLMC); Federal Home Loan Bank or its District banks (FHLB); Federal Farm Credit Bank (FFCB).

XV. Derivatives and Reverse Repurchase Agreements

Investment in any derivative products or the use of reverse repurchase agreements is specifically prohibited by this investment policy, unless otherwise stated in Section XIV. A "derivative" is defined as a financial instrument the value of which depends on, or is derived from, the value of one or more underlying assets or indices or asset values.

XVI. Performance Measurements

In order to assist in the evaluation of the portfolio's performance, the School Board will use performance benchmarks for short-term and long-term portfolios. The use of benchmarks will allow the School Board to measure its returns against other investors in the same markets.

1. Investment performance of funds designated as short-term funds and other funds that must maintain a high degree of liquidity will be compared to the return on the S&P Rated GIP Index Government 30 Day Yield. Investments of current operating funds shall have maturities of no longer than twenty- four (24) months.

2. Investment performance of funds designated as core funds, Surplus Funds, and other non-operating funds that have a longer-term investment horizon will be compared to the Bank of America Merrill Lynch 1-3 Year U.S. Treasury/Agency Note Index and the portfolio’s total rate of return will be compared to this benchmark. The appropriate index will have a duration and asset mix that approximates the portfolio and will be utilized as a benchmark to be compared to the portfolio’s total rate of return.

XVII. Reporting

The Chief Business Officer shall provide the School Board with a quarterly and an annual investment report. The report should include the following:

1. A listing of individual securities held at the end of the reporting period

2. Percentage of available funds represented by each investment type

3. Coupon, discount or earning rate

4. Average life or duration and final maturity of all investments

5. Par value, and market value

XVIII. Third-party Custodial Agreements

1. Securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchased by, and all collateral obtained by, the School Board should be properly designated as an asset of the School Board. The securities must be held in an account separate

and apart from the assets of the financial institution. A third party custodian is defined as any bank depository chartered by the Federal Government, the State of Florida, or any other state or territory of the United States which has a branch or principal place of business in the State of Florida as defined in Section 658.12, Florida Statutes, or by a national association organized and existing under the laws of the United States which is authorized to accept and execute trusts and which is doing business in the State of Florida. Certificates of deposits will be placed in the provider's safekeeping department for the term of the deposit.

2. The custodian shall accept transaction instructions only from those persons who have been duly authorized by the Chief Business Officer and which authorization has been provided, in writing, to the custodian. No withdrawal of securities, in whole or in part, shall be made from safekeeping, shall be permitted unless by such a duly authorized person.

3. The custodian shall provide the Chief Business Officer with safekeeping receipts that provide detail information on the securities held by the custodian. Security transactions between a broker/dealer and the custodian involving the purchase or sale of securities by transfer of money or securities must be made on a "delivery vs. payment" basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, in hand at the conclusion of the transaction. Securities held as collateral shall be held free and clear of any liens.

XIX. Investment Procedures Manual

The procedures for this rule shall be contained within the District Investment Procedures Manual. The District Investment Procedures Manual shall include a glossary of cash and investment terms and the Investment Pool/ Fund Questionnaire. The Department of Business and Fiscal Services shall maintain and update the District Investment Procedures Manual as necessary.

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

LAW(S) IMPLEMENTED: **218.415 (16),1001.32, 1001.43, 1001.51(11)(J), F.S.**

STATE BOARD OF EDUCATION RULES: **6A-1.085 FAC**

HISTORY: **ADOPTED: 06/27/13**
REVISED: 5/07/24
FORMERLY: NEW

INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD 7.36

Any school employee or other person shall be personally liable for creating any bill or 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 employee violating the provisions of this rule shall be subject to cancellation of his/her contract or dismissal from employment.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.22, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: GBEB

BONDED PERSONNEL 7.37*

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 or state law.

STATUTORY AUTHORITY: **112.08, 1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **112.08, 1001.42(10)(h), 1001.43, 1010.07, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0692**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: DH

FACSIMILE SIGNATURE 7.38

I. In accordance with Florida Statutes, the Superintendent and the chairperson of the School Board, after filing with the Department of State, his/her manual signature certified by him/her under oath, may execute or cause to be executed with a facsimile signature in lieu of his/her manual 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 be 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.

lll. 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 be empowered to sign.

M.

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

LAW(S) IMPLEMENTED: **116.34, 1001.43, F.S.**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): 1/18/16

FORMERLY: DGA

FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES 7.40

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. Merchandising projects shall be kept to a minimum.

C. Door-to-door solicitation shall be prohibited for students below the seventh grade.

D. Instructional time shall not be used to plan, promote, or execute fund-raising projects unless the project directly relates to a planned curriculum component.

E. No person, group or entity may raise funds in the name of any school in the Walton County School District or in the name of the Walton County School District without the prior written permission of the Superintendent or the principal. Any unauthorized fund-raising activity will be enjoined.

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 that results in personal gain.

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. The school shall provide a letter of approval to the fund-raisers. The approval notice shall be displayed when soliciting funds. 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 rules.

STATUTORY AUTHORITY: 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.51, 1006.07, 1010.01, 1011.07, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.085, 6A-7.0411

HISTORY: ADOPTED: 6/27/13

REVISION DATE(S): _____

FORMERLY: JJE

PAYMENT OF VOUCHERS/INVOICES 7.50

Expenditures for payment of vouchers and invoices shall be made by warrants or electronic transfers of the School Board. Authorization for such payments shall be deemed approved by the Board if within amounts approved in the Board-adopted District budget or amendment thereto. In cases of expenditures exceeding approved purchasing limits, specific School Board approval is required and shall be reflected in School Board minutes. Approval of individual warrants themselves by the School Board shall not be required.

Payment for purchases and services shall be made in a timely manner as set forth in Chapter 218, Florida Statutes.

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

LAW(S) IMPLEMENTED: **218.72-75, 1001.43, 1001.51, 1011.06, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: DK

PAYROLL PROCEDURES 7.51

I. 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. The designated administrative employees shall be responsible for the accuracy and timeliness of this payroll information.

II. Payroll checks or warrant distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes. Full time and part-time regular, probationary, and temporary employees shall all be paid in accordance with these dates.

III. No payment shall be made except to properly authorized and approved personnel.

IV. Payment shall be based on the duly adopted salary schedule for each position.

V. Any needed salary adjustments shall be instituted beginning with the next payroll period. A person whose services are terminated shall be paid the full salary balance at the regular pay period following termination. Any exceptions must be approved by the Superintendent or his/her designee.

VI. Payroll deduction slots, other than those required by Florida Statutes, must be authorized by the School Board. Payroll deductions shall be initiated or discontinued only upon written authorization of the employee. This written authorization must be received in the Payroll Department on or before the date established as the final date for the initiation of employee deductions. Payroll deduction slots shall not be set up unless at least twenty (20) employees sign up for that specific payroll deduction.

VII. Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees or other group 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.

VIII. No payments shall be made for overtime services without prior approval of the Superintendent or designee.

IX. There shall be no payroll deductions permitted in violation of section 106.15, Florida Statutes.

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

LAW(S) IMPLEMENTED: **106.15, 1001.43, 1011.60, 1012.22, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: DKA

TRAVEL EXPENSE REIMBURSEMENT 7.52*+

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

I. Authority to Incur Traveling Expenses

A. All travel by employees and authorized persons must be authorized and approved by the Superintendent or his/her designated representative. The Superintendent shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the School District and also stating the purpose of the travel, *i.e.,* Temporary Duty Request Form.

B. Traveling expenses of public officers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law and must be within the limitations prescribed by Florida Statutes.

II. In-District Travel

Travel by an authorized officer or employee within the District shall be reimbursed at the maximum federal prescribed rate, however, that no reimbursement shall be made for travel between an employee's home and his/her official headquarters.

III. Out-of-District Travel

A. One-day Trips - Expenses for authorized travel by employees, authorized persons, or public officers on school business which does not require an overnight stay shall be reimbursed at the maximum federal mileage rate.

B. Overnight Trips - Expenses for authorized travel by employees, authorized persons, or public officers on school business requiring absence in excess of one (1) day shall be reimbursed as follows:

1. Mileage – If the use of a personal vehicle is authorized, mileage shall be reimbursed at the maximum federal prescribed rate. If travel is by common carrier, the actual cost of travel, based on standard fares, shall be reimbursed.

2. Per Diem or Subsistence – The traveler shall be entitled to the greater of the following:

a. Per diem at the federal standard rate.

b. The actual cost of lodging, based on the single occupancy rate, plus an allowance for meals at the federal standard rate.

IV. When more than one (1) employee is going to the same destination, travel shall be pooled when such is practical.

V. Where a common carrier is used, reimbursement will be made only for the most economical class. The expense of common carrier travel may be processed through the District office on a purchase order or by copies of paid bill(s) attached to the employee's travel voucher.

VI. Reimbursement may be requested for tolls, taxis, registration fees, and limousine service, storage or parking, and communication expense when properly documented. No reimbursement may be authorized for gratuities.

Reimbursement for registration fees shall be reduced by the value of any lodging or meals which are included if such items are claimed elsewhere for reimbursement.

VII. All out-of-district travel by School Board members shall have 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.

VIII. The Superintendent may be reimbursed for travel expenses on a monthly rate and shall submit each school fiscal year a detailed monthly mileage report for the month of September, or other month as specified by the School Board in order to determine the average mileage for computing the monthly payment.

IX. The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.

X. The Superintendent or designee shall develop procedures for reporting travel reimbursement claims and restrictions, *i.e.,* Travel and Per Diem Voucher.

XI. Violations or abuse of District travel policies and/or procedures shall be a basis for employee discipline.

STATUTORY AUTHORITY: **1001.41, 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**

HISTORY: **ADOPTED: 10/02/06, 6/27/13**

REVISION DATE(S): _____

FORMERLY: DKC

TAX SHELTERED ANNUITY AND OTHER EMPLOYEE INVESTMENT PROGRAMS 7.53

I. A tax sheltered annuity program(s) shall be offered to all employees of the Walton County School Board. The purchase of an annuity contract may be made through payroll deductions in accordance with the provisions of the Internal Revenue Code.

II. The School Board may approve other investment programs with voluntary participation by its employees. The purchase of an investment contract may be made through payroll deductions in accordance with the provisions of the Internal Revenue Code provided that such investment contractual arrangements are Board approved.

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

LAW(S) IMPLEMENTED: **1012.22, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.052**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: DLB

AUDITS 7.60*

I. District Audits

A. 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.

B. The School Board may employ an internal auditor to perform ongoing financial verification of the District's financial records. The auditor shall report directly to the School Board or its designee.

C. Other auditors may be selected as permitted by law.

II. Audits of Internal Accounts

The Superintendent may direct an audit of a school's internal accounts without prior notification. Such audits may be conducted by a School Board employee or an independent accounting firm.

III. Nonfinancial audits shall be conducted by persons or entities qualified to conduct audits of the program, functions, or service to be audited.

IV. 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.**

LAW(S) IMPLEMENTED: 11.45, 1001.42, 1001.43, 1008.35, 1011.07, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.087

HISTORY: ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: DIE

ANTIFRAUD 7.65+

I. The School Board of Walton 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 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.

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(S): 9/20/16

FORMERLY: NEW

PURCHASING AND BIDDING 7.70*+

The School Board recognizes that maximum economy and efficiency are best achieved through a centralized purchasing function, which includes warehousing and distribution. All purchases of materials, supplies, equipment, and services paid from School District funds shall be the responsibility of the Chief Financial Officer or designee under the general supervision of the Superintendent.

The Superintendent may make purchases or may approve purchases of the Chief Financial Officer or designee, functioning under his or her direction, of goods and services where the amount does not exceed the bid limit that is specified in State Board of Education rule 6A-1.012(7). No person, unless authorized to do so by the Board or authorized under its duly adopted regulations, may make any purchase involving the use of school funds. The payment of any unauthorized purchases shall be the sole responsibility of the person placing the order.

I. Purchases - All purchases made from School District funds shall be in accordance with all applicable Florida Statutes, State Board of Education rules, State Department of Agriculture and Consumer Services rules, School Board rules, and administrative procedures and may include approved state online procurement. The District shall recognize purchasing terms as defined by law and rule.

A. Requisitions - Each purchase order shall be based upon a requisition originating from the principal or District department head. Each requisition or contract shall be properly financed, budgeted, and encumbered prior to issuing a purchase order. All requisitions that are not approved will be returned immediately to the originator with the explanation of why they were not approved. Under extreme emergencies, the Chief Financial Officer or designee may grant permission for a purchase without a requisition, provided that any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions or when using a procurement card.

B. Procurement Card – The District procurement card will be used for the purchase of goods and services when this method of payment is accepted by the vendor. Exceptions will be made at the discretion of the Chief Financial Officer or designee. Purchasing cards shall not be used in order to circumvent the general purchasing procedures established by School Board Policy (7.70).

II. Competitive Bids and Proposals - The Chief Financial Officer or designee shall be responsible for continually estimating the needs of the school system and making quantity purchases accordingly. Standard lists of supplies and equipment shall be developed in all areas possible. All purchases where the item or group of items exceeds the amount stipulated in State Board of Education rule 6A-1.012 shall be made on the basis of competitive sealed bids and proposals, except in emergencies as provided herein. Bids or proposals shall be requested from three (3) or more sources for any item or group of similar items purchased from school funds, including internal funds that exceed the amount specified in State Board of Education rule 6A-1.012. All items exempt from bid and quotation procedures by 287.057, F.S., and State Board of Education rule 6A-1.012 shall be exempt from School Board purchasing and bidding rules. State purchasing contracts or approved state online procurement shall be used in lieu of bids when it is to the advantage of the School Board. The Board will, however, be informed of all purchases exempt from the bid process when the amount exceeds the bid limit.

A. Bid and Proposal Procedures - Purchases made through bids and proposals shall be based upon justification and specifications which are clear, complete, 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 or service which best meets the needs of the School District. Specifications shall be as open as possible. Invitations to bid shall include but not be limited to the following:

1. Date, time, and place of bids and proposals;

2. Procedures for presenting bids and proposals;

3. Conditions and terms for receiving bids and proposals;

4. Procedures to be followed in opening bids and proposals and making recommendation to the School Board; and,

5. The amount of the bid bond or good faith deposit, if any.

B. Conditions for awarding contracts based on bids and proposals.

1. Bids and proposals shall be opened at the time and place specified within the bid or proposal documents. No other bids shall be accepted or withdrawn after the deadline. Bids and proposals which do not qualify as sealed bids shall not be accepted. Bids or proposals

received by mail shall be stamped with the time and date received. Alterations written on the outside of a bid or proposal shall not be accepted. All bid openings shall be open to the public.

2. The Superintendent or designee shall have the responsibility for soliciting the assistance of the District administrative and instructional staff and the school employees who use the products to assist in the preparation of specifications and evaluation of bids and proposals.

3. The purchasing department may maintain a list of active bidders to facilitate the purchasing function; however, the purchasing department shall not be required to notify specific bidders of upcoming bid opportunities.

4. Bids or proposals shall be requested from at least three (3) appropriate sources for each authorized purchase. All bids shall be signed in ink or indelible pencil.

5. No bid or proposal may be withdrawn after submission except with Board approval based on the recommendation of the Superintendent. Such recommendation shall specify the basis for allowing the withdrawal. After formal award by the Board, no bid may be withdrawn by a bidder except for a material error, as determined by the Board.

6. Recommendations to the Board for action shall be determined on the basis of the lowest responsible qualified bid or proposal which meets specifications with consideration being given to the specific quality of the product, its conformity to the specifications, its suitability to District needs, the delivery terms, and the service and past performance of the vendor.

7. Sealed bids, proposals or replies in response to a competitive solicitation shall be exempt from public inspection or copying as provided in §119.071, F.S. When documents are no longer exempt, they may be inspected and copied. In no case may the original copies be removed from the custody of the purchasing department.

8. The School Board will accept the lowest and best bid that is in the best interest of the Board and meets specifications, not necessarily representing the actual lowest price offered. For identical qualified bids, the recommendation shall be for a local vendor or if there is none, by casting lots.

9. The District may award contracts to the lowest, responsible bidder as the primary awardee and to the next lowest and responsible bidder(s) as alternate awardees provided that the awarding of multiple contracts is clearly stated in the bid solicitation documents.

10. Final action of any bid or proposal shall be the decision of the Board in open session.

11. Approval of any funds not already budgeted shall be made by the Board prior to the issuance of any contract or award of any bid or proposal.

12. The Board, in its sole discretion, may waive minor irregularities in bids or may reject all bids or proposals.

C. Electronic Bidding - Electronic bidding may be utilized when it is determined to be in the best interest of the District. All requirements for advance notification of bid specifications and date and time of bidding shall be met. Multiple awards may be made provided that the solicitation documents clearly state this option.

D. Emergency Situations - Occasionally, situations arise which necessitate immediate action in order to ensure the health and safety of students and staff, or to keep a facility in operation. In such cases, at the determination of the Superintendent, the normal procedures may be waived and all Board members will be notified of such action as soon as practicable. The purchasing department shall be required to make telephone contacts to request quotations, determine availability and ability to deliver services or products in a timely manner. All such contacts must be documented and followed by written bids from those contacted. The Superintendent shall be given all facts relating to the problem and a recommendation for the purchases necessary to resolve the problem. Upon the Superintendent's approval, the lowest and best bidder will be given authorization to proceed. A formal tabulation, giving complete details and justification, shall be submitted at the next regular Board meeting for ratification. If the Superintendent determines in writing that the time required to obtain pricing information will enhance the emergency situation, the emergency purchase may be made without quotations.

E. Bid protests shall be filed in accordance with 120.57(3), F.S. Any person who files an action protesting a decision pertaining to contracts administered by the board shall post at the time of filing the formal written protest a bond payable to the board in the amount equal to five percent (5%) of the estimated amount of the contract or ten thousand dollars ($10,000), whichever is

greater, not to exceed twenty-five thousand dollars ($25,000), which bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding.

III. Informal bids (quotes) shall be requested in writing from three (3) or more sources, at the discretion of the Chief Financial Officer or designee, for any goods or services purchased from school board funds that exceed one fourth the amount specified in State Board of Education rule 6A1.012 for purchases that require bids. Quotes are not required for items excluded from the bid procedure by 287.057, F.S. and State Board of Education rule 6A-1.012. The Chief Financial Officer or designee has the authority to require quotes for any purchase.

IV. Purchase of Food and Nonfood Items for the Food Service Program

The Superintendent shall develop and prescribe a Competitive Procurement Plan (Plan) or approved state online procurement for purchasing food and nonfood supply items for the school food service program. 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.

A. The District's Plan shall ensure that all purchasing activities relating to the National School Lunch and Breakfast Programs are in compliance with the rules, regulations, and policies set forth in 7 CFR210, 2 CFR200 and Chapter 5P-2, Florida Administrative Code.

V. Purchases Under Federal Awards

Purchases under Federal awards must meet 2 CFR 200.317.326 Procurement Standards under Uniform Guidance.

A. Federal grant procurement requirements are in addition to school Board Policies, State Board of Education Rules, Florida Statutes and Purchasing Procedures. The District's financial management system must include written procedures for determining the allowability of costs for the Federal Award.

B. The Purchasing Department is responsible for ensuring that acquisitions are appropriately managed so that suppliers perform in accordance with an agreement's terms, conditions, and specifications. Ultimately, the Contract Administrator is responsible for the post-award or contract administration/performance of the contractor in compliance with the contract in fulfilling that responsibility with regard to any agreement.

C. The District will adopt procedures to govern the District's purchasing processes and controls relative to acquisition actions proposed to be funded by Federal awards under the District's management.

D. The District's Purchasing department shall comply with all applicable statutes, regulations, rules, and policies. In the event any of these may conflict the Uniform Guidelines of 2 CFR 200.320, the Uniform Guidance shall prevail.

E. The District will follow the General Procurement Standards set forth in 2 CFR 200.318 – 200.326 for every Federal Grant Purchase.

1. The non-Federal entity (i.e. school board) must use its own documented procurement procedures which reflect applicable School Board Policies, State Board of Education Rules, applicable Florida Statutes and State requirements for Educational facilities, provided that the procurement conforms to applicable Federal law and the standards identified in 2 CFR 200.317 – 200.327.

2. Non-Federal entities must maintain oversight to ensure the contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The School Board has determined that the Department Grants Contract Administrator is responsible for this primary contract administration role with the assistance as necessary by Purchasing staff.

3. Prior to releasing any purchase order covered under these procedures, Purchasing shall execute and document a history of the steps and measures necessary to ensure that the following considerations have been explored and implemented where possible and feasible. The Federal Procurement Checklist Required Documentation is to be used to support the purchasing process.

4. The three types of procurement methods will be used for Federal Grants.

   a. informal procurement methods for micro-purchases and simplified acquisitions;

   b. formal procurement methods through sealed bids or proposals; or

   c. non-competitive procurement methods when the circumstances exist to permit this type of procurement.

F. Title to equipment acquired under the Federal award will vest upon acquisition in the recipient or subrecipient in accordance with the conditions set forth in 2 CFR 200.313. The title must be a conditional title unless a

Federal statute authorizes the Federal agency to vet title in the recipient or subrecipient without further responsibility to the Federal Government. The District must use, manage and dispose of equipment acquired under Federal awards in accordance with State laws and procedures.

G. Compensation for employees engaged in work on Federal awards for services of employees rendered during the period of performance are allowable provided they satisfy the requirements of 2CFR 200.430. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.

H. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his or her partner, or an organization which employes or is about to employ any parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Employees in violation of this conflict of interest are subject to disciplinary measures, and applicable negotiated agreements, up to and including termination.

VI. Hearings, Exhibits, or Demonstrations by Vendors

A. The Superintendent or designee shall be responsible for the arrangement of hearings, exhibits, or demonstrations by vendors interested in presenting their products. Employees of the school system shall not extend favoritism to any vendor or salesman.

B. Employees may participate in District surplus sales, provided that there is no preferential treatment.

VII. 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.

A. Selection of an architect, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project shall be in accordance with the School Board Policy 7.71, Selecting Professional Services.

B. Contracts or commitments exceeding limits established by Florida Statutes or State Board of Education rule for educational services or professional services, other than those described in subsection V.A. herein, shall be

approved by the School Board prior to execution.

VIII. Single Source Commodities or Contractual Services

A commodity or 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 purchase a specific item or service and subsequently posts notice of its intent to enter a single source contract.

IX. Conflict of Interest - The following provisions shall apply for conflict of interest. Any violation of these provisions by a School Board employee may be grounds for dismissal.

A. No contract for goods or services may be made with any business organization in which the Superintendent or School Board member has any material financial interest.

B. No School Board employee may directly or indirectly purchase or recommend the purchase of goods or services from any business organization which they or their relations have a material interest as defined by 112.312, F.S. except as allowed by DOE Interpretative Memorandum No. A-20.

C. School Board employees or officials may not receive gifts or any preferential treatment from vendors. A School Board employee shall not be prohibited from participating in any activity or purchasing program that is offered to all School Board employees or in District surplus sales provided there is no preferential treatment.

X. Multi-year Purchase Agreements

Only the Board has the authority to enter into multi-year agreements, regardless of value, and to obligate funds based on budget appropriation approval provided funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefore.

XI. All contracts for purchases made at the school level using internal funds shall be initiated by the principal and shall follow the same procedures prescribed for purchasing in this policy.

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

LAW(S) IMPLEMENTED: 112.312, 119.071, 120.57, 212.0821, 255.04, 274.02, 287.017, 287.057, 1001.421, 1001.43, 1010.01, 1010.04, 1013.47, F.S. 2 CFR200.302. 2 CFR200.313; 2 CFR 200.317-327; 2 CFR 200.403-405; 2 CFR 200.430, 7 CFR 10

STATE BOARD OF EDUCATION RULE(S): 6A-1.012, 6A-1.085, 6A-1.087

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): 5P-1.003, 5P-2

HISTORY: ADOPTED: 10/02/06
REVISION DATE(S): 10/07/14, 8/03/21, 7/5/22
FORMERLY: DJE

BID PROTEST RESOLUTION 7.701

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, 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 of protest in writing within seventy-two (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 of protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

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 are not disputed issues of material fact, an informal proceeding shall be conducted pursuant to section 120.57, Florida Statutes, and rules related to administrative hearings.

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 Board shall refer the matter to the Division of Administrative Hearings of the Department of Administration for a formal hearing pursuant to section 120.57, Florida Statutes, and rules related to administrative hearings.

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.**

LAW(S) IMPLEMENTED: **120.53, 120.57, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: DJE

SELECTING PROFESSIONAL SERVICES 7.71*

In accordance with state law, architectural and engineering services shall be solicited through an application procedure. Except in emergency situations, the Board shall publish a legal advertisement in a local newspaper of wide circulation, describing the project or projects for which services are required and specifying the application procedure. A professional services contract shall be negotiated and recommended to the Board.

The Superintendent or designee may authorize outside consultants to provide professional reviews, assistance, or training to divisions, departments or schools.

Continuing Contracts for construction projects – The District may enter into continuing contracts for professional services where construction project costs do not exceed $7.5 million. The maximum amount allowed for construction project costs shall be adjusted annually by the Department of Management services pursuant to the statutory requirements.

Full or part-time employees of the Board shall not contract for additional services to the Board as program consultants.

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

LAW(S) IMPLEMENTED: **287.055, 1001.43, 1001.51, 1011.06, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.012, 6A-2.0010**

SELECTING PROFESSIONAL SERVICES 7.72*

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): _____

FORMERLY: DJE, FEB

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY 7.72

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 this policy manual, acquired through internal accounts or donations, shall be reported immediately by the principal or work site supervisor to the designated property records office on the prescribed forms.

D. Principals and work site supervisors shall be responsible for determining that all property is identified and accounted.

II. Exchange

Each principal and work site supervisor shall determine the property needs for his/her school or department. The principal or District department head shall declare any property, which is not needed, surplus or obsolete.

A. Surplus property shall be reported on proper forms to the designated Property Records office which shall be responsible for acquiring and storing the surplus property.

B. Property items with a value as established in I.C. above may be exchanged between schools and District departments when approval is granted by the designated property records office and subsequently by the appropriate

District department head. Notification of each approval shall be filed in writing with the designated 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.

III. Acquisition of real property is not included under this policy.

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

LAW(S) IMPLEMENTED: **274.01, 274.02, 1001.43, 1011.06, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: DID

ACQUISITION OF REAL PROPERTY 7.73

I. A determination by the School Board that real property is needed for school use shall be based on approved master planning data. Two (2) or more proposed locations shall be considered for each acquisition unless extenuating circumstances preclude such consideration. Extenuating circumstances shall be as follows:

A. Availability of alternate locations because of prior land use commitments; the need to acquire land adjacent to an existing school site for purpose of expanding said site; or the purpose of establishing a new school center adjacent to an existing school center for implementation of programs that may be suitably carried out 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 may negotiate with the owner and determine the purchase price of the land, if such is determined to be in the best interest of the School Board.

III. The Board shall obtain at least one (1) appraisal by a qualified real estate appraiser for each purchase in an amount greater than one hundred thousand dollars ($100,000.00) and not more than five hundred thousand dollars ($500,000.00). For each purchase in an amount above five hundred thousand dollars ($500,000.00), the Board shall obtain at least two (2) appraisals by qualified appraisers. If the Board agrees to purchase property at a price in excess of the average appraisal value, the Board is required to approve the purchase by an extraordinary vote.

IV. If negotiations with the owner are not successful, the School Board may exercise its right of eminent domain, and proceedings shall be filed in a court having 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 metes and bounds description of all real property considered for purchase.

VI. Upon decision of the School Board to acquire real property, a title search shall be initiated by a competent, legal consultant or a title search company, and a policy of title insurance will be required upon completion of acquisition proceedings secured by surety satisfactory to the School Board.

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

LAW(S) IMPLEMENTED: **1001.43, 1013.14, 1013.24, 1013.36, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: FEE

LEASE AND LEASE-PURCHASE OF LAND, FACILITIES AND EQUIPMENT 7.74

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.

IV. The Superintendent may recommend the acquisition of land, facilities, and equipment under lease or lease-purchase agreements under provision of Florida Statutes through competitive bids or proposals.

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

LAW(S) IMPLEMENTED: **1001.43, 1013.15, 1013.19, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: DFB

SALE, TRANSFER OR DISPOSAL OF PROPERTY 7.75*

I. Obsolete, uneconomical or inefficient surplus property which serves no useful purpose may be disposed of in accordance with state law and regulations. Prior to disposal, reasonable attempts should be made to salvage all or part of any item of property for school use.

II. When it is no longer practical that property be retained, it shall first be offered for sale or transfer to other state agencies. When not disposed of in this manner, the property shall be offered for sale to the public at large and to private businesses.

III. Any remaining surplus property may be declared unusable and disposed of in a reasonable, environmentally sound manner, including donation to appropriate nonprofit groups.

IV. Disposal of unusable property shall occur only after due consideration of school needs.

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

LAW(S) IMPLEMENTED: **1001.43, 1006.41, 1013.28, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.087**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: DN

LOST OR STOLEN PROPERTY 7.76*

I. The principal or designee shall notify the following individuals when any school property has been vandalized, stolen, or lost:

A. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;

B. The District office by telephone; and,

C. In writing with a copy of such notice being sent to the Superintendent.

II. 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.

III. The Superintendent shall report to the Board any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

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

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

STATE BOARD OF EDUCATION RULE(S): **6A-1.087**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: ECAD

INVENTORIES AND PROPERTY RECORDS 7.77*

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 equipment shall be listed that has a value or cost of two thousand five hundred dollars ($2,500.00) or more. The principal shall notify the District office of all removals, 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.

II. Property inventories shall be performed annually. It shall be each principal's 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.

III. Any 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. 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 Florida Statutes.

VI. 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.

VII. The principal shall keep an inventory of all equipment in his/her school on forms provided by the property control officer.

VIII. 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.

IX. 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 a 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.

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

LAW(S) IMPLEMENTED: **CHAPTER 274, 1001.43, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.087**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): 10/1/24

FORMERLY: DID

DONATIONS AND GIFTS 7.78

I. Any donation or gift of funds, materials, or equipment shall be approved by the Superintendent.

A. Any equipment donated by any individual or organization shall become the property of the School Board. The donated equipment shall be placed on the school's property inventory in accordance with School Board rule.

B. The school principal shall notify any group or organization contributing to the purchase of equipment that the equipment is School Board property.

C. Equipment requiring excessive funds to maintain or to place in operable condition shall not be accepted by School Board employees.

II. School Board employees shall not accept personal gifts of value from anyone who does business with the District school system. Violation of this rule may result in disciplinary action.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: KCD

RISK MANAGEMENT INSURANCE 7.80

The Superintendent shall recommend annually to the School Board insurance programs, including property, liability, workers' compensation and motor vehicle insurance that provide the best protection against loss to the District.

The Superintendent or designee is authorized to approve claim payments against the School Board up to deductible amounts specified in District risk insurance programs approved by the School Board. Claim payments in favor of the School District shall be accepted by the Superintendent or designee and shall be reflected in appropriate budget amendments brought to the School Board for approval.

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

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

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: EEBC, EI

EDUCATION FOUNDATION 7.90

The Walton County School Board authorizes the District to establish a foundation fund in the name of Walton County Education Foundation subject to the provisions of Florida Statutes.

I. The Board of Directors of the Walton County Education Foundation shall be approved by the School Board.

II. The Board of Directors is allowed to use the property, facilities, and personnel services of the District; however, such use must be in keeping with the District's policies regarding the use of facilities and grounds.

III. The School Board shall oversee the activities of the organization and shall provide for budget and audit review.

IV. Such organization must be organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, programs of the Walton County School District.

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

LAW(S) IMPLEMENTED: **1001.43, 1001.453, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0013**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: KGA

SAFETY 8.10*+

I. The principal shall cooperate with the Police Department, the Fire Marshal, 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. School Environmental Safety Incident Reporting. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of Education rules. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report the 26 incidents of crime, violence and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school sponsored events to the Department of Education.

A. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidence has been met.

B. School principals must ensure that all persons at the school level responsible for documenting SESIR information participate in the on-line training offered by the Department and ensure that SESIR data is accurately and timely reported.

V. 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.

VI. 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.

VII. The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.

VIII. The Superintendent shall develop procedures related to accident notifications and investigations.

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

LAW(S) IMPLEMENTED: **316.614, 773.06, 1001.43, 1006.062(3), 1006.07, F.S.**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): 10/06/20

FORMERLY: EB, EBB, ECA, JLIC

SAFETY 8.10*+ OPTION 2

I. The safety of pupils, employees and visitors shall be the responsibility of the authorized person in charge of each site owned or operated by the School Board. The supervisor of each site or facility shall cause to be established a safety committee which shall be responsible for the promotion of a safety education and accident prevention program for that site.

II. Schools shall cooperate with the police, sheriff's department, fire department and other agencies promoting safety education.

III. To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety coordinator.

IV. No person shall bring on any School Board premises or have in his/her possession or in his/her vehicle any School Board property, any firearm, weapon or destructive device unless such weapon is required as part of his/her regular job responsibilities.

V. School Environmental Safety Incident Reporting. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of education rules. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report the 26 incidents of crime, violence and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school sponsored events to the Department Of Education.

A. The Superintendent will annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., that were initiated at a school, on school transportation, or at a school-sponsored activity.

B. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidents has been met.

C. School principals must ensure that all persons at the school level responsible for documenting SESIR information participate in the on-line training offered by the Department and ensure that SESIR data is accurately and timely reported.

D. The school district, the administrative personnel and instructional personnel shall comply with all statutory school safety requirements. Anyone aware of any violations of the school safety requirements must report the violation to the school principal. The school principal shall report the violation to the school safety specialist no later than the next business day after receiving the report. If the school principal is in violation of the school safety requirements, the report must be made directly to the Superintendent.

i. Administrative or instructional personnel who knowingly violate the school safety requirements are subject to progressive discipline as outlined by school board policy and procedures.

VI. Nonmedical School District personnel shall not perform invasive medical services that require special medical knowledge, nursing judgment and nursing assessment including, but not limited to, sterile catheterization, nasogastric tube feedings, cleaning and maintaining a tracheotomy and deep suctioning of a tracheotomy. Nonmedical assistive personnel can perform health related services upon successful completion of child-specific training by a registered nurse, a licensed practical nurse, a physician or a physician assistant. These procedures, which include but are not limited to clean intermittent catheterization, gastrostomy tube feedings, monitoring blood glucose and administering emergency injectable medications, must be monitored by a nurse. A registered nurse, licensed practical nurse, physician or physician assistant shall determine if nonmedical School District personnel shall be allowed to perform any other invasive medical services not listed above.

VII. 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.

VIII. The Superintendent shall develop and present to the Board for approval appropriate emergency management and emergency preparedness plans.

IX. The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 316.614,773.06, 1001.43, 1006.062(3), 1006.07, F.S.

HISTORY:

ADOPTED: 3/1/22

REVISION DATE(S): 10/1/24

FORMERLY:

GUARDIAN PROGRAM 8.101

A. Purpose

The purpose of this policy is to establish the Guardian Program and outlines the selection, procedures, and training of guardians employed by the School District of Walton County, Florida.

B. Definitions

Guardian means any member of a designated employee group or a school safety guard in the District who has successfully completed all of the training requirements and prerequisites defined in F.S. 1006.12, and who has been appointed to serve as a guardian or school safety guard by the Superintendent. A candidate for the Guardian Program shall be a volunteer or a school safety guard and will receive a one-time stipend outlined in the statute. A volunteer Guardian will be offered no monetary benefit aside from the one-time stipend. The volunteer candidate must be a full-time employee of the District who is in good standing. Further, volunteer candidates shall not be employees exclusively
performing classroom duties as teachers as defined in F.S. 1012.01(2)(a).

School Safety Specialist means the certified School Safety Specialist appointed by the Superintendent to oversee all security programs and personnel, as defined in F.S. 1006.07, to include oversight of appointed guardians.

Active Assailant/Armed Intruder is an individual(s) actively engaged in killing or attempting to use deadly physical force on other people in a confined and/or populated area.

C. Priorities and Objectives

The purpose of this policy is to define the procedures for application and approval as a volunteer guardian or a school safety guard. This will include the roles of guardians, define their supervision, and list additional training requirements that may be imposed by the District. The objective is to ensure that the use of guardians conforms to the standards of the District and that they serve to enhance the overall security of campuses throughout the District.

D. Responsibilities

1. School Safety Specialist

a. The School Safety Specialist or designee, a representative from Safety and Security, Human Resources, School Principal, the Walton County Sheriff's Office ("WCSO") and others, as appointed by the Superintendent, will be part of a District panel that will review all guardian applications for compliance with

state law and District policy. The School Safety Specialist shall provide recommendations to the Superintendent for approval or denial of applicants based on their required background checks, drug screenings, evaluations, training as defined in F.S. 1006.12, and the panel's recommendation. The Walton County Sheriff's Office ("WCSO") must also approve all applicants.

b. A designee from the WCSO shall be responsible for inspecting all guardian equipment. Equipment may include firearms, ammunition, magazines, holsters, magazine holder, vests, radio, and identification. All equipment must be issued and approved by WCSO and the District. Guardians and school safety guards accepting the issued equipment shall abide by all procedures and sign an agreement attesting that they will follow all applicable procedures and responsibilities. This agreement will be witnessed by the School Safety Specialist. Safety and Security, along with WCSO will maintain all records of issued equipment.

c. The School Safety Specialist and WCSO shall inspect all guardian-issued equipment monthly to ensure serviceability and accounting. Each inspection shall be documented.

d. The School Safety Specialist and WCSO shall maintain or have access to the training records for each guardian. The record will contain their annual requalification dates and any additional training the District requires throughout the year. This may include additional firearms training, tactics, legal updates, or other areas specific to the duties of their position.

e. The School Safety Specialist, in conjunction with Human Resources, shall notify the Superintendent of any guardian who is on medical leave, injured, suspended from their position for any reason, or unable to perform their duties as a guardian.

f. The School Safety Specialist, as required in F.S. 1006.12, shall ensure the District notifies the WCSO and the Office of Safe Schools within seventy-two (72) hours of any guardian being disciplined or dismissed for misconduct, or any incident where a guardian discharges their firearm for other than training purposes.

2. School Guardians
   a. To be appointed as a guardian or school safety guard, a designated employee must be in good standing with the District, and must meet the eligibility requirements for a guardian, as defined in F.S. 1006.12.

b. A volunteer candidate must make an initial application to the Superintendent or designee. This will be done in the form of a memorandum, which shall outline the qualifications and willingness to volunteer for the program. A candidate applying for a School Safety Guard position will apply when a position becomes available by applying for the position on the district webpage.

c. A panel consisting of representatives from Safety and Security, Human Resources, School Principal, WCSO and others, as appointed by the Superintendent or designee are responsible for reviewing all guardian applications, and to ensure compliance with State law and District policy. The panel shall provide recommendations to the Superintendent or designee to move forward in the application process. The Superintendent or designee may accept the recommendation of the panel or deny the recommendation. Denials shall not be arbitrary or capricious. Denials should be based on concerns such as, but not limited to, the inability to secure liability coverage for the individual, newly found information or the applicant's current position could create a negative impact on the school district being a Guardian.

d. If the application is approved by the Superintendent to move forward in the process, the employee will be contacted by the School Safety Specialist to complete any required paperwork for the WCSO.

e. Once the guardian or school safety guard is approved, the employee will be scheduled for a background check that includes a polygraph, psychological evaluation, and drug screening. The employee will also undergo the required statutory training and any other requirements set forth by the WCSO.

f. All training requirements as outlined by the WCSO must be met. Failing to attend a required training session or any program components will result in immediate non-approval of the applicant or the termination of the guardian or school safety guard.

g. The District will treat all required training hours as temporary duty as outlined and in compliance with applicable standards as prescribed in District leave policies.

h. Upon successful completion of the WCSO's training program, the applicants shall present to the Superintendent their certification as provided by the WCSO as proof of completing all requirements outlined in F.S. 1006.07 and other requirements as designated by the WCSO. Upon receipt, the Superintendent may appoint the applicant as a guardian. However, even if proof of completion is received, the final decision to appoint an individual as a guardian is left solely to the discretion of the Superintendent. The Superintendent's decision is final and not appealable.

i. Appointed guardians and school safety guards will participate in all mandated continuing training and related activities throughout the school year and will complete the mandatory recertification.

j. Appointed guardians and school safety guards will remain knowledgeable of current processes and procedures pertinent to the Guardian Program through continued education, seminars, and training.

k. Appointed guardians and school safety guards will assist law enforcement agencies and staff in the identification, deterrence, mitigation, and prosecution of subjects that affect the security and safety of students, staff, and visitors on the school property.

l. Appointed guardians and school safety guards will cooperate with WCSO, the State Attorney's Office, Child Protective Services, and other State and Federal agencies in the interest of public safety.

m. Appointed guardians and school safety guards shall adhere to safety rules and procedures.

n. Appointed guardians and school safety guards will be issued firearms and related equipment. Only the approved firearm by the WCSO is authorized for carry while carrying out the duties of a guardian. It shall be worn in an approved manner as directed. No weapons or equipment other than what is issued or approved items and signed for in the agreement shall be carried or utilized by a guardian at schools or on school property.

o. All issued firearms shall be maintained in good working condition and cleaned as often as necessary to ensure proper operation. There shall be no alterations or modifications to the issued firearm. Appointed guardians are responsible for the general maintenance and care of issued firearms.

p. Issued firearms and ammunition shall be properly possessed, retained, and stored at all times, per F.S. 790.174.

q. Easily identifiable attire or uniform will be issued to guardians.

r. Guardians and school safety guards shall not act as law enforcement officers and do not possess any of the authorities of a law enforcement officer. Guardians and school safety guards are not authorized by the District and WCSO to enforce any laws. The purpose of a guardian is to defend life from an active threat on any District property. Guardians are responsible for providing security and safety services at schools or school property and protecting the life and well-being of students, staff, and visitors.

s. In accordance with the guardian's training, they shall respond singularly to defend life. Should other guardians, school safety guards, or law enforcement

be present, they can respond as a group and are authorized to defend any school or school property from an active threat. Guardians and school safety guards are to use reasonable/appropriate level of force to stop, disrupt, or eliminate possible life-threatening physical threats to students, staff, and visitors on school property.

t. Appointed guardians and school safety guards will follow federal and state laws. Guardians and school safety guards are employees of the School District and shall adhere to all Board policies and procedures.

u. Any guardian or school safety guard who fires their weapon for any reason other than on the firing range for training, must be reported to the School Safety Specialist or designee immediately. The guardian or school safety guard involved in such a situation shall cooperate with any subsequent law enforcement and/or District investigation. Failure to cooperate with any District investigation may result in disciplinary action, including termination from the Guardian Program and/or the District.

v. Guardians and school safety guards will only be permitted to carry issued firearms and any assigned equipment while on duty at the assigned school during their assigned hours. Guardians or school safety guards will not carry issued firearms or equipment out of school or school property. Issued firearm, ammunition, and equipment shall be stored in the guardian's or school safety guard domicile per statute. Issued firearm and related equipment shall be secured in a vehicle lock box while traveling to and from their residence.

w. All appointed guardians or school safety guard will treat all information or intelligence of a possible or ongoing investigation received as confidential, including but not limited to information or intelligence received via all sources such as, telephone, mobile phone, texting, computer, social media, etc. The dissemination of such confidential information or intelligence to anyone not needing to know, such as WCSO, School Safety Specialist, or certain individuals in school administration (persons not directly involved in any internal, non-criminal, or criminal investigation) is strictly prohibited.

x. Appointed guardians and school safety guards shall contact the Safety and Security Specialist, School Resource Deputy ("SRD"), School Principal and/or Principal's designee, for a situation or incident that is not under their authority or responsibility.

y. Appointed guardians and school safety guards shall work with law enforcement officers by sharing relevant information and intelligence regarding threats and incidents related to the safety and security of the students, staff, visitors, and others on campus.

z. Any violation of these directives will result in termination from the Guardian Program and, possibly, termination of employment with the District.

E. General Procedures

1. Pursuant to F.S. 30.15, each Sheriff may establish a Coach Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program, in which certain volunteer school employees will be appointed as school guardians.

2. Pursuant to F.S. 30.15, a guardian or school safety guard has no authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident on school premises. Appointed guardians will report directly to the School Safety Specialist.

3. Pursuant to F.S. 1006.12, in the event of the discharge of a firearm by any Safe School Officer, including a guardian, the School Safety Specialist shall notify the WCSO immediately after the incident. Additionally, the School Safety Specialist will notify the Florida Department of Education Office of Safe Schools in writing via an Incident Report in the Florida Safe Schools Assessment Tool portal immediately but no later than seventy-two (72) hours after the incident.

4. Pursuant to F.S. 1006.12, in the event a guardian or school safety guard is dismissed from the program, District or is otherwise disciplined, the School Safety Specialist will notify the Florida Department of Education Office of Safe Schools in writing via an Incident Report in the Florida Safe Schools Assessment Tool portal immediately but no later than seventy-two (72) hours after the incident.

5. Pursuant to F.S. 1003.32, and F.S. 1006.09, the management of student discipline is the responsibility of the school principal or principal's designee. A volunteer guardian can be considered a principal's designee based on their current position with the District.

6. Pursuant to F.S. 776.012, a guardian or school safety guard is justified in using objectively reasonable force, except deadly force, if present during a physical altercation between individuals on his/her assigned school campus. Intervention is to be the minimum force required to de-escalate the incident and to keep the individuals and campus safe. Administration and SRD are to be notified immediately.

7. Firearms shall not be displayed or handled in any unsafe manner that may cause concern.

8. Issued firearm will remain holstered at all times except when needed in authorized duties or for training, inspection, cleaning, and repair purposes.

9. Issued firearms shall not be utilized for anything other than authorized appointed guardian duties and training purposes.

10. Appointed guardians and school safety guards will not draw and point their issued firearm at any individual unless they reasonably believe that the individual has engaged or is about to engage in any active deadly threat. If the appointed guardian displays an issued firearm or points it at an individual for any other reason, then they will notify the Safety and Security Specialist, SRD, and the School Principal or

Principal's designee must be notified immediately, and document the circumstances in a written report.

Guardians and safety guards must attend all training scheduled by the District or the WCSO, keep all their equipment in serviceable condition, pass firearms qualification at least annually as required by state law, and maintain their position within the District in good standing.

The guardian training program must include twelve (12) hours about responding to and de-escalating incidents on school premises.

The District must report to the Florida Department of Law Enforcement (FDLE) the name, date of birth, and appointment date of each person appointed as a guardian, as well as the date of separation if a guardian or school safety guard leaves the assignment.

Upon termination of employment, volunteer guardian status is terminated, and all issued equipment must be returned immediately and appropriately to the School Safety Specialist or his/her designee. At any point, a volunteer guardian designation can be withdrawn by the Superintendent with or without cause and with no appeal rights.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1003.01, 1003.02 1003.32, F.S.**

LAW(S) IMPLEMENTED: **30.15, 776.012, 790.174, 1006.07, 1006.09, 1006.12, 1012.01(2)(a), F.S.**

HISTORY:

ADOPTED: 10/7/2025

REVISION DATE(S):

FORMERLY:

SAFETY PROGRAM 8.11+

The Board recognizes the necessity of a comprehensive Risk Management Safety Program designed to provide for the safety and health of its employees, students and the protection of its physical facilities and environment. This program shall ensure compliance with all applicable local, state and federal rules, regulations and procedures as they pertain to the safety and health of employees and students and to the security of District facilities. The Code of Federal Regulations (CFR) as adopted by the state of Florida, for enforcement in all public sector employment locations, shall be strictly adhered to, in addition to the provisions relating to safety and health as contained in Florida Statutes.

This comprehensive program shall provide for the following

I. Safety requirement for employees, students and visitors

II. Loss prevention/safety training

III. Work site safety inspections

IV. Reporting of hazards

V. Work site safety committees

VI. Accident/incident reports

VII. Security

A. Planning

B. Security of personnel

C. Security of facilities

D. Monitoring

VIII. Contractor safety requirements

STATUTORY AUTHORITY: **1001.42(6), F.S.**

LAW(S) IMPLEMENTED: **316.614, 1006.062(3), 1006.07, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

TOXIC SUBSTANCES IN SCHOOL WORK AREAS 8.12+

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,

I. Notification of School Board employees of where to direct requests for information on such substances;

II. 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,

III. 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.**

LAW(S) IMPLEMENTED: **1001.43, 1013.49, F.S.**
20 CFR 1910.1200

HISTORY: **ADOPTED: 6/27/13**
REVISION DATE(S): _____
FORMERLY: EB

INFECTION CONTROL GUIDELINES 8.13

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.**

LAW(S) IMPLEMENTED: **1001.43, 1012.23, F.S.**

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

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: ECD

INSPECTIONS 8.14*

I. All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the designated state agency. 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. The Superintendent shall report to the designated state agency the results of initial measurements on the level of indoor radon in all District school buildings and any facility housing students.

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

LAW(S) IMPLEMENTED: **404.056, 1001.43, 1013.12, F.S.**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): 10/07/14

FORMERLY: EBA

FACILITY FIRE SAFETY INSPECTION 8.15*

When an authorized agent under the Florida Fire Prevention Code conducts a fire safety inspection as authorized in 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: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **125.56, CHAPTER 633, 1001.43, 1013.12, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

EMERGENCY DRILLS 8.16*

I. The schools shall conduct six (6) emergency drills every school year that are non-concurrent with fire drills. One emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification. An after-action report of each emergency drill and fire drill shall be prepared and sent to the District school safety specialist for review.

A. Accommodations for drills conducted at exceptional student education centers may be provided.

II. The Principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, 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 fire exits and alternate evacuation routes.

III. The Principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school buildings.

IV. The Principal shall identify and report to the Superintendent hazardous areas requiring corrective measures. The Superintendent shall be responsible for informing the School Board of the Principal's report.

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

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

LAW(S) IMPLEMENTED: **404.056, 1001.43, 1013.12, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-2.0010**

HISTORY:

ADOPTED: 2/1/22
REVISION DATE(S): 01/23/24
FORMERLY:

SAFE SCHOOL OFFICERS 8.17*

I. The School District may enter into an agreement with local law enforcement to provide law enforcement and related services to the schools of Walton County, including charter schools. The Board will collaborate with charter schools governing boards located in the district to support access to all safe-school officer options available pursuant to Florida law.

II. School Resource Officers (SRO) must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). The purpose of the SRO program is to promote and assist school administrators with school-based security and safety. In addition, a goal of the program shall be to promote a positive image and respect for the law and law enforcement among young people.

III. A safe school officer must be present during the school day when the school is open for instruction. To determine the need for safe-school officers to be present outside of the regular day (i.e., before and after school, summer school, extracurricular activities or for school-sponsored events) the Board will consider the following factors: number of persons present, the ratio of staff members to students, and other safety measures available.

IV. Student ON campus incidents:
Student discipline is the responsibility of the school administration. However, in instances where a crime may have been committed, or if there is a threat of injury to person or property, the SRO should be involved as the trained professional to handle such situations. If there is no safety threat, administration should take the lead in the school-based investigation with the assistance of the SRO. If practicable, the Principal or his designee shall be present during the questioning of students by SRO's concerning crimes committed. If a student is arrested and/or taken into custody, the SRO and school personnel shall utilize best efforts to immediately notify the parent/guardian. The SRO's shall use best efforts to comply with the policies set forth by the School Board of Walton County and procedures established by administration.

V. Student OFF campus incidents:
The SRO shall not routinely conduct investigations or question students as to off campus incidents or crimes while serving as an SRO on school property.

Other sheriff deputies or law enforcement shall be utilized for this function unless impracticable.

VI. On a yearly basis, the SRO's and appropriate school administration shall meet for an "in-service" to discuss the role of the SRO in the schools and to familiarize the SRO's with School Board policy and administrative procedures.

VII. The Superintendent is responsible for notifying the Office of Safe Schools, and the Board Chair immediately after, but no later than seventy-two (72) hours after, the occurrence of the following:

A. A safe-school officer is dismissed for misconduct or disciplined, or

B. A safe-school officer discharges his/her firearm in the exercise of his/her duties other than for training purposes.

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

LAW(S) IMPLEMENTED: **1001.42, 1006.12**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0018**

HISTORY:

ADOPTED: 2/1/22

REVISION DATE(S):

FORMERLY:

ALCOHOLIC BEVERAGE PERMIT RESTRICTION 8.18

The Superintendent shall oppose and shall inform the School Board of the issuance or proposed issuance of any alcoholic beverage permit to any business operation when the business operation will be within a distance of one thousand (1,000) feet by the most direct route from the boundaries of any parcel of real estate to which the School Board holds title.

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

LAW(S) IMPLEMENTED: **1001.42, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: EC

DISASTER PREPAREDNESS 8.19+

I. The School Board recognizes that the use of its facilities and transportation services can be invaluable to this community in a crisis or emergency. Therefore, in the event of a local or State emergency and upon the request of the local emergency management agency, the District shall participate in emergency management efforts by providing facilities and personnel necessary to staff such facilities during a state or local emergency. The Board authorizes the Superintendent to establish a crisis management team whose members shall be trained in various emergency procedures.

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. Unless otherwise designated, the principals of the designated facilities shall be the “shelter manager” and shall be responsible for all aspects of the operation of the emergency shelter.

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. In the event the superintendent officially closes a school, district office, or a combination of work centers to employees, the affected employees shall be paid for their regularly scheduled hours. Should the superintendent reschedule that workday for a later date on which the employee was not scheduled to work, the employee shall be deemed to have been compensated in advance and will receive no additional compensation. The resulting rescheduling of days missed due to school closure will not have any financial impact on twelve (12) month employees.

IV. The Board recognizes that exempt and nonexempt employees who serve on the crisis management team and who staff the congregate shelters during a declared emergency will be providing services that exceed their contractual obligations by

working on days and at times when other District employees are not required to be on duty. Compensation will be as follows:

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A. Hourly personnel and non-bargaining administrative 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. All hours worked must be pre-approved by their supervisor, shelter manager or Superintendent and/or designee where applicable.

V. Following the use of District facilities as congregate shelters, the Superintendent shall calculate the amount spent during the period the facilities were used for congregate shelters that is above and beyond the usual and customary expenses to operate the facilities during that time period for the following:

A. Utilities (e.g., power, water, and telephone),
B. Generator usage (rental costs and/or fuel required),
C. Shelter safety and security, and
D. Costs related to use of buses and other vehicles, excluding operator costs.

VI. The Superintendent is authorized to submit the itemized total expended by the District for extra compensation for exempt and nonexempt staff, as well as the additional amount expended for the operation of the District facilities used as congregate shelters, to the Federal Emergency Management Agency (FEMA) and/or appropriate agency for reimbursement. The Board shall be informed of the amount of reimbursement requested from FEMA once completed at a regularly scheduled Board meeting.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.23, 1013.372, F.S.**

HISTORY: **ADOPTED: 7/5/22**

REVISION DATE(S): _____

SANITATION AND PREVENTIVE MAINTENANCE 8.20

I. The Board shall strive to provide well-maintained schools and facilities which are safe from hazards, are sanitary, and are properly equipped and adequately lighted and ventilated. The Superintendent shall be responsible for maintenance and upkeep of school plants.

II. 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, and other student or staff occupied areas.

III. The principal shall report, in writing, to the facilities department any needed repairs to any buildings or the grounds. Any emergency repairs shall be reported to the department by telephone and confirmed in writing.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.43, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: ECBA

VANDALISM AND MALICIOUS MISCHIEF 8.22

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, 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 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 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 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: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 741.24, 806.13, 1000.21, 1001.43, 1013.10, F.S.

HISTORY: ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: ECAC

PURPOSE AND FUNCTIONS OF THE TRANSPORTATION PROGRAM 8.30*+

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 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 a handbook which sets forth guidelines, responsibilities, directions and procedures for the District's transportation system. The handbooks and modifications to it shall be subject to School Board approval.

VI. All drivers of district owned vehicles shall adhere to the provisions of the Board adopted Safe Driver Plan.

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

LAW(S) IMPLEMENTED: 1001.43, 1006.21, 1006.22, 1006.23, 1011.68, 1012.45, F.S.

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

HISTORY:
ADOPTED: 10/02/06
REVISION DATE(S): 9/20/16
FORMERLY: EE

STUDENT TRANSPORTATION 8.31*

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, as defined by Florida Statutes, 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 direct 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.

   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 exceptional students or designee certifying that the student is handicapped and is unable to walk to school.

II. A student who is eligible for transportation and resides beyond the accessibility of a school bus may be provided transportation by payment from the School Board to the parent for use of a private automobile or other conveyance for this purpose.

III. The School Board may cooperate with other school districts to provide transportation for students.

   A. When it is practical to extend a school bus route to serve any territory located in another school district, the School Board shall enter into an agreement with the School Board of the other district to provide transportation services to students residing in the adjacent school district. Any such agreement shall be recorded in the official School Board minutes of each school board. The agreement shall state in detail the responsibility of each school board for operating the school bus and maintaining a daily schedule.

   B. Whenever a school bus crosses a school district line, all rules of the School Board shall apply to students transported by the said school board unless otherwise stated in the agreement between the school boards.

IV. Only a student who is regularly enrolled as a transported student and whose name appears on the bus operator'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 transportation supervisor. 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; or

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. No person is allowed on a school bus unless properly authorized by Board personnel. The failure to immediately exit the school bus upon request of Board personnel and/or law enforcement constitutes a violation of School Board policy and may result in arrest and prosecution. Nothing contained herein restricts the ability of a law enforcement officer to make an arrest.

VII. 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 operators, and in providing and operating transportation equipment.

VIII. 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.

IX. Students become the responsibility of the District only after they board the bus. The School District is not responsible for student behavior prior to that time while the student is at the designated bus stop.

X. 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, so far as practical, not exceed fifty (50) minutes for elementary students and sixty (60) minutes for secondary students.

XI. 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: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **810.097, 1000.21, 1006.21, 1006.22, 1006.23, 1011.68, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.001, 6A-3.0171**

HISTORY:
ADOPTED: 10/02/06
REVISION DATE(S): 6/27/13, 3/3/26
FORMERLY: EEA

BUS ROUTES 8.32

I. Designation of Bus Routes - The School Board shall delegate to the Superintendent authority to designate the route to be traveled regularly by each school bus. Each such route shall meet the following requirements:

A. 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.

B. Designated school bus routes 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.

C. 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.

D. School bus routes shall, insofar as possible, be restricted to main routes and county-maintained roads.

E. A suitable turning area shall be available for any route requiring a bus to be turned around.

F. Only one (1) bus shall be assigned students on any given route unless the school schedules necessitate a dual assignment of buses.

G. Student loading and unloading stops shall be established at least two tenths (.2) of a mile (1,056 feet) apart; however, stops may be closer when students' safety and welfare are involved.

H. The location of each bus stop will conform to the requirements of Florida Statutes.

II. Spur Routes - A spur route shall exist only when an extremely hazardous condition is present, requiring the bus to deviate from the main trunk.

III. 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.

IV. Nontransportation Zones - The School Board shall designate nontransportation zones that represent areas in the District where transportation services are unnecessary or impracticable. Nontransportation zones shall be designated annually prior to the opening of school and prior to the designation of bus routes for the ensuing school year.

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

LAW(S) IMPLEMENTED: **947.1405, 1001.43, 1006.21, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.0171**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: EEAC

TRANSPORTATION LIABILITY 8.34*

The Superintendent is directed to ensure that School Board liability is protected when transporting persons, other students and 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.

LAW(S) IMPLEMENTED: 1001.43, 1006.21, 1006.24, F.S.

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

EXITING THE SCHOOL BUS 8.35

No student shall leave the school bus on his/her way to or from school without the written authorization of the student's parent, as defined by Florida Statutes, and the principal or designee except at the customary destination of the bus which shall be either the school or the assigned stop.

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

LAW(S) IMPLEMENTED: **1000.21, 1006.21, 1006.22, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.0171**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: EEAEC/JICC

TRANSPORTING STUDENTS IN PRIVATE VEHICLES 8.36*

I. The Board will normally use school buses, as defined in Florida Statutes, for all regular transportation of students, prekindergarten through grade 12. *Regular transportation* or *regular use* means to and from school or school-related activities which are part of a scheduled series or sequence of events to the same location. Regular transportation of students in motor vehicles other than school buses may occur only under the following conditions:

A. When transportation is for a physically handicapped or isolated student and the Board has entered into a written agreement for the transportation of the student.

B. When the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation and other services.

C. When the transportation is provided through a public transit system.

D. When transportation is for trips to and from school sites or agricultural education sites.

E. When transportation is for trips to and from agriculture related events or competitions.

II. Except as provided in section I., the transportation of students in private vehicles may be authorized by the principal on a case-by-case basis only under the following conditions:

A. When a student is ill or injured and must be taken home or to a medical treatment facility under nonemergency circumstances and

1. The school has been unable to contact the student's parent, as defined by Florida Statutes, or such parent or responsible adult designated by the parent is not available to provide the transportation;

2. Proper adult supervision of the student is available at the location to which the student is being transported;

3. The transportation is approved by the school principal or designee; and

4. If the school has been unable to contact the parent prior to the transportation, the school continues to attempt to contact the parent until the school is able to notify the parent of the transportation and the circumstances.

B. When the transportation is in connection with a school function or event in which the school has undertaken to participate and

1. 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 educational program; and

2. Transportation is not available, as a practical matter, using a school bus or school board passenger car; and

3. Each student's parent is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.

C. When Board employees are required to use their own vehicle to perform duties of employment, and such duties include the occasional transportation of students.

III. A private vehicle used to transport students shall be a passenger car or multipurpose passenger vehicle or truck, as defined by federal law, designed to transport fewer than ten (10) students.

IV. Any private vehicles used to transport students under this policy shall be currently registered in the state of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. A person wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration and insurance identification card, to the principal in a reasonable amount of time before the planned travel. The principal will examine the driver's license, vehicle registration and insurance card, and determine that the driver meets the requirements of the District safe driver plan. The principal may, in his or her discretion, give approval for the transportation of students in the private vehicles as requested.

V. A driver who is transporting students under the provisions of this policy shall adhere to Florida laws and regulations related to driving including the Florida Ban on Texting While Driving Law.

VI. Student transportation in private vehicles may only be authorized for trips within the state of Florida. When transportation is authorized in a private vehicle, students may only be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer. A student who is transported to an activity in a private vehicle approved under this policy shall return from the activity in the same vehicle, unless the student is released to his/her parent.

VII. Employees will be covered by the Board's liability program when they are transporting students as part of their assigned or related duties. Benefits due from private vehicle insurance will be primary, except for workers' compensation, in accordance with state law.

VIII. 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: 316.305, 1000.21, 1006.21, 1006.22, 1006.24, F.S.

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

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): 10/07/14

FORMERLY: EEA, EEAG

SEAT BELTS 8.37

I. The operator and each 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 operation. This provision is applicable to all vehicles as defined in Florida Statutes, except for the following:

A. A school bus purchased prior to January 1, 2001;

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. A school bus purchased new after December 31, 2000 must be equipped with safety belts or other federally approved restraint system if used for pre-K to grade 12 students. Each passenger shall wear a seatbelt when the bus is in operation.

III. The number of passengers of a vehicle shall not exceed the number of safety belts which were installed by the manufacturer.

IV. School bus operators shall wear a seat belt when operating a school bus.

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

LAW(S) IMPLEMENTED: 316.003, 316.614, 316.6145, 316.6146, 1001.43, 1006.21, 1006.22, F.S.

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

HISTORY:
ADOPTED: 6/27/13
REVISION DATE(S): 10/07/14
FORMERLY: EBB, EEAE

AUTOMOTIVE EQUIPMENT 8.38

All automotive equipment owned by the School Board shall be assigned to the Superintendent or 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 of any mechanical defect in 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 approval of the Superintendent or transportation supervisor.

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**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): 10/07/14

FORMERLY: EE

VEHICLE MAINTENANCE PROGRAM 8.39

I. All transportation equipment shall be maintained in safe operating condition. The transportation supervisor shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include

A. Instructing bus operators in methods of anticipating and noting maintenance problems.

B. Inspecting and servicing all vehicles on a periodic basis as prescribed in State Board of Education rules.

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 inservice activities for apprentice mechanics.

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 government-owned vehicles may be repaired or serviced in the school bus garage.

IV. The School Board shall maintain appropriate school bus replacement programs to assure appropriate maintenance of the bus fleet.

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

LAW(S) IMPLEMENTED: **1006.21, 1006.22, 1006.25, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.0171**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): _____

FORMERLY: EE

GENERAL FOOD SERVICE REQUIREMENTS 8.40*+

I. 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, *a la 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.

II. The District shall participate in the Florida Farm Fresh Schools Program.

III. The school food service program, offering nutritional and educational opportunities to students, shall be an integral part of the District's educational program. While every effort should be made to have a self-sustaining program, the Board believes that it is best to deliver quality meals at a reasonable price. To the extent that prices are reasonable, there may be times when the general fund may need to make operating transfers to the food service fund.

IV. 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.

V. 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.

VI. School food and nutrition service funds shall not be considered or treated as internal funds of the local school, but shall be a part of the District school funds. School food and nutrition service funds shall be subject to all the requirements applicable to the District fund such as budgeting, accounting, reporting, and purchasing and such additional requirements as set forth in the written procedures manual authorized in this policy.

VII. USDA commodities shall be acquired, stored, and utilized in accordance with United States Department of Agriculture and related State Department of Agriculture and Consumer Services rules.

VIII. The School Board shall establish the sale price of student and adult meals and *al la carte* items served in school cafeterias.

IX. The Superintendent or designee shall develop a written procedures manual to govern school food and nutritional services programs.

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

LAW(S) 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**

HISTORY: **ADOPTED: 6/27/13**
REVISION DATE(S): 10/07/14
FORMERLY: EF, EFAA, EFD

MEAL PATTERNS 8.41*

I. All schools with grades K-12 shall participate in the National School Lunch and Breakfast Programs and serve student 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.

II. Students my exercise discretion in their choice of foods. Students may elect to choose at least three (3) of the five (5) food items offered at lunch and three (3) of the four (4) food items offered for breakfast, but shall pay the unit price.

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

LAW(S) IMPLEMENTED: **570.981, F.S.**

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): **5P-1.001**

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): 10/07/14

FORMERLY: EFB

FREE AND REDUCED PRICE MEALS 8.42*

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.

I. The income eligibility guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Agriculture and Consumer Services based upon income guidelines prescribed by the United States Secretary of Agriculture.

II. 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.

III. 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 Agriculture and Consumer Services and the United States Department of Agriculture.

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

LAW(S) IMPLEMENTED: **570.98, 570.981, F.S.**

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): **5P-1.004**

HISTORY: **ADOPTED: 6/27/13**
REVISION DATE(S): 10/07/14
FORMERLY: EFC

SUMMER NUTRITION PROGRAM 8.44+

I. The District shall develop a plan to sponsor a summer nutrition program. One (1) site shall be within five (5) miles of an elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals and shall operate for thirty-five (35) consecutive days. The remaining sites shall be within ten (10) miles of each elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals. The Superintendent may collaborate with governmental agencies and not-for-profit entities in implementing this plan.

II. The School Board may seek an exemption from sponsoring a summer nutrition program as provided by law. Annually the School Board shall reconsider the decision to be exempt from providing a summer nutrition program. The School Board shall notify the commissioner within ten (10) days of the decision to continue the exemption.

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

LAW(S) IMPLEMENTED: **570.981, 570.982, 1001.43, F.S.**

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

HISTORY: **ADOPTED: 6/27/13**
REVISION DATE(S): 10/07/14
FORMERLY: NEW

SCHOOL BREAKFAST PROGRAM 8.45

I. Breakfast shall be available to all students in elementary 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 will 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.

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-1.005**

HISTORY:

ADOPTED: 10/07/14

REVISION DATE(S): _____

FORMERLY: NEW

EDUCATIONAL FACILITIES PLAN 8.49*+

The School Board shall adopt annually an educational facilities plan that shall include the educational plant survey.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.51, 1013.35, 1013.61, F.S.

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: FA

SCHOOL CONSTRUCTION BIDS 8.50*

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. Pre-qualifications of bidder;

C. Procedures for presenting bids;

D. Conditions and terms for receiving bids;

E. Procedures to be followed in opening and presenting bids to the School Board; and,

F. Conditions for awarding contracts based on bids.

III. The advertisement for bids shall be published in at least one (1) local newspaper having circulation in the District. Such advertisement shall be published at least once each week for three (3) consecutive weeks and the last notice shall appear at least one (1) week prior to the opening of bids.

IV. In addition to the publishing of the advertisement for bids, the bid documents shall be sent to at least three (3) prospective bidders. The advertisement or specifications shall not specify the use of materials or systems by a sole source.

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V. Construction Bids. General conditions are all costs incidental to but are not incorporated into the project after it is completed. General conditions and the project contingency will be negotiated. General conditions include (but are not limited to) the following:

A. Utilities including water, electric, phone, internet service, restrooms and septic services if required. Contractor is responsible for utilities until the District accepts the project as substantially complete or at the option of the Board, upon Final Completion;

B. Office Space which includes all costs related to rental and setup of those spaces;

C. Temporary fencing and site security. The contractor has total control and is responsible for all liabilities on the Construction Site;

D. Equipment rental or purchase of equipment such as computers and copy machines;

E. Vehicles for mobility at the site such as golf carts. IF the contractor plans to rent company owned equipment to the project, documentation shall be provided that the charges will not exceed rental cost. Cost to include fuel, repairs and maintenance. Rental should be consistent with industry standard;

F. Waste, trash, debris and disposal costs;

G. Erosion and dust control;

H. Mobilization and demobilization;

I. Drinking water;

J. Salaries of contractor staff working onsite. Contractor staff stationed at the home office and are related to the firm's general operations should not be included;

K. Mileage reimbursement for travel to and from an employee's home is not reimbursable;

L. Safety and first aid cost; and,

M. Tools may be included. (Any tools or equipment paid for by the District will remain the property of the District).

VI. Bid bonds shall be required on new construction and any renovations or remodeling exceeding twenty-five thousand dollars ($25,000.00).

VII. 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 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, 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. The Board will consider all bids received and within the time limit stated in the advertisement for bids will either reject all bids or award the contract to the lowest and best bid with preference to materials, contracts, builders, architects, and laborers who reside within the county and state, whenever such materials can be purchased at no greater expense.

F. 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 five percent (5%) 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.

VIII. 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 systems, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.

IX. Beginning January 1, 2021, every contractor and subcontractor desiring to enter into a contract with the school district shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. Contractors entering into contracts with a subcontractor, must have an affidavit from the subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

A. Contractor must provide evidence of compliance with Florida Statute Section 448.095. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

B. Contractors entering into contracts with a subcontractor, must have an affidavit from the subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

C. Contractor shall provide a copy of sub-contractor affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.

D. Failure to comply with this provision is a material breach of an Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

X. 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: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED:218.735, 255.04, 255.078, 287.055, 287.057, 288.061. 488.095

1001.43, 1013.46 - 1013.48, F.S.

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): 01/21/20, 04/06/21, 8/03/21

FORMERLY: FEG

PROTESTS OF CONSTRUCTION CONTRACT BIDS 8.501

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 or by hand delivery.

B. For any other School Board decision, 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 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), Florida Statutes, 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 of 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 the contract award process until the subject of the protest is resolved by final agency action, unless the 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.

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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 of Administrative hearings for proceedings under Section 120.57, F.S.

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

LAW(S) IMPLEMENTED: **120.53(5), 337.11(5)(a), 1001.43, 1013.02, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: NEW

PREQUALIFICATION OF CONTRACTORS FOR EDUCATIONAL FACILITIES CONSTRUCTION 8.502

The School Board shall prequalify contractors for a one (1) year period or for a specific project in accordance with the following:

I. Criteria

Contractors shall be prequalified on the basis of the following criteria and any additional criteria specific to the project under consideration:

A. Proof that the contractor holds a contractor's license which authorizes the contractor to supervise work within the scope of the construction project.

B. Evidence that the applicant has financial resources to start up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks prequalification. The written verification must be submitted by a licensed surety company rated excellent ("A-" or better) in the current A.M. Best Guide and qualified to do business within the state. In the absence of such written verification, the Board may require the applicant to submit any audited financial information necessary to evaluate an applicant's financial ability to perform the project and to respond to damages in the event of default.

C. Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects, and building codes for at least two (2) similar or less cost or scope projects of similar size within the past five (5) years.

D. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five (5) years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final

judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety (90) days of the date the judgment becomes final.

E. Type of work for which the contractor is licensed.

II. Procedures

A. The Board shall hold a public hearing to discuss the Board's intent to prequalify contractors and the proposed policies, procedures and rules.

B. The Board shall publish two (2) notices of the public hearing in a local newspaper having general circulation throughout the District and least thirty (30) days and again seven (7) days prior to the hearing. The notice shall contain at least the purpose, date, time, and place of the hearing.

C. It is the policy and procedure of the Board to provide for open competition which shall not prevent the submission of a bid nor prohibit the consideration of a bid submitted by a prequalified contractor. Those standards which the Board applies when soliciting bids for goods and services generally shall be applied equally to the solicitation of bids from prequalified contractors.

D. It is the policy of the Board to allow for prequalification of any responsible contractor who, through its submittal to the Board, meets the uniform criteria established by the State Requirements for Educational Facilities and incorporated in section I. of this policy whether such contractor is a resident or nonresident of the geographical area served by the Board.

E. It is the policy of the Board to allow those contractors seeking prequalification to submit all required company financial information separate and apart from the other required submittals, as specifically outlined in the Prequalification Submittals section of the Request for Qualifications, in an effort to protect privileged company information from public disclosure.

F. The Board shall appoint a Contractor Prequalification Review Committee to review and evaluate the submissions and to make recommendations to the Board as to which contractors should be prequalified to bid for types of project, dollar volume and limits allowed within the scope of the prequalification.

G. These prequalification procedures shall not supersede any small business, woman-owned, or minority-owned business enterprise preference program adopted by the Board.

H. Notwithstanding anything contained herein, the Board may reject any proposals which, in the Board's sole opinion, contain inaccurate information. In addition, the Board shall have the sole discretion to declare a contractor delinquent and to suspend or revoke a prequalification certificate.

I. The Board shall receive and either approve or reject each application for prequalification within sixty (60) days after receipt by the Board's administrator. Approval shall be based on the criteria and procedures established in this policy.

III. Application

Each contractor, firm, or person requesting prequalification shall submit separate applications that include the following:

A. Detailed information on Board prescribed forms setting forth the applicant's competence, past performance, experience, financial resources, and capability, including a Public Entity Crimes Statement, and references.

B. Audited financial information current within the past twelve (12) months, such as a balance sheet and statement of operations, and bonding capacity. The requirement for financial information may be satisfied by the contractor providing written verification of the contractor's bonding capacity.

C. General information about the contractor company, its principals, and its history, including state and date of incorporation.

D. Beginning January 1, 2021, every contractor and subcontractor desiring to enter into a contract with the school district shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. Contractors entering into contracts with a subcontractor, must have an affidavit from the subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

1. Contractor must provide evidence of compliance with Florida Statute Section 448.095. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

2. Contractors entering into contracts with a subcontractor, must have an affidavit from the subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

3. Contractor shall provide a copy of sub-contractor affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.

4. Failure to comply with this provision is a material breach of an Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

E. Contractor trade categories and information regarding the state and local license and license numbers held by the applicant.

F. A list of projects completed within the past five (5) years, including dates, clients, approximate dollar value, and size.

G. Certificates of insurance confirming current workers' compensation, public liability and property damage insurance as required by law.

H. A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting prequalification.

I. The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate. The signature shall be notarized.

J. Exception: When two (2) or more prequalified contractors wish to combine their assets for a specific project, they may do so by filing an affidavit of joint venture. Such affidavit shall be valid only for that specific project.

IV. Issuance of Certificate

The Board shall issue to all prequalified contractors a certificate valid for one (1) year or for the specific project. That certificate shall include the following:

A. A statement indicating that the contractor may bid for projects during the time period specified.

B. A statement establishing the type of work the contractor will be permitted to provide.

C. A statement establishing the total dollar value of work the contractor will be permitted to have under contract with the Board at any one time as determined by the contractor's bonding capacity or ten (10) times the net quick assets.

D. A statement establishing the maximum dollar value of each individual project the contractor will be permitted to have under contract with the Board at any one time. The maximum value of each project may be up to twice the value of the largest project previously completed, but shall not exceed the contractor's bonding capacity or ten (10) times the net quick assets.

E. The expiration date of the certificate.

V. Renewal of Certificate

Certificates not for a specific project shall be renewed annually.

A. Financial statements or written verification of bonding capacity on file with the Board shall be updated annually. Failure to submit a new statement or verification of bonding capacity, after at least thirty (30) days written notice by the Board, shall automatically revoke a prequalification certificate.

B. Prequalified contractors may request a revision of their prequalifications status at any time they believe the dollar volume of work under contract or the size or complexity of the projects should be increased if experience, staff size, staff qualifications, and other pertinent data justify the action.

VI. Delinquency

The decision to declare a contractor delinquent may only be made by the Superintendent and must be ratified by the Board at its next regular meeting following the decision by the Superintendent. Should the contractor be determined to be delinquent, after notice and an opportunity for a fair hearing, the Board shall notify the contractor and his surety, in writing, that the contractor is disqualified from bidding work with the Board as long as the delinquent status exists. A delinquent condition may be determined to be in effect when one (1) or more of the following conditions occur without justifiable cause:

A. A substantial or repeated failure to comply with contract documents after written notice of such noncompliance.

B. A substantial or repeated failure to provide supervision and coordination of subcontractor's work after written notice of such failure.

C. Substantial deviation from project time schedules after written notice of noncompliance.

D. Substantial or repeated failure to pay subcontractors after the Board has paid the contractor for the work performed by the subcontractors and in accordance with approved requisitions for payment.

E. Substantial or repeated failure to provide the quality of workmanship compatible with the trades standards for the community after written notice of such failure.

F. Substantial or repeated failure to comply with the warranty requirements of previous contracts after written notice of such failure.

G. Failure to maintain the required insurance coverage after written notice of such failure.

VII. Suspension or Revocation

The Board may, for good cause, suspend a contractor for a specified period of time or revoke the prequalification certificate. Causes for suspension or revocation shall include, but not be limited to, one or more of the following:

A. Inaccurate or misleading statements included in the application.

B. Declared in default by the Board.

C. Adjudged to be bankrupt.

D. Performance, in connection with contract work, becomes unsatisfactory to the Board, based on the Board asserting and recovering liquidated damages in an action against the contractor.

E. Payment record, in connection with contract work, becomes unsatisfactory to the Board, based on the contractor's failure to comply with the Construction Prompt Pay Act (Section 715.12, F.S.).

F. Becomes delinquent on a construction project pursuant to section VI.

G. Contractor's license becomes suspended or is revoked.

H. No longer meets the uniform prequalification criteria established in this policy.

VIII. Appeal

A contractor whose application has been rejected or whose certificate has been suspended or revoked by the Board shall be given the benefit of reconsideration and appeal as follows:

A. The aggrieved contractor may, within ten (10) days after receiving notification of such action, request reconsideration in writing. The contractor may submit additional information at the time of appeal.

B. The Board shall act upon the contractor's request within thirty (30) calendar days after the filing and shall notify the contractor of its action to adhere to, modify, or reverse its original action. The Board may require additional information to justify the reconsideration.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 288.061, 448.095,1001.43, 1013.46, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.0010

HISTORY: ADOPTED: 10/2/06, 4/27/13
REVISION DATE(S): 04/06/21
FORMERLY: NEW

PAYMENT AND PERFORMANCE BONDS 8.503

The payment and performance bond may be waived prior to the awarding of a contract by the School Board for construction, renovation or remodeling provided that the contract is two hundred thousand dollars ($200,000.00) or less. The waiver shall be included in the project specification and shall be based on the recommendation of the Superintendent and project architect.

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

LAW(S) IMPLEMENTED: **255.05, 1003.46, 1003.47, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: FEGB

RENOVATIONS OR REMODELING OF FACILITIES 8.51

I. 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.

II. 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.

III. When a project is being considered at any existing facility, the following procedures shall be followed:

A. 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.

B. Full funding for the design costs, construction and any other related costs must be identified.

C. If the principal is in agreement, he/she shall request approval from the Superintendent to submit the request.

1. If the project requires funding from the District, the Director of Finance must be consulted to determine feasibility and availability of funds.

2. Should a booster club, PTA, or other school affiliated group be supplying the funds, the Superintendent must be informed.

3. All projects must comply with State Board of Education rules.

4. If the project will affect the student capacity of the school, approval of the Superintendent is required.

D. 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.

1. Upon completion of the plans and specifications, such must be submitted for review for compliance with State Board of Education Regulations 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.

2. After approval by the School Board, plans may require submission to the Department of Education for approval which will take approximately two (2) to three (3) months.

3. Upon Department of Education approval (if required), the project must either be formally advertised and bid, in accordance with State Board of Education rules or a minimum of three (3) 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.

   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 or engineer, if applicable.

E. In the event the project cost is expected to exceed fifty thousand dollars ($50,000.00), a registered architect/registered professional engineer must be engaged to design, prepare, and "seal" the necessary construction documents in accordance with State Board of Education rules. The project cost shall include all materials and labor, production design fees, reproductions, testing and surveys.

F. 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 project's contract documents. The project's originating group must make a recommendation regarding acceptance of the low bidder.

G. When compliance has been established, PTA, booster club, or other school affiliated group will receive written authorization to proceed from the Superintendent.

H. Depending on the scope of work involved, supplemental, periodic inspections may be made by the maintenance department as determined by the facilities supervisor.

I. 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.

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

LAW(S) IMPLEMENTED: 1001.43, 1013.01, 1013.35, 1013.45, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.0010

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: FJ

CHANGE ORDERS 8.512

The Superintendent or designee is authorized to approve construction change orders which will not increase the contract amount more than ten thousand dollars ($10,000.00) over the original contract amount or the last contract amount (increase or decrease) approved by the School Board and recorded in its minutes, to avoid a work stoppage or similar circumstance.

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 facilities supervisor 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.**

LAW(S) IMPLEMENTED: **1001.43, 1013.48, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-2.0010**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: FEG

NAMING OR RENAMING SCHOOLS AND SCHOOL FACILITIES 8.55+

The School Board shall be responsible for naming or renaming all Board owned facilities.

I. Definition

The term *facility* shall include a building, library, media center, auditorium, performing arts center, gymnasium, athletic field, or other purpose designated area at a school or support services location owned and operated by the School Board of Walton County.

II. Facility Names

A. A school or facility may be named after a person or persons, after a location, for an object such as a native plant or for a quality or attribute.

B. Names should have broad acceptance in a multicultural society.

C. If a facility is consolidated or demolished, the name may be reused.

D. No corporate donors shall be able to purchase naming rights at any District facility.

III. Facility Names Committee

A. The School Board shall establish a standing Facility Names Committee composed of representatives from the community, representatives of employee organizations, and students. The committee shall represent a cross-section of the community with ethnic diversity and gender representation. A member shall serve a three (3) year term. Ending dates of committee members shall be staggered.

B. Representatives of the area in which the new or existing facility is located shall be appointed to serve on the committee during the period that the name of the particular facility is being selected.

C. A chairperson shall be elected by the members of the standing committee.

D. The committee shall consider all suggested names and submit a name to the Superintendent for School Board consideration.

IV. The Superintendent shall establish procedures for naming or renaming facilities. Procedures shall include, but not be limited to, selection of the committee, selection of the site-specific representatives, submission of names for the facility, criteria for selection of facility names by the committee, and the approval process. The Superintendent shall submit the procedures to the Board for approval.

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

LAW(S) IMPLEMENTED: **1001.42, 1001.43, F.S.**

HISTORY: **ADOPTED: 4/04/17**

REVISION DATE(S): _____

FORMERLY: NEW

TELECOMMUNICATIONS, FIRN2 AND INTERNET USE 8.61+

I. Telephone Service

A. 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.

II. Internet Use

The Superintendent shall develop procedures for employee and student use of Florida Information Resource Network (FIRN2) and the internet.

III. Acceptable Use Policy

A. The District shall establish guidelines for accessing the computer network and the internet service provided by FIRN. Annually each student and his/her parent, as defined by Florida Statutes, and each employee shall sign and submit the Acceptable Use Policy. This agreement shall meet the requirements of the Children's Internet Protection Act (CIPA).

B. Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, F.S.**
CHILDREN'S INTERNET PROTECTION ACT, P.L. 106-554

HISTORY: **ADOPTED: 10/02/06, 6/27/13**
REVISION DATE(S): _____
FORMERLY: NEW

USE OF SOCIAL MEDIA 8.65+

I. Purpose

Walton County School District has a need to augment traditional communication methods with the use of social media channels. This need primarily stems from public demand and the rapid growth of social media (Web 2.0) used by other local, state and federal governmental entities as an indication that social media can be used effectively to enhance constituent communications. The use of social media presents opportunities to individual schools and departments, as well as the District as a whole. In general, the District supports the use of social media technology to enhance communication, collaboration and information exchange to meet the mission and goals of the School District.

II. Applicability

A. This policy shall apply to all Walton County School District employees and approved volunteers, consultants, service providers and contractors performing business on behalf of a Walton County School District school or department.

B. Schools or departments using social media technology prior to the implementation of this policy shall achieve full policy compliance within ninety (90) days of the effective date of this rule.

III. Responsibility

A. The Superintendent or designee, shall be responsible for facilitating the District's Use of Social Media policy in compliance with established Board rules and protocols. This includes responsibility to audit school and department use of social media and enforce policy compliance.

B. The Superintendent or designee shall develop protocols and procedures to implement this policy.

C. Within the terms of this policy, principals and department heads have authority to determine and establish social media activity at the school or department level.

IV. Standards

A. School or department use of social media technology shall conform to this policy, federal and state laws and regulations and established District protocols and procedures.

B. A school or department's decision to embrace social media shall be a decision based on educational purposes approved by the principal or department head in alignment with the school's or department's mission and goals, audience, legal concerns, technical capabilities and potential benefits.

C. Access to social media networks from within the District's instructional technology infrastructure shall be limited to individuals performing official school district business or a clear instructional purpose.

D. Principals, department heads, or designees such as the Social Media Designee (SMD) shall be responsible for determining who is authorized to use social media on behalf of the school or department and for designating appropriate access levels.

E. Schools and departments shall only utilize District approved social media networks for hosting official District social media sites.

F. District school/department social media sites shall be created and maintained in accordance with District social media usage standards and with identifiable characteristics of an official District site.

G. Schools/Departments are responsible for establishing and maintaining

content posted to their social media sites and shall have measures in effect to prevent inappropriate or technically harmful information and links.

H. The same standards, principles and guidelines that apply to Walton County School District employees in the performance of their assigned duties shall apply to employee social media technology use.

I. School/Department use of social media shall be documented and maintained in an easily accessible format that tracks account information. The school/department Social Media Designee (SMD) shall maintain these records.

J. School/Department social media sites shall be monitored regularly and prompt corrective action shall be taken when an issue arises that places or has potential to place the District at risk.

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

LAW(S) IMPLEMENTED: **CHAPTER 120, 1001.32, 1001.42, 1001.43, 1003.31, 1006.28, F.S. 20 USC §1232g (FERPA), 47 USC §254(h) (CIPA)**

HISTORY: **ADOPTED: 10/07/14**

REVISION DATE(S): _____

FORMERLY: NEW

MANAGEMENT INFORMATION SYSTEM 8.70+

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.**

LAW(S) IMPLEMENTED: **1001.11, 1008.385, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0014**

HISTORY: **ADOPTED: 6/27/13**

REVISION DATE(S): _____

FORMERLY: EH

RECORDS RETENTION AND DISPOSAL 8.80+

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 or type of record, including teachers' records on each student's grades 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. Photographs or micro-photographs, 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, and documents 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 five (5) years.

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

LAW(S) IMPLEMENTED: **119.01, 257.37, 1001.43, 1001.52, F.S.**

HISTORY:

ADOPTED: 06/27/13

REVISION DATE(S): _____

FORMERLY: EHB

CONSERVATION OF RESOURCES 8.90+

The School Board of Walton County is committed to the conservation of resources, both natural and material. Every effort shall be made to conserve energy and natural resources while exercising sound financial management and providing a secure, safe, and healthy environment for students, staff and visitors on all school campuses and facilities. 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

A. The Superintendent or designee shall develop a comprehensive resource conservation program which shall include short and long range plans to increase energy awareness and conserve resources, guidelines for facilities management, 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.

B. The implementation of this policy is the joint responsibility of School Board members, administrators, teachers, students and support personnel. Success is based on collaboration and cooperation at all levels.

C. The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

D. Every student and staff member is expected to contribute to energy efficiency and to be an energy saver as well as an energy consumer.

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.

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 schools and other District sites.

C. An incentive program shall 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, and ways of encouraging the public to participate in resource conservation.

VII. Effectiveness of Program

A. 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.

B. The Superintendent shall report, on a regular basis, to the School Board regarding the progress of the energy conservation program and the attainment of goals.

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

LAW(S) IMPLEMENTED: **403.7032, 1001.43, 1013.23, 1013.37, 1013.44, F.S.**

STATE BOARD OF EDUCATION RULE(S) **6A-2.0010**

HISTORY:

ADOPTED: 10/07/14

REVISION DATE(S): _____

FORMERLY: NEW

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS 9.10

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.**

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

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: NEW

PUBLIC INFORMATION 9.20

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.**

LAW(S) IMPLEMENTED: **1001.43, 1001.51, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: KCB, KDA

SCHOOL REPORTS 9.21+

I. Each school shall make available annually, to parents, as defined by Florida Statutes 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.**

LAW(S) IMPLEMENTED: **1000.21, 1001.11, 1008.25, 1008.345, F.S.**

HISTORY:

ADOPTED: 10/02/06

REVISION DATE(S): 10/07/14

FORMERLY: AE

USE OF FACILITIES 9.30*+

The principal may approve the use of school property, facilities, and equipment for any group provided herein as long as the district or school enters into a shared use agreement with the governmental entity or group that defines the roles, responsibilities, terms, and conditions for community use of a school-owned facility for recreation or other purposes. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The principal shall be responsible for safeguarding the school property, facilities, and equipment, enforcing and informing groups of School Board rules, executing proper forms, and collecting payments.

I. Use of School Property Without Charge - The Superintendent may authorize the use of school facilities without charge, except as may be required for supervision or clean-up. If the principal is unsure about the eligibility of the organization to use facilities without charge, the matter shall be referred to the Superintendent for resolution. School facilities may be made available to:

A. Any School Board employee for any District educational purpose or for use as provided in the Contract Agreements between the Walton County School Board and Walton County Education Association.

B. National youth groups, *e.g.*, scout groups operating under the sponsorship of a county organization provided the group is properly supervised. District use agreements may be executed with the community organization for all schools or for an individual school.

C. Civil defense personnel. The Superintendent or designee shall direct the use of the facility and shall notify the principal of the school affected. Equipment may be used by civil defense personnel.

D. The Supervisor of Elections for voting precincts in any election provided the election does not interfere with the school's operation.

E. Any governmental or community agency when specifically approved by the School Board as being in the public interest.

F. Public community colleges and universities.

II. Use of Facilities With a Charge - The principal may permit the use of school facilities by a civic, religious, or other organization for nonschool activities on a specific, temporary, or short-term basis. The following conditions shall apply:

A. The payment of the fee shall be in accordance with section III. herein.

B. School Board approval, upon the Superintendent's and principal's recommendations, shall be required for repetitious use for a period of more than six (6) months.

C. Sufficient supervision and adequate custodial service of the school facility shall be determined by the principal.

D. The use of the cafeteria shall require permission from the principal. The use of school food service facilities shall require that the kitchen be operated by a food service employee(s) or School Board employee.

III. Fees - Rental fees will be charged for the use of the facility and equipment. The amount of rental fee will be based on a schedule of fees approved by the Board upon the recommendation of the Superintendent.

IV. Payment of Required Fees - Fees as specified in section III. herein shall be paid in advance for use of facilities. Full reimbursement for custodial, supervisory, and other required services or for damages to the facility, furnishings, or equipment shall be paid within ten (10) days of billing. Checks shall be made payable to the Walton County School District.

V. Liability and Insurance Coverage - Each organization utilizing school facilities shall

A. Agree to hold the School Board harmless from any liability which the School Board may accrue as a result of use;

B. Provide general liability insurance coverage in the amount of at least one million dollars ($1,000,000.00) naming the School Board as an additional insured; and,

C. Execute a form of indemnity agreement as prescribed by the Superintendent.

VI. Prohibited Uses of School Facilities - School property, facilities, and equipment shall not be used for the following purposes:

A. Programs involving any form of gambling or other illegal activity;

B. Private teaching for personal gain, unless specifically approved in advance by the School Board;

C. Programs in violation of Florida Statutes or School Board rules;

D. Events where alcoholic beverages are served;

E. Events for commercial or personal gain (Principal may approve when the applicant enters into a partnership with the school by sharing receipts); and

F. Fund raising activities and rallies by political groups (Nonprofit political forums which include all parties and are intended to inform or educate the community are allowable).

VII. Special Provisions - The following special provisions shall apply:

A. Restrooms shall be made available for all organizations using the school facilities.

B. Any school or community event sponsor or vendor who uses school facilities shall notify the local public health unit not less than three (3) days prior to a scheduled school carnival, fair, or other celebration involving the sale or preparation of food or beverages.

C. If a principal has a request from a group which he/she feels may be controversial, he/she may require this group to present their request to the Superintendent to be included in an agenda for a regular school board meeting for consideration by the School Board.

VIII. Appeals to the Superintendent - A person who feels his/her organization was improperly denied use of school facilities or an improper charge or fee was assessed may file a written appeal with the Superintendent for resolution.

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

LAW(S) IMPLEMENTED: **106.15, 509.032, 509.232, 1001.33, 1001.43, 1001.51, 1013.10, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 10/1/24

FORMERLY: KF

USE OF SCHOOL BUSES FOR PUBLIC PURPOSES 9.35

The School Board may enter into agreements with the state-approved community transportation provider for transporting the disadvantaged as defined in Florida Statutes and with nonprofit corporations and nonprofit civic organizations and groups for transporting school-age children for activities sponsored by such associations or groups, and with other groups as provided by law.

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

LAW(S) IMPLEMENTED: **1001.42, 1006.261, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: EEAF

ADVERTISING IN SCHOOLS 9.40

School facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other nonschool agency or individual organization; nor shall School Board employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

I. 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 nonprofit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school and is nonpartisan and noncontroversial.

II. 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.

III. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.

IV. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.

V. Advertisements to support school programs may appear under these conditions:

A. On billboards and vending machines located on School Board property.

B. In school publications such as yearbooks, athletic programs and graduation programs.

C. Through communication with business partnerships.

D. On educational television.

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.

VI. School Board employees shall not give written or oral endorsement to any company representative for any periodicals, books or product which may be offered for sale to students, parents or schools.

VII. Tickets to events sponsored by or for non-school agencies shall not be sold in any District school or on School Board property by any school, school organization or non-school organization.

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

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

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: KHB

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS 9.50

Literature or materials which originate from out-of-school sources shall be approved by the Superintendent or designee prior to distribution to students.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 847.012, 1001.43, 1006.08, F.S.

HISTORY:

ADOPTED: 6/27/13

REVISION DATE(S): 10/07/14

FORMERLY: KHC

VISITORS 9.60

Any person entering the premises of a school shall report to the principal or his/her supervisory designee and make known the purpose of the visit.

I. This policy does not apply to routine deliveries or scheduled maintenance visits.

II. A student not enrolled in the school or a student not accompanied by a parent, as defined by Florida Statutes, is prohibited from visiting a school unless otherwise approved by the principal.

III. Parents are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher's conference period. Parents are encouraged to plan such conferences with teachers and shall sign in at the principal's office and be issued a visitor's badge at the time they arrive on the campus.

IV. Any person who is a candidate for elected office, supports a candidate, or supports or opposes an issue shall not engage in political activity while on District property.

V. 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, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **1000.21, 1006.07, 1006.145, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: KI

RELATIONS WITH GOVERNMENTAL AUTHORITIES 9.70

I. When possible, the Board will cooperate with local, state and federal organizations or agencies; however, such cooperation shall not be at the expense of district-level or local school programs unless approved by the Board.

II. The Superintendent may initiate or accept proposals and requests for cooperative endeavors; major final action shall be subject to Board review and approval.

III. Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system and will neither disrupt the school system nor involve substantial use of facilities or personnel.

IV. Formal agreements shall require advance Board approval. The Board shall also review and approve major cooperative agreements or arrangements between other school districts, colleges, universities, correctional schools or other educational organizations.

V. Guidelines related to joint activities and requests for cooperation shall address costs which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

VI. Long range facilities planning shall be coordinated with other governmental agencies as required by law.

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

LAW(S) IMPLEMENTED: **1001.51, 1013.33, 1013.36, F.S.**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): _____

FORMERLY: NEW

SCHOOL CONCURRENCY 9.80+

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 Walton 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 siting 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.

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 Walton 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, 1013.36, F.S.

HISTORY:

ADOPTED: 10/07/14

REVISION DATE(S): _____

FORMERLY: NEW