SUWANNEE COUNTY SCHOOL BOARD

POLICY MANUAL

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TABLE OF CONTENTS

NAME **NUMBER**

CHAPTER 1.00: DISTRICT PHILOSOPHY

District's Philosophy 1.01
Scope of the School District 1.02

CHAPTER 2.00: SCHOOL BOARD GOVERNANCE AND ORGANIZATION

Responsibilities and Authority of the Board..... 2.01
Organization and Officers of the Board 2.02
Superintendent's Compensation 2.021
Special Committees of the School Board 2.03
School Advisory Councils 2.04
Board Meetings..... 2.05
School Board Rules 2.06
Schedule for Legal Advertisements..... 2.07
Collective Bargaining Agreements..... 2.08
School Improvement and Education Accountability..... 2.09
Family and School Partnership for Student Achievement..... 2.091
Program of Awards..... 2.10
Participation in Activities 2.11
Legal Counsel – Board 2.12
Legal Counsel – Superintendent..... 2.13
Legal Services for Employees 2.14
School Board Adopted Plans..... 2.15
Prohibiting Discrimination and Other Forms of Harassment 2.16
Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination 2.161
Reporting Child Abuse 2.17
Respect and Civility in Schools and District Offices 2.18
Wellness Program..... 2.20
Food Safety – HACCP..... 2.22

TABLE OF CONTENTS

CHAPTER 3.00: SCHOOL ADMINISTRATION

Responsibilities of Superintendent 3.01
Performance Grade School 3.011
Responsibilities of Principals 3.02
Emergencies 3.03
Directives, Procedures, and Administrative Manuals 3.04
Administrative Organization 3.05
Schools-Within-A-School 3.051
Safe and Secure Schools and Progressive Discipline Policy for School Safety Violations 3.06
Domestic Security 3.061
Photocopying of Public Records 3.07
Copyrighted Materials 3.08
A Moment of Silence 3.09
Flag Display and Pledge 3.10
Religious Expression In Public Schools 3.101
Agents, Solicitors and Salespersons 3.11
Visitor Identification Measure 3.111
Public Information and Inspection of Records 3.12
School Volunteers 3.13
Disruptions at School Board Functions 3.14
Suicide Prevention 3.141
Alcohol, Alcoholic Beverages, Mood-Modifying Substance on Board Property 3.15
Charter Schools 3.16
Opening and Closing of Schools 3.17
School Site Decision Making ..... 3.19*+
Pledge of Allegiance and Solemnizing Message 3.20
Guidelines and Procedures Concerning HIV or Other Communicable Diseases (Students and Employees) 3.201
Religious Freedom and Tolerance 3.21
Recording of Parent-Staff Meetings 3.211
Internet Safety 3.22
Background Screening for Contractors 3.25
Automatic Defibrillators 3.30

TABLE OF CONTENTS

CHAPTER 4.00: CURRICULUM AND INSTRUCTION

Student Progression Plan 4.01
Early High School Graduation..... .4.017
Grade Forgiveness 4.019
The Curriculum..... 4.02*
Exemption From Physical Education 4.021
Summer School…..... 4.022
Academic and Career Planning 4.025
Exceptional Student Education..... 4.03
Dropout Prevention Program..... 4.04
Extracurricular Program 4.05
Chaperones for School Functions..... 4.051
School Functions 4.052
Band Activities 4.054
Contests..... 4.055
Student Clubs and Organizations..... 4.06
Student Publications 4.07
Public Appearance of School Groups..... 4.08
Athletics 4.09
Adult Education 4.10
Allocation of Instructional Material 4.11*
Instructional Materials Selection 4.12
Educational Media Materials Selection 4.13
Non-School Related Travel 4.14
Educational Field Trips and Extracurricular Trips 4.141
District and State-Wide Assessment Program..... 4.15
Security of Tests 4.16
Home Education Program..... 4.18
Exertion Heat Illness..... 4.181
Participation of Home Education, Private School, and Virtual School Students in Extracurricular Activities and Interscholastic Athletics…… 4.22
Virtual Instruction..... 4.25
Artificial Intelligence Acceptable Use 4.26
Operation of Unmanned Aerial Vehicles (UAV) Drones 4.27

TABLE OF CONTENTS

CHAPTER 5.00: STUDENTS

Student Services Plan 5.01*
Non-Discriminatory Admission of Students 5.02
Homeless Students 5.021
Educational Stability for Children in Foster Care… 5.025
Student Assignment 5.03
Student Out of Zone Transfers/Choice 5.031
Postsecondary Enrollment Programs 5.032
Controlled Open Enrollment 5.033
Student Attendance 5.04*
Requirements for Original Entry 5.05
Admission to Kindergarten 5.06
Admission to First Grade… 5.07
Admission to Post-Secondary Vocational Programs 5.08*
Granting Permission for Students to Leave the School Campus…. 5.09
Student Control 5.10
Corporal Punishment 5.1001
Bullying and Harassment 5.101
Vehicle Use By Students 5.102
Dating Violence and Abuse 5.105
Hazing 5.107
Student Detention, Search, and Seizure 5.11
Expulsion of Students 5.12
Use of Time-Out, Seclusion and Physical Restraint for Students with Disabilities 5.121
Zero Tolerance for School Related Violent Crimes 5.13*
Student With AIDS or HIV Disease… 5.14
Administration of Medication 5.15
Psychotropic Medication 5.151
Medical Marijuana… 5.152
Eye Protection Devices 5.16
Student Injuries 5.17
Legal Name of Student 5.18
Student Records 5.19
Directory Information 5.20
Student Illness 5.21

Teacher Removal of Students from Classroom 5.22
Report Cards 5.23*

TABLE OF CONTENTS

Technology Acceptable- Use Policy for Students 5.24
Parental Access to Information 5.241
Student Use of Cellular Telephones, Pagers, and Other Communication Devices 5.25
School Health Services 5.28
Notification of Involuntary Examination 5.29
Special Dietary Needs 5.30
High School Equivalency Program and Examination 5.33
Children of Military Families 5.40
Use of Bathrooms and Changing Facilities 5.60

CHAPTER 6.00: PERSONNEL

Florida Best and Brightest Teacher Scholarship Program 6.09
Employment Defined 6.10
Definition of Personnel 6.101
Employment of Personnel 6.102*
Appointment or Employment Requirements 6.103*
Physical Examinations 6.11
Transportation Employee Drug and Alcohol Testing 6.111*
License of School Bus Driver 6.112
Responsibilities of School Bus Operators 6.113
Year of Service Defined for Administrative and Instructional Personnel 6.12*
Salary of Administrative and Instructional Staff 6.121
Teaching Experience and Other Experiences for Salary Purposes 6.122
The Instructional Staff 6.13*
Teaching Out-of-Field 6.131
Non-Certified Instructional Personnel 6.132
Assisting Teachers to Become Highly Qualified 6.133
Employment of Athletic Coaches Who Are Not Full Time Employees of The School Board 6.14*
Educational Paraprofessionals and Aides 6.15*
Substitute Teachers 6.16*
Employment of Non-Degreed Vocational and Adult Instructional and Fine and Performing Arts Personnel 6.17*
Contracts: Instructional and Administrative Personnel 6.18*
Certification of Administrative and Instructional Personnel 6.19*
District Certificates 6.191*
Leave of Absence 6.20*
Leave Application 6.21*

TABLE OF CONTENTS

Approval of Leaves……6.211*
Effective Date for Leave, Suspension, or Termination 6.212*
Notification of Absence…….. .6.213*
Resignations 6.214
Retirement of Employees 6.215
Deferred Retirement Option Program (“DROP”)… 6.216
Absence Without Leave……6.22*
Personal Leave…… 6.23*
Sick Leave……...6.24*
Illness-or-Injury-in-Line-of-Duty Leave……...6.241
Family and Medical Leave……..6.242*
Military Leave……...6.25*
Jury / Witness Duty..……....6.26*
Professional Leave…….…….....6.27*
Sabbatical Leave.....6.271
Annual / Vacation Leave……..6.28*
Temporary Duty.....6.29*
Salary Schedules…….……6.30*
Terminal Pay.....6.31
Terminal Annual (Vacation) Leave Pay..... 6.311
Health Insurance Premiums.....6.321
Lump-Sum Payment of Vacation Leave 6.33
Sick Leave Bank……...6.34
Use of Sick Leave by Family Members or Employees 6.35
Professional Ethics.....6.37
Report of Misconduct 6.39
Relationships with Students.....6.391
Violation of Local, State, and / or Federal Laws 6.40
Conflict of Interest in Purchasing……6.401
Nepotism……...6.41

TABLE OF CONTENTS

Records and Reports……..… ..6.42*
Use of Social Media.....6.43
Telephone Calls, Electronic Communications and Facsimiles…… 6.44
Electronic Records and Electronic Signatures……..6.4401
Employee Use of Technology 6.441
Employee Use of Cellular Telephones .....……..6.442*
Alcohol and Drug-Free Workplace 6.45
Political Activities of Employees 6.46
Profane or Obscene Language.....6.47
Grievance Procedure for Personnel 6.50*
Complaints Against Employees.....6.51
Suspension and Dismissal.....6.52
Suspension with Partial or No Pay 6.53
Staff Training.....6.60
Whistleblower Protection 6.65
Nursing Mothers 6.70
Name and Address of Employee… 6.75
Social Security Numbers 6.78
Personnel Files.....6.80
Assessment of Employees 6.81*
Instructional Employee Performance Criteria 6.811
School Board Employees with HIV, AIDS, or Other
Communicable Diseases.....6.90
AIDS, Bloodborne Pathogens and Environmental Hazard 6.91

CHAPTER 7.00: BUSINESS SERVICES

School Budget System.....7.01
Educational Enhancement Funds.....7.011*
Procedures for Administering the District Budget 7.02
Facsimile Signatures.....7.021
Lease and Lease-Purchase of Land, Facilities and Equipment 7.03
Bonded Personnel.....7.04
Internal Funds 7.05*
Security of Funds.....7.051
School Food Service Procurement Policy and Funds……..…… 7.06*

TABLE OF CONTENTS

Financial Records 7.07
Inventories and Property Record 7.08
Management of Textbooks and Related Instructional Materials 7.081
Acquisition, Use and Exchange of School Property 7.09
Acquisition of Land for School Use 7.091
Disposing of Instructional and Other Materials 7.10*
Disposal of Real Property 7.101
Lost or Stolen Property 7.11*
Audits 7.12*
Antifraud 7.121
Petty Cash Funds 7.13*
Purchasing Policies and Bidding 7.14*
Selecting Professional Services 7.141
Bid Protest Resolution 7.142
Payment of Vouchers 7.15
Payroll Procedures 7.16
Authorized Travel Expenses 7.17*
Indebtedness Created Against a School or the School Board 7.18
Fund-Raising for School Projects and Activities 7.19
Investment of Funds 7.20
Risk Management Insurance 7.21
Electronic Records, Electronic Signatures, and Electronic Funds ... 7.22
Hospitality Funds 7.25
Grant Management 7.30
Online Educational Services Agreements/Contracts 7.40

CHAPTER 8.00: AUXILIARY SERVICES

Safety 8.01
Toxic Substances in School Work Areas 8.02
Inspections 8.03*
Emergency Evacuation Drills 8.04*
Disaster Preparedness 8.05*
Emergency Closing of Schools 8.06
Safe School Officers 8.061*
Security Plan 8.07
Vandalism and Malicious Mischief 8.08

TABLE OF CONTENTS

Sanitation and Preventive Maintenance 8.09
Infection Control Guidelines..... 8.11
Purpose and Functions of the Transportation Program..... 8.12*
Student Transportation..... 8.13*
Automotive Equipment..... 8.14
Bus Routes 8.15
Transportation Liability 8.16
Bus Emergency Evacuation Drills..... 8.161*
Vehicle Maintenance Program 8.19
Exiting the School Bus 8.20
Transporting Students in Private Vehicles for Educational Field Trips or School-Sponsored or School-Related Events 8.21
Use of School Buses for Field Trips and Extracurricular Activities 8.211
Use of School Buses by Non-School Groups 8.212
Safety Belts 8.22
General Food Service Requirements 8.23*
Meal Patterns 8.24*
Free and Reduced Price Meals 8.25*
School Breakfast Program 8.255
Records Retention and Disposal..... 8.26*
School Construction Bids 8.27
Protests of Construction Contract Bids..... 8.271
Change Orders 8.28
Improvements to School Plants and Grounds..... 8.29
Renovations or Remodeling of Facilities 8.30
Facility Fire Safety Inspection..... 8.31*
Tobacco Use in District Facilities..... 8.32
Electronic Systems Responsible Use..... 8.33
Management Information System 8.34
Conservation of Resources 8.50

TABLE OF CONTENTS

CHAPTER 9.00: SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

Parent Organizations and School Support Groups 9.01
Public Information 9.02
Donations and Gifts 9.021
School Reports 9.03
Use of Facilities 9.04*
Advertising in Schools 9.05
Distribution of Literature and Materials to Students 9.06
Visitors 9.07
Community Service 9.15
School Concurrency 9.20

CHAPTER 1.00 - DISTRICT'S PHILOSOPHY

DISTRICT'S PHILOSOPHY 1.01

POLICY:

I. The School Board adopts and supports the following Educational Philosophy:

A. A democratic, free public education shall be available to all;

B. The school and community shall have the joint responsibility of providing the necessary learning environment in terms of suitable plant facilities and an atmosphere conducive to a quest for knowledge;

C. Education is a continuous process of growth and development of the whole individual, that is, physical, emotional, mental, social, and spiritual;

D. The responsibility of the school shall be to help students become responsible citizens by developing an understanding and appreciation of our American form of government and practicing democratic principles of the American way of life;

E. Self-discipline shall be encouraged and developed; however, if an occasion arises requiring student control, firm discipline shall be exercised by school officials;

F. Learning occurs when a real, meaningful purpose exists for the learner;

G. Teachers shall have the responsibility of recognizing and accepting individual differences, using good judgment, and performing meaningful teaching experiences to develop each student's ability;

H. The school is responsible for assisting the student to evaluate and plan an adequate educational program including his / her educational, social, personal, and vocational needs and desires;

I. Each student shall recognize that our society permits individuality;

J. The school shall help the student realize that self-respect is based on the fulfillment of his / her obligations; and,

K. The proper educational program shall stimulate intellectual curiosity, promote intellectual inquiry, and develop rational powers and analytical thinking to the effect that learning is a continuous, lifelong process.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43, F.S.

History:	Adopted: Revision Date(s): Formerly: AD Reviewed by SCSB: 1/12/10

SCOPE OF THE SCHOOL DISTRICT 1.02*

POLICY:

I. The School Board is the governing body of the District and is responsible for the control, operation, organization, management, and administration of public schools in the county pursuant to the provisions and minimum standards prescribed by Florida Statutes and State Board of Education Rules.

II. The District school system is part of the state system of public education and includes all public schools, classes, and courses of instruction and all services and activities directly related to education in the District which are under the District school officials' directions.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.30; 1001.31; 1001.32; 1001.33; 1001.41; 1001.43, F.S.

History: Adopted:
Revision Date(s):
Formerly: AD
Reviewed by SCSB: 1/12/10

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

RESPONSIBILITIES AND AUTHORITY OF THE BOARD 2.01

POLICY:

I. The School Board is responsible for the organization and control of the public schools of the District and is empowered to determine the policies necessary for the effective operation and the general improvement of the school system. The School Board is a public corporate entity and may take action only when the Board is meeting in official public session and a quorum is present. Individual members of the School Board have authority to take official action only when sitting as a member of the School Board in public session except when the School Board specifically authorizes the member to act. The School Board shall not be bound in any way by any action on the part of an individual board member or an employee except when such statement or action is in compliance with the public action of the School Board.

II. The Board operates in accordance with state law and regulations and is responsible for organization, operation, supervision, and control of public schools.

III. For the purpose of transacting business and exercising School Board powers, the Board meets regularly and in duly called special meetings. Regular Board meetings will be held in accordance with the schedule adopted by the Board at its annual organization meeting, unless otherwise provided by the Board. All regular and special meetings will be open to the public.

IV. The Board, desiring to operate under the highest ethical standards and recognizing that the public interest and the respect of the people in their government must be of foremost concern, adopts the following code of ethics in addition to standards of conduct set forth in state law.

Board members shall:

A. Observe the regulations and policies of the school system and all laws, rules and regulations governing education;

B. Act responsibly in all Board-related matters with proper decorum and respect for others;

C. Recognize that the Board functions only as a Board through duly adopted policies and actions approved at public sessions; that individual Board members have no authority to act on behalf of the District or the Board;

D. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;

E. Carry out the duties of any elected or appointed position within the Board in a fair and impartial manner;

F. Maintain confidentiality of privileged information;

G. Respect the decisions of the Board;

H. Seek to examine issues with objectivity, basing personal positions on the evidence and voting independently;

I. Represent the entire community without fear or favor.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 3/23/2010 Formerly: BBA

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

ORGANIZATION, MEMBERSHIP AND OFFICERS OF THE BOARD 2.02

POLICY:

I. The Board shall be comprised of members elected to four-year terms and meeting such other requirements as stipulated by law.

II. A chairperson and a vice-chairperson, and such other officers as the Board may determine, shall be elected annually by the School Board at its organizational meeting held in November. In an election year, the organizational meeting shall be held on the second Tuesday following the general election. If a vacancy occurs in the chairperson position, the School Board shall elect a chairperson at the next regular or special meeting.

III. The chairperson shall preside at all School Board meetings, appoint committees, and perform such other duties as may be prescribed by law or by action of the School Board. The vice-chairperson shall preside in the absence of the chairperson and shall perform such other duties of the chairperson as required by circumstances. The chairperson and vice-chairperson shall be bonded in the manner prescribed by the State Board of Education.

IV. The Superintendent, as provided by law, shall be the secretary and executive officer of the School Board. At any organizational meeting, the Superintendent shall act as chairperson until the organization of the School Board is completed.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date: 10/23/12 Formerly: BC Reviewed by SCSB: 1/12/10

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SUPERINTENDENT'S COMPENSATION	2.021

POLICY:

The Superintendent's compensation shall be adjusted at the beginning of each fiscal year in the manner prescribed by law when such adjustments provide for an increase, including any negotiated increases agreed upon by the Board for school employees. The State Economic and Demographic Research (EDR) adjustment in the manner prescribed by law, shall be at a factor of .92 of that issued by the annual State EDR report for that of the County Sheriff, or at a factor of 1.0 for that of the EDR Superintendent placement, whichever is greater.

STATUTORY AUTHORITY: 1001.47, F.S.

LAWS IMPLEMENTED: 1001.47, F.S.

History:	Adopted: 9/22/98 Revision Date(s): 1/24/2023, 4/23/2024 Formerly: CBD Reviewed by SCSB: 1/12/10

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SPECIAL COMMITTEES OF THE SCHOOL BOARD 2.03

POLICY:

I. Special committees may be appointed by the School Board Chairperson when deemed necessary. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the School Board accepts the committee's final report. Each School Board member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of School Board committees shall be open to the public. Members of special committees may attend the meetings in person or through the use of telecommunications networks such as telephonic or video conferencing.

II. Special committees or individuals who serve on special committees shall take no action which is binding upon the School Board.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED**:** 1001.41; 1001.43, F.S.

History*:*	Adopted: Revision Date(s): 10/26/2021 Formerly: BCE Reviewed by SCSB: 1/12/10

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL ADVISORY COUNCILS 2.04*

The School Board authorizes the establishment of a district advisory council, *e.g.*, school improvement team in each 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 councils established at vocational-technical centers and high schools and may be included for school councils serving middle and junior high 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 district 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 district 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 district 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 district advisory council shall select business and community member(s) to serve on the district advisory council.

1. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal.

a. The school principal shall seek candidates who are interested in making a commitment to participate on the

district 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 district advisory council and shall present the list to the district 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 district advisory council shall set forth procedures for nominating business and community representatives to serve on the district 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 District Advisory Council - The Superintendent shall submit to the School Board for review and approval the membership list for advisory council in the District. The School Board shall determine if a district 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 district advisory council.

IV. Responsibilities of Councils - Each district 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 district advisory council.

V. Operation of Council - Operational bylaws shall be established and mutually agreed upon by members of the district 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.

C. The agenda shall be advertised to the school community at least seven (7) days in advance of the scheduled meeting.

D. Members of the advisory council shall be notified three (3) days in advance in writing of any matter that is scheduled to come before the council for a vote.

E. All meetings shall be open, public, and subject to Florida Statutes.

F. The school advisory council shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution.

G. School improvement plans which require waivers of the terms or conditions in negotiated agreement(s) shall be subject to the approval of the Board and Bargaining Agent.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21 1001.43; 1001.452; 1008.345, 1012.01 F.S.

History:	Adopted: Revision Date(s): 12/15/98, 3/23/2010, 10/26/2021 Formerly: BCF

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

BOARD MEETINGS	**2.05***

POLICY:

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

I. Regular School Board meetings are generally held once during each calendar month. The meeting time shall be established at the organizational meeting which is held in November. The regular meeting date may be changed by School Board action at any previous meeting, provided that each member is notified by letter or by distribution of the minutes showing a record of the change. When a meeting date is changed, the Superintendent shall take appropriate action to inform the public.

   A. Special meetings shall be held at the time designated by the Superintendent, School Board chairperson, or when called by a majority of the School Board members as specified in written notice.

   B. Emergency meetings may be held at any time by the Superintendent either upon his/her initiative or upon the School Board chairperson's request. An emergency meeting may be called as quickly as complying with notification procedures; School Board members shall be given a tentative agenda during the notification.

      1. The Superintendent shall prepare and distribute an agenda prior to the emergency meeting.

2. The agenda, the need for the emergency meeting, and the results of the emergency meeting shall be available to the public within twenty-four (24) hours of said meeting.

3. Emergency meetings shall be conducted in the same manner as prescribed for regular and special meetings.

II. Regular, special, and emergency meetings of the School Board shall be held in the regular Board meeting room, unless changed in the manner prescribed herein. As provided by Florida Statutes, any regular or special meeting may be held at any other appropriate public place within the District by giving prior public notice of at least forty-eight (48) hours. When such a meeting is scheduled or re-scheduled at a location other than the regular meeting place, the Superintendent shall take such action to give public notice as required by Florida Statutes.

III. All School Board meetings shall be conducted in accordance with *Robert's Rules of Order*, except that no member shall be required to stand to make a motion.

IV. Any item to be placed on the agenda of a regular School Board meeting shall be submitted, in writing, to the Superintendent's office no later than four thirty o'clock (4:30 p.m.), eight (8) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least seven (7) days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting.

A. All agenda items on which action is deferred shall be listed on the next agenda under Unfinished Business unless a time certain is specified.

B. The Superintendent shall either answer correspondence sent to the School Board or bring it to the School Board's attention at its next meeting by placing it on the agenda for information or School Board action.

V. A majority shall constitute a quorum for any School Board meeting. No business shall be transacted unless a quorum is present. There is no meeting for a minority to adjourn. Unless a majority is present, no meeting can be convened.

VI. The vote shall be unanimous if all members audibly vote "yes" or otherwise indicate an affirmative vote.

When a split vote occurs, the minutes shall show the vote of each member on the question. Each member who is present shall vote on each decision, ruling, or official act which is taken or adopted by the School Board, unless there is or appears to be a conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases the member may abstain, but shall file a memorandum pursuant to requirements of Section 112.3143, Florida Statutes.

VII. The official minutes of the School Board shall be kept as prescribed by Florida Statutes. The minutes shall be kept in a safe place by the Superintendent and shall be made available by the Superintendent during the time the office is open to any citizen desiring to examine the minutes.

A. Only motions, resolutions, and the necessary information related thereto; the name of the person making the motion or submitting the resolution; the name of the person who seconds the motion; and, the vote or action thereon shall be recorded.

B. Any School Board member or Superintendent who wishes any of his/her statements to be recorded may request during the meeting that such become a part of the official minutes.

C. Any other matter may be made part of the official minutes by direction of the chairperson or by a majority of the School Board.

D. Lengthy material such as, but not limited to, student assignments may be maintained in record books which are separate from, but supplemental to, the basic record of minutes.

VIII. Members of the public shall have an opportunity to address the School Board at a public meeting regarding any proposition before the Board. Speakers shall adhere to the rules established by the Board in accordance with Florida Statutes.

IX. The public shall be informed that it is unlawful to knowingly disrupt or interfere with a School Board meeting and that any such action may result in a misdemeanor offense of the second degree. This includes individuals who advise, counsel, or instruct students or School Board employees on techniques for disrupting a School Board meeting.

X. Workshops may be scheduled by the School Board as deemed appropriate. No formal action may be taken by the School Board during such workshops.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 3/23/2010, 1/28/2014 Formerly: BD

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL BOARD RULES 2.06*

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

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

I. Unless an emergency exists, any proposal relating to a rule amendment, the repeal of any rule, or the adoption of a new rule shall be presented in writing to the School Board including a written explanation of the proposal.

A. The Superintendent shall give immediate and proper written notice to the public pursuant to the provisions of Florida Statutes, when the School Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a rule. The notice of a public hearing shall be advertised twenty-eight (28) days prior to the date of the hearing. The notice shall include a brief and concise explanation of the proposed rule's purpose and effect, the estimate of economic impact to all individuals affected by the proposed rule or rule amendment, the specific legal authority for the School Board's action, and the location where the text of the proposed change may be obtained.

B. Any person who is substantially affected by a proposed rule, rule amendment, or the repeal of a rule, may within twenty-one (21) days following notice of intent to adopt or repeal such rule, file a written request with the School Board seeking an administrative determination as to the validity of the proposed rule action.

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 hard copy or on the District's web site with a hard copy available in the principal's office or school library. The school principal shall maintain a hard copy compilation current.

C. The principal shall inform his/her staff members of the location of the School Board rules and any changes.

VII. A School Board rule may be waived only to provide and implement overall goals and objectives of the School Board and to protect and preserve the health, safety, and welfare of the affected individual(s). Waiver of a School Board rule shall be addressed and a decision rendered regarding its waiver at a regular, special or emergency School Board meeting. A waiver of a School Board rule shall not render the policy void with respect to the continued implementation of the rule which is sought to be waived.

VIII. Any citizen may appeal to the Board for a variation or waiver with regard to any policy. The appeal process shall be that a written request shall be made to the Superintendent who shall review the matter and present recommendations to resolve the problem at the next regular School Board meeting to which the item may be added as a part of the agenda. In cases where an appeal process has been developed for a specific policy, the appeal shall be made in accordance with that procedure.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED Chapter 120.52 - .72; 1001.43, F.S.

History:	Adopted: Revision Date(s): 3/23/2010 Formerly: BF

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHEDULE FOR LEGAL ADVERTISEMENTS 2.07

POLICY:

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

B. Notification to all appropriate agencies and individuals to amend, adopt, or repeal a School Board Rule shall be given twenty- eight (28) days prior to the date of intended School Board action.

C. Annually the tentative budget shall be posted on the District's official website and advertised as required by law.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.54; 1001.43, 1011.03, F.S

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

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

COLLECTIVE BARGAINING AGREEMENTS	2.08

POLICY:

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.

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 447.309(3); 1001.43, F.S.

History:	Adopted: Revision Date(s): 9/24/2024 Formerly: New Reviewed by SCSB: 1/12/10

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL IMPROVEMENT AND EDUCATIONAL ACCOUNTABILITY 2.09

POLICY:

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

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

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

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

A. The plan shall be designed to achieve the state education goals and student performance standards and shall be based on a needs assessment conducted pursuant to data collection requirements in Florida Statutes.

B. The plan shall address school progress, goals, indicators of student progress, strategies, and evaluation procedures including adequate measures of individual student performance. School safety and discipline strategies and other academic-related issues may be included.

C. The plan for each District school shall be approved annually.

D. The plan shall be developed by School Board employees in each District school in conjunction with the district advisory council.

E. Each school plan shall meet the requirements of Florida Statutes.

II. Approval process.

The District process for approval shall provide for each school improvement plan to be reviewed and approved or disapproved by the School Board.

III. A three -year individualized assistance and intervention plan for schools that do not meet or make adequate progress, as defined in Florida Statutes and State Board of Education rules, in satisfying the goals and standards of their approved school improvement plan.

IV. The District notification procedures to Department of Education to identify any school that has completed a two-year individualized assistance and intervention plan without making adequate progress in satisfying the goals and standards of its approved school improvement plan.

V. A communication program, to inform the public about student performance and educational programs in District and school reports.

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

VII. A reporting procedure 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 Florida Statutes, shall be included in all feedback reports.

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

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

History:	Adopted: Revision Date(s): 12/14/99, 3/23/2010, 10/24/2017, 8/24/2021 Formerly: BBA

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT 2.091*

I. The School District and each school principal are encouraged to strengthen family involvement and family empowerment in the school. The District will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title IV, Title VI, Community Involvement Programs, Business Partnerships, and other community involvement activities.

II. The District will provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective and comprehensive parent involvement programs, based on the National Standards for Parent/Family Involvement Programs, which include:

A. Communication between home and school is regular, two-way and meaningful.

B. Responsible parenting is promoted and supported.

C. Parents play an integral role in assisting student learning.

D. Parents are welcome in school and their support and assistance are sought.

E. Parents are full partners in the decisions that affect children and families.

F. Community resources are utilized to strengthen school programs, family practices and student learning.

III. The District will communicate parental choices and responsibilities to parents 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. The 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 shall develop and distribute a parent guide to successful student achievement. The guide shall contain information that parents need to know about their child's educational progress and how parents can help their child's success in school by improving parent and teacher cooperation in such areas as homework, school attendance and discipline.

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

VIII. The District, to the extent practicable, shall provide full opportunities for parents with disabilities, parents with limited English proficiency and parents of migratory children to participate in school and parental involvement activities and programs.

IX. 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.

X. The District will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAWS IMPLEMENTED: 1000.21, 1001.42, 1001.51, 1001.54, 1002.20, 1002.23, 1003.33, 1006.07, 1008.25, 1012.72, 1012. 1012.98 F.S.
Every Student Succeeds Act, Title I, Part A, Subpart 1, Section 1116

History:	Adopted: Revision Date(s): 3/23/2010, 10/27/2020, 10/26/2021 Formerly: New

PROGRAM OF AWARDS 2.10

POLICY:

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

I. Individuals who are eligible for receiving an award shall include:

   A. Employees with long and meritorious service or distinguished service in the performance of duty.

   B. Students who have excelled in scholarship, athletics, music, subject matter areas, citizenship, attendance, and any other areas recommended by the Superintendent and approved by the School Board.

   C. School volunteers or advisory council members who have contributed outstanding and meritorious service.

II. The criteria for awards granted at individual schools shall be established by the principal and the instructional staff, and shall be submitted in writing to the Superintendent.

III. The criteria for awards distributed at the District level shall be developed by the Superintendent with the assistance of representatives of the supervisory, administrative, instructional, and non-instructional staffs.

IV. Non-monetary awards may be in the form of a certificate, plaque, ribbon, photograph, medal, trophy, or any appropriate award.

V. The amount of a monetary award shall be established by the School Board pursuant to Florida Statutes.

2.10 (Continued)

STATUTORY AUTHORITY: 1000.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22, F.S.

History:	Adopted: Revision Date(s); Formerly: AGA Reviewed by SCSB: 1/13/11

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

PARTICIPATION IN ACTIVITIES 2.11

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43, F.S.

History:	Adopted: Revision Date(s): Reviewed by SCSB: 1/12/2010 Formerly: BHBA

LEGAL COUNSEL – BOARD 2.12

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43; 1012.26, F.S.

History:	Adopted: Revision Date(s): Reviewed by SCSB: 1/12/2010 Formerly: BCG

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

LEGAL COUNSEL – SUPERINTENDENT	**2.13**

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.26, F.S.

History:	Adopted: Revision Date(s): 3/23/2010 Formerly: New

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

LEGAL SERVICES FOR EMPLOYEES 2.14

POLICY:

I. The School Board may provide legal services for any officer or employee of the School Board who is charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities.

II. The School Board shall provide for reimbursement of reasonable expenses for legal services for an officer or employee of the School Board who is charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities upon successful defense by the employee or officer. However, in any case in which the officer or employee pleads guilty or nolo contendere or is found guilty of any such action, the officer or employee shall reimburse the district school board for any legal services which the school board may have supplied pursuant to this section.

III. The School Board may also reimburse an officer or employee of the School Board for any judgment which may be entered against him or her in a civil action arising out of and in the course of the performance of his or her assigned duties and responsibilities. Each expenditure by a School Board for legal defense of an officer or employee, or for reimbursement pursuant to this section, shall be made at a public meeting with notice pursuant to §120.525(1), Florida Statutes. The provision of such legal services or reimbursement under the conditions described above is declared to be a district school purpose for which district school funds may be expended upon recommendation of the Superintendent and approval by the School Board.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23 F.S.
LAWS IMPLEMENTED: 1001.43; 1012.26, F.S.

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

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL BOARD ADOPTED PLANS 2.15

POLICY:

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

These include, but are not limited to:

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

- Transportation Handbook
- District Strategic Plan
- Progress Monitoring Plan
- Professional Learning Catalog

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43, F.S.

History:	Adopted: Revision Date(s): Reviewed by SCSB: 1/12/2010, 8/24/2021 Formerly: New

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

PROHIBITING DISCRIMINATION AND OTHER FORMS OF HARASSMENT 2.16

I. Policy Against Discrimination

A. The School Board of Suwannee 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 race (including anti-semitism), color, religion, gender, age, marital status, sexual orientation, pregnancy, disability, political or religious beliefs, national or ethnic origin, 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 Suwannee County, Florida also prohibits sexual harassment, and this form of discrimination is governed by Policy 2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

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, 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 associate 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/inquiries regarding compliance with these regulations may be submitted in writing to:

1. For Employee - Director of Human Resources or District EEO Officer at 386-647-4633 or 4644, 1740 Ohio Avenue South, Live Oak, FL 32064.

2. For Students – Director, Student Support Services or District Equity Officer at 386-647-4638 or 4644, 1740 Ohio Avenue South, Live Oak, FL 32064.

3. Job applicants with disabilities requesting accommodations under the American with Disabilities Act (ADA) may contact Director of Human Resources at 386-647-4633, 1740 Ohio Avenue South, Live Oak, FL 32064.

4. Current School District employees with disabilities requesting accommodations under the ADA may contact Professional Standards at Director of Human Resources at 386-647-4633, 1740 Ohio Avenue South, Live Oak, FL 32064.

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 2.161 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 ant-semitism), color, religion, national or ethnic origin, age, disability, marital status, , political or religious beliefs, 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.

B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:

1. Epithets, slurs or negative stereotyping; or

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 Illegal Harassment Other than Sexual Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, race, color, national or ethnic origin, religion, age, disability, political or religious beliefs, 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 or harassment, the time frame in which the alleged discrimination or harassment occurred, the person or persons involved in the alleged discriminatory actions or harassment 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 (when made by an employee or other adult), or the District Equity Officer (when made by a student) no later than five (5) business days of the filing of the complaint. If the complaint is against the Principal, Site Administrator, or Supervisor, the complaint may be filed directly with the Director of Human Resources (when made by an employee or other adult) or District Equity Officer (when made by a student).

3. If the complaint is against the Director of Human Resources, District Equity Officer, the Superintendent, or a member of the School Board, the complaint may be filed with the School Board Attorney.

B. Procedures for Processing Complaints of Harassment Other than Sexual Harassment

1. Complaints filed against persons other than the Superintendent or a School Board Member:

a. Upon receipt of the written complaint, the Director of Human Resources or District Equity 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 accused and the complainant. 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 IV.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 District Equity Officer. The Director of Human Resources or 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 or harassment occurred.

d. If the Director of Human Resources or District Equity Officer or School Board Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) business days provide notice of the reasonable cause finding to the complainant and the accused. The Director of Human Resource or 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 or 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 or harassment occurred, he or 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 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 or harassment 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 or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the 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 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 IV.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 or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within ten (10) business days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be filed with and maintained in the office of the 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 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) business 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 Statutes, 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 investigation 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
42 U.S.C. 12112, American with Disabilities Act of 1990
42 U.S.C. 2000ff et seq., Genetic Information Non-discrimination Act of 2008
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
29 U.S.C. 621 et. seq., Age Discrimination in Employment Act of 1967
20 U.S.C., 1681 et seq., Title IX of the United States Education Amendments of 1972;
42 U.S.C., 2000e et seq., Civil Rights Act of 1964;
29 CFR Parts 1600-1699

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

History:
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Formerly: Prohibition Against Harassment 2.201, Unlawful Discrimination, 2.21

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

TITLE IX POLICY PROHIBITING SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION **2.161**

(A) PURPOSE

The School Board of Suwannee 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 Suwannee 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.

(B) 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.

(C) DEFINITIONS

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

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

(3) "Dating Violence" means violence committed by a person –

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

(b) 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.

(4) "District" means The School District of Suwannee County, Florida.

(5) "Domestic Violence" means a felony or misdemeanor crime of violence committed by:

(a) A current or former spouse or intimate partner of the victim;

(b) A person with whom the victim shares a child in common;

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

(d) 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

(e) 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.

(6) "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.

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

(8) "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:

(a) rape;

(b) sodomy;

(c) Sexual assault with an object;

(d) fondling;

(e) Incest; and

(f) Statutory rape.

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

(10) "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

(a) 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;

(b) 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

(c) 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).

(11) "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(a) Fear for his or her safety or the safety of others; or

(b) Suffer substantial emotional distress.

(12) "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.

(13) "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.

(D) DEFINITIONAL AND JURISDICTIONAL REQUIREMENTS

(1) 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.

(2) The District will address all allegations of Sexual Harassment or Sexual Discrimination occurring:

(a) At all District schools;

(b) At all District events; and

(c) 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.

(3) 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.

(E) TITLE IX COORDINATOR

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

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.

(F) PROCEDURES

(1) General Provisions

(a) 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.

(b) 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.

(c) 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.

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

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

(f) 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.

(g) 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.

(2) Reporting Sexual Harassment or Sexual Discrimination

(a) 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.Suwannee.k12.fl.us.

(b) 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.

(c) 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 2.17.

(d) 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.

(e) 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.

(f) 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.

(3) Emergency Removal

(a) 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.

(b) 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.

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

(d) 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.

(4) Formal Complaint of Sexual Harassment or Sexual Discrimination

(a) 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.

(b) 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.

(c) A Formal Complaint must be signed by the Complainant or the Title IX Coordinator.

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

(e) 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.

(f) 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.

(g) 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.

(h) 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.

(i) A Complainant may appeal a dismissal by following the procedures outlined in this Policy.

(5) Informal Resolution Process

(a) 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.

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

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

(d) 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.

(e) 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.

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

(6) Investigation of a Formal Complaint of Sexual Harassment or Sexual Discrimination

(a) 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.

(b) All Investigators will be trained to conduct Sexual Harassment and Sexual Discrimination investigations.

(c) 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.

(d) 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.

(e) 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.

(f) 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.

(g) 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.

(7) Determination of Responsibility

(a) 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.

(b) 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.

(c) 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.

(d) 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.

(e) 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.

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

(g) 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.

(h) The Title IX Coordinator is responsible for effective implementation of any remedies.

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

(G) APPEALS

(1) 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:

(a) Procedural irregularity that affected the outcome of the matter;

(b) 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

(c) 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.

(2) 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.

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

(4) 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.

(5) 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.

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

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

(8) 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.

(9) 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.

(H) RECORDKEEPING

(1) 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.

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

(a) 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;

(b) Any appeal and the result therefrom;

(c) Any informal resolution and the result therefrom; and

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

(I) TRAINING

(1) 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:

(a) The definition of Sexual Harassment or Sexual Discrimination;

(b) The scope of the District's education program or activity;

(c) How to conduct an investigation and implement the grievance process, appeals, and informal resolution processes, as applicable; and

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

(2) The District will make its training material publicly available.

(J) RETALIATION

(1) Retaliation Prohibited

(a) 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.

(b) 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.

(c) 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.

(d) 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.

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

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: 10/26/2021 Revision Date(s): Formerly: NEW

REPORTING CHILD ABUSE 2.17

I. Definitions of Child Abuse, Abandonment or Neglect

A. *Abuse* means any willful or threatened act that results in any physical, mental or sexual injury or harm that causes, or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.

B. *Abandonment* means a situation in which the parent or legal custodian of a child, or in absence of the parent or legal custodian, the caregiver responsible for the child's welfare, while being able, makes no provision for the child's support and makes no effort to communicate with the child, which situation is sufficient to evince a willful rejection of parental obligations.

C. *Neglect* occurs when a child is deprived of or is allowed to be deprived of, necessary food, clothing, shelter or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability, unless actual services for relief have been offered and rejected. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.

II. Prohibition Against Child Abuse, Abandonment or Neglect

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

III. Notification of Responsibility

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

1. All employees of the District have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect; immunity from liability if they report such cases in good faith; and the responsibility to comply with child protective investigations and all other provisions of law related to child abuse, abandonment or neglect.

2. Statewide toll-free telephone number for the central abuse hotline.

3. Instructions for calling 911 for emergencies.

4. Directions for accessing the Department of Children and Families website for additional information on reporting abuse, neglect, and exploitation.

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

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

IV. Requirements for Reporting Child Abuse, Abandonment or Neglect

A. Florida Statute requires that any person including, but not limited to, any

1. Physician, osteopathic physician, medical examiner, chiropractic physician, nurse, or hospital personnel engaged in the admission, examination, care or treatment of persons;

2. Health or mental health professional other than one listed in 1.;

3. Practitioner who relies solely on spiritual means for healing;

4. School teacher or other school official or personnel;

5. Social worker, day care center worker, or other professional child care, foster care, residential, or institutional worker; or

6. Law enforcement officer or judge who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Family Services.

B. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. The teacher or staff member may also contact the principal, a school designee, district office or support person to let them know the case has been reported, and for their own documentation and protection file a District County Schools Child Abuse Incident Referral Report.

C. Reporters in the categories specified in A. above, will be required to provide their names to hotline staff. The extent of confidentiality of the reporter's name, with respect to the Department's records, is governed by Florida Statute.

D. In accordance with state law, the Department of Children and Family Services, in conjunction with applicable law enforcement agencies, are responsible for investigating allegations of child abuse, abandonment, or neglect.

E. Complaint Against School District Employee, Volunteer or Agent

1. If a complaint is made against a School District employee, volunteer, agent or other person affiliated with the School District which, if true, would constitute child abuse, neglect or abandonment by that person, that complaint shall be immediately forwarded to the Superintendent. The Superintendent shall forward the complaint to the Department of Children and Family Services for investigation as provided by statute. The person accused of child abuse, abandonment or neglect shall be suspended from duties involving interaction with children pending investigation of the allegations. If the allegations are substantiated by the Department of Children and Family Services, the Superintendent shall take appropriate disciplinary action. School District staff shall in good faith cooperate with, and participate only as directed by, the Department of Children and Family Services and law enforcement during the investigation, and with respect to any subsequent criminal proceedings.

2. Each school shall post in a prominent place at the school site and on each school's website the policies and procedures for 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, 1001.43, 1006.061, F.S.

HISTORY: ADOPTED: 3/23/2010
REVISION DATE(S): 12/15/2015
FORMERLY: NEW

RESPECT AND CIVILITY IN SCHOOLS AND DISTRICT OFFICES 2.18

I. The School Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds. Staff will take the necessary actions to protect students' and other employees' personal safety and positive work environment.

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions. This policy promotes mutual respect, civility and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for staff members.

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on School District property, will be directed to leave school or School District property promptly by the site administrator or designee, or shall be escorted from the property with the assistance of other staff or a law enforcement officer.

Pursuant to this policy, when an individual is directed to leave, the site administrator or designee shall inform the person that he/she may be subject to prosecution under Florida law. If an individual refuses to leave upon request or returns before the applicable period of time, the site administrator

or designee may notify law enforcement officials. An incident report should be completed for the situations and submitted to the Superintendent.

When violence is directed against an employee, or theft against property, employees shall promptly report the incident to their principal or supervisor and complete an incident report. Employees and supervisors should complete an incident report and report to law enforcement, any attack, assault, or threat made against them on school/District premises or at school/District sponsored activities.

II. Expected Level of Behavior

A. Board employees will treat parents and other members of the public with courtesy and respect.

B. Parents and other visitors to schools and District facilities will treat teachers, school administrators, other school staff, and Board employees with courtesy and respect.

C. Board employees will treat each other with courtesy and respect.

III. Unacceptable/Disruptive behavior includes, but is not necessarily limited to:

A. Exhibiting behavior which interferes with or threatens to interfere with the operation of a classroom or school related on-campus or off-campus activity, an employee's office or office area, and all areas of a school or facility.

B. Using loud and/or offensive or demeaning language, swearing, cursing, profanity, or disruptive display of temper.

C. Threatening to do bodily or physical harm to a parent/guardian, or members of the general public, or to a teacher, school administrator, school employee, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.

D. Damaging or destroying school or Board property.

E. Any other behavior which disrupts the orderly operation of school, school classroom, or any other Board facility.

F. Abusive, threatening, demeaning, or obscene mail, e-mail, or voice mail messages.

IV. Parent Recourse

Any parent who believes s/he was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of their immediate supervisor, appropriate executive director, and/or the District's Professional Standards Investigator.

V. Authority of School Personnel

A. School personnel have the authority to direct persons to leave school or Board premises if the individual:

1. disrupts or threatens to disrupt school or District operations;

2. threatens to or attempts to do or does physical harm to Board personnel, students, or others lawfully on a school or Board premises;

3. threatens the health or safety of students, Board personnel, or others lawfully on a school or Board premises;

4. intentionally causes damage to school, Board property, or property of others lawfully on a school campus or Board premises;

5. uses loud or offensive language; and/or

6. is without authorization to come on a school or other Board facility may be directed to leave the school or Board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school; any District level administrator including the Superintendent, an executive director, a director; the District's Safety Specialist, a facility security officer, or the District staff person in charge of a meeting or function where uncivil behavior occurs.

If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action deemed necessary. If the offender threatens personal harm the employee may contact law enforcement.

B. Authority to Deal with Persons who are Verbally Abusive

1. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely request the speaker to communicate civilly.

2. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is in a school or on School Board premises, any employee may request an

administrator or other authorized personnel to direct the speaker to promptly leave the premises.

3. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

C. Abusive, Threatening, or Obscene Mail, E-Mail, or Voice Mail Messages

1. If any District employee receives mail, e-mail, or a voice message which is abusive, threatening, or obscene, the employee is not obligated to respond to the mail, e-mail, or return the telephone call. The employee may save the message and contact their supervisor or the District Safety Specialist.

2. If the message threatens the employee with personal harm, the employee may contact law enforcement.

STATUTORY AUTHORITY: 1001.41, 1001.43 F.S.

LAW(S) IMPLEMENTED: Fla. Const. Art. IX, Section 4; 1006.145 F.S.

History:	Adopted: 4/26/2022 Revision Date(s): Formerly: New

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

WELLNESS PROGRAM 2.20

I. Philosophy and Commitment

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

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

A. Promote good nutrition for students and staff through a variety of means

B. Provide appealing and attractive meals that are served in clean, pleasant settings.

C. Provide meals that meet nutrition requirements established by federal, state and local laws and regulations.

D. Serve low-fat and fat-free milk and nutritionally equivalent nondairy alternatives, to be defined by the USDA.

E. Offer a variety of fruits and vegetables.

F. Ensure that *a la carte* items meet or exceed recommended nutritional standards.

G. Provide and encourage participation in the school breakfast and lunch programs.

H. Schedule meals at appropriate times and the lunch meal as close to the middle of the day as possible and allow adequate time to eat after being seated.

I. Ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidelines issued by the United States Department of Agriculture (USDA).

J. Encourage participation of eligible students in the free and reduced price meal program.

K. Sponsor a summer nutrition program consistent with Florida Statutes.

L. Encourage healthy, nutritious food choices for snacks, celebrations, and fund-raising activities, and discourage the use of foods as rewards.

M. Provide nutrition education to students through a variety of classroom and lunchroom activities.

N. Integrate nutrition education information into healthy education or core curricula such as mathematics, science, social studies and language arts.

O. Provide opportunities for staff development activities for food service staff and teachers in the areas of nutrition and physical education.

P. Provide nutrition education to families through one or more of the following: newsletters, parent meetings and other family activities, nutrition education on websites, web links, healthy snack ideas in menus, ideas for celebrations and rewards, best practices sharing sessions with parents/community.

III. Physical Activity Goals

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

A To provide a physical education program that emphasizes physical fitness and healthy lifestyles.

B To provide daily physical activity at elementary schools and encourage active participation to require 150 minutes per week in grades K-5 per HB 967; 2007.

C. To provide opportunities to integrate physical activity cross curricula throughout the school day. Movement can be made part of science, math, social studies, and language arts.

D. To encourage students to set personal fitness goals.

E. To provide opportunities for school-wide events that promote physical activity such as field day, interscholastic athletic events, etc.)

F. To encourage physical activities for staff.

G. To encourage parents to promote physical activity and to participate in physical activities with their children.

H. To avoid the use or withholding of physical activity(ies) as punishment.

IV. Health and Safety Goals

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

A. To support the health of all students as demonstrated by providing health office staffed by professional health care providers, maintain state mandated health screenings, and, when appropriate, assist parents in enrolling eligible children in Medicaid and other state children's health insurance programs

B. To maintain school level wellness committees (parents, family members, teachers, students, administration, health care providers) to plan, implement, and improve nutrition and physical activity in the school environment.

C. To maintain safety procedures and appropriate training for students and staff to support personal safety and a violence and harassment free environment.

D. To maintain a tobacco and drug-free school and work environment

E. To provide safe traffic patterns at school sites for students and vehicles before and after school.

F To provide a comprehensive health and safety education program for students.

G. To provide career education awareness for careers in health and wellness related fields.

H To provide bicycle safety training for students.

I. To provide health screenings for staff and students (as mandated).

J. To refer students, families and staff to health resources in the community.

K. To promote and support health and safety programs in the community.

CHAPTER 2 – SCHOOL BOARD GOVERNANCE AND ORGANIZATION

L. Family and Community Involvement Goals

a. To promote the involvement of families in wellness activities.

b. To promote nutritional awareness by families.

c. To collaborate with community agencies and organizations to promote wellness activities in the community.

d. To support and encourage participation in community activities such as organized walks, health screenings, and educational programs.

M. Wellness Coordinator and Worksite Contact Persons

a. The Superintendent shall appoint a District Wellness Coordinator to manage and coordinate the implementation of the program and serve as the District office Wellness Contact.

b. Each principal shall appoint a Wellness Contact for his/her school.

N. Wellness Committee

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

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

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

O. Implementation

a. The Wellness Committee will conduct a baseline assessment of current nutrition education and guidelines, physical activity, and other wellness related topics.

b. The Wellness Committee will develop a wellness program based on the adopted goals as identified by the results of the initial assessment.

c. Program goals will be implemented in a progressive manner annually to provide partnerships to improve planning and implementation of health promotion projects/events within each school and throughout the community.

d. Schools shall actively develop and support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

e. The program will be incorporated into existing parent involvement programs.

f. The Wellness Coordinator will work with the Wellness Contacts regarding implementation of the program

V. Oversight, Evaluation, and Modification

A. The Wellness Committee will monitor the implementation of the wellness program.

B. The program will be assessed annually and data compared to the

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

C. The committee shall report the results of the annual assessment to the Superintendent and the School Board.

D. Recommendations for modifications in this policy and/or the program, if appropriate, shall be made after analyzing assessment data and evaluating the policy using the Local School Wellness Policy Compliance Checklist.

E. The Wellness Program shall meet the requirements of the National School Lunch Act and the Child Nutrition Act of 1966.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:
P.L.108-265, SECTION 204
NATIONAL SCHOOL LUNCH ACT (42 USC 1751 *et seq.*)
CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*)
570.981, 570.982, 1001.43, 1003.42, 1003.453, F.S.

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

History:	Adopted: 10/23/07 Revision Date(s): 09/25/07, 10/23/12, 10/24/2017 Reviewed by SCSB 09/13/2011 Formerly: New

FOOD SAFETY - HACCP 2.22

I. Background: Section III of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act requires school food authorities (SFA's) to implement a food safety program for the preparation and service of school meals served to children in the school year beginning July 1, 2005. The program must be based on Hazard Analysis and Critical Control Point (HACCP) principles and conform to guidance issued by the Department of Agriculture (USDA). All SFA's must have a fully implemented food safety program that complies with HACCP principles or with the optional guidance no later than the end of the 2005-2006 school year.

II. Suwannee County Schools will implement a food safety program based on HACCP principles. This guidance may be used to develop a food safety program that meets the needs of each food production facility in the district. (School food safety inspections are a separate requirement.)

III. HACCP is a systematic approach to a food safety program designed to reduce the risk of foodborne hazards by focusing on each step of the food preparation process --- from receiving to service.

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: P.L.108-265, SECTION 9(h)
NATIONAL SCHOOL LUNCH ACT (42 USC 1751 *et seq.*)
CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*)
1001.43, 1006.06, 1006.0606, F.S.

History: Adopted: 5/23/06
Revision Date(s):
Reviewed by SCSB: 1/12/10
Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF SUPERINTENDENT 3.01

POLICY:

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

II. The Superintendent serves as the secretary and executive officer of the School Board. He shall keep such minutes and records as may be necessary to set forth clearly all actions and proceedings of the School Board. When possible, any matter coming before the School Board shall first be presented to the Superintendent to be included on the agenda. The Superintendent shall inform the employees of the School Board and the schools and departments of any board action relating to them.

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

STATUTORY AUTHORITY 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): Reviewed by SCSB: 1/12/2010 Formerly: BFE, CB

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PERFORMANCE GRADE SCHOOLS	**3.011*+**

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43; 1008.34, F.S.

History:	Adopted: 12/14/99 Revision Date(s): 3/23/2010 Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RESPONSIBILITIES OF PRINCIPALS	**3.02**

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.32; 1001.43; 1001.54; 1006.09, 1003.31,
1006.09, 1006.28, 1012.28, F.S.

History:	Adopted: Revision Date(s): 3/23/2010 Formerly: CF, INH, JE, JGD

CHAPTER 3.00 - SCHOOL ADMINISTRATION

EMERGENCIES	**3.03**

POLICY:

I. In case of an emergency involving the welfare and safety of students and employees, the Superintendent may suspend any part of these regulations; provided, that he shall report the fact of and the reason for suspension at the next meeting of the School Board; and provided further, that the suspension shall expire at the time of such report unless continued in effect by actions of the School Board.

II. In case of an emergency, the Superintendent may close any school or all schools. The members of the School Board shall be informed immediately of any event or condition which requires the closing of a school or the schools of the District, and, where the public interest requires Board action, the Superintendent shall call a special meeting of the Board.

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.33; 1001.43, F.S.

History:	Adopted: Revision Date(s): 3/23/2010 Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

DIRECTIVES, PROCEDURES, AND ADMINISTRATIVE MANUALS 3.04

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1001.51, F.S.

History:	Adopted: Revision Date(s): Reviewed by SCSB: 1/12/10 Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION	**3.05***

POLICY:

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

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

(Organization Chart is attached)

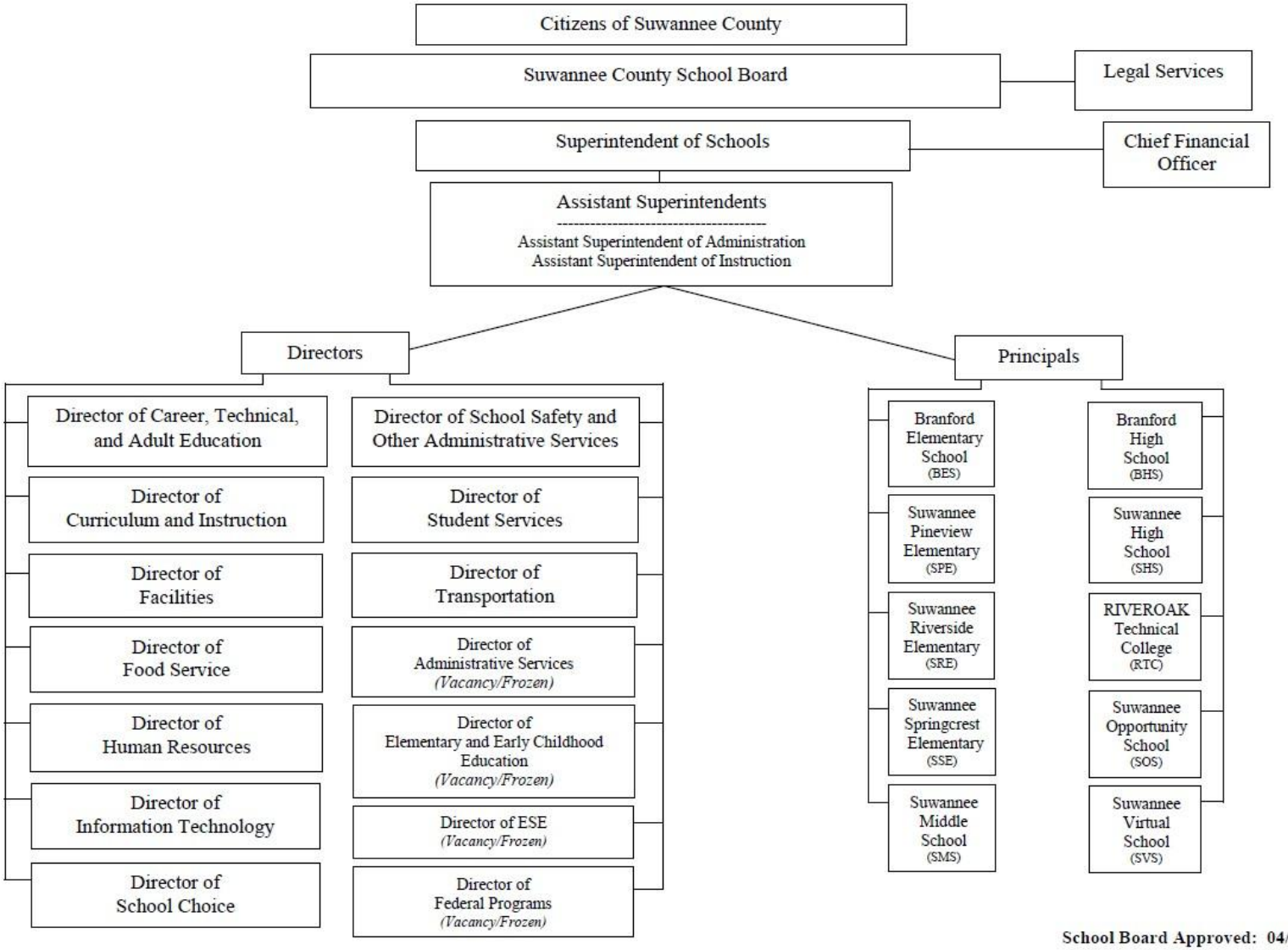
STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.53; 1001.42; 1001.43; 1012.27, F.S.

History:	Adopted: Revision Date(s):7/22/2014, 1/27/2015, 10/24/2017, 9/25/2018, 11/19/2019, 4/27/2021

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SUWANNEE COUNTY SCHOOL DISTRICT
ORGANIZATION CHART



School Board Approved: 04/27/2021

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOLS-WITHIN-A-SCHOOL	**3.051**

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: 11/21/2000 Revision Date(s): Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS AND PROGRESSIVE DISCIPLINE POLICY FOR SCHOOL SAFETY VIOLATIONS	**3.06**

POLICY:

I. Introduction

The Suwannee County School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons. Maintaining a safe environment is the responsibility for all personnel. All exterior and interior doors, gates, and other access points shall remain locked when students are present. 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.F shall be subject to progressive discipline as provided in Section X. Shop doors that are inside secured areas may be opened for air flow/ventilation when personnel are present and the doors are under direct observation. All SCSB personnel are required to wear their issued CrisisAlert badge on the same tab or lanyard as their access/identification badge at all times, and shall be subject to discipline, up to and including termination, for failing to comply with this requirement.

II. Orderly Environment

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

A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.07 (Visitors).

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

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

D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.

E. No person except law enforcement, security officers, and other legally identified individuals may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events. However, District employees may possess a securely encased concealed firearm in their vehicle in accordance with F.S. 790.25(4).

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

Live Oak Police Department All Emergencies
Suwannee County Sheriff's Department All Emergencies

IV. Safety and Security – Emergency Plans

A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies,

the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Suwannee County Health Department. The District's Emergency Response Plan (ERP) is a comprehensive guide that covers all aspects of school safety such as locked doors. The best practice for securing classroom doors is by keeping the door LOCKED at all times. Additionally, as a component of the ERP, SCSB personnel are required to wear their issued CrisisAlert badge at all times to facilitate crisis notifications to the local 911 call center.

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

C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of:

(a) reviewing the current School Safety and Security Plan and the results of the self-assessment;

(b) identifying necessary modifications to the plan;

(c) identifying additional necessary training for staff and students; and

(d) discussing any other related matters deemed necessary by the meeting participants.

D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval of appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement

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

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

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

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

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

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

V. Threat 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. The 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 schools 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), instructional personnel, school administration, and law enforcement (school resource officer).

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

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

e. Parental Notification

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

ii. If the Chair does not summarily close the case and refers the matter

to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.

iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. 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. A safety program shall be established consistent with the provisions of Policy 8.01. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency. Safety procedures should also identify personnel who are not in compliance with the requirement to wear their issued CrisisAlert badge and/or access/identification badge.

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

i. Developing and posting emergency evacuation routes and procedures;

ii. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;

iii. Identifying and reporting hazardous areas requiring corrective measures; and

iv. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency drill and fire drill to the District school safety specialist for review.

D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons

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

E. Parents and legal guardians have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

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

2. Prior to the start of each school year, or at the time of a student's enrollment, if during the school year, the District shall make training available for parents and guardians on the use of FortifyFL. The training must explain the potential disciplinary actions and potential criminal charges that may result as a consequence for anyone making a threat or false report concerning school or school personnel's property, school transportation, or a school sponsored activity. The information concerning criminal charges must include a summary of Sections 790.162, 790.163, 836.10 and 837.05, F.S., and the penalties for violating those statutes.

3. Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b), F.S. Instruction on FortifyFL must be developmentally appropriate and include the possible school disciplinary actions as well as the potential for criminal charges as a result of making a threat or false report involving school or school personnel's property, school transportation, or a school-sponsored activity.

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

a. 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:

   i. Attended or actively staffed by a person when students are on campus;
   ii. The use is in accordance with a shared use agreement; or
   iii. 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 gate or other access point is not subject to this requirement based upon other safety measures at the school.

b. 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.

G. **All SCSB personnel are required to wear their issued CrisisAlert badge on the same tab or lanyard as their access/identification**

badge at all times. Personnel who do not comply with this requirement shall be subject to disciplinary action, including termination.

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.

C. Violence prevention also includes to prompt and immediate notification of law enforcement personnel to address violent acts on all Suwannee County School Board property through the use of the CrisisAlert badge or cell phones.

VIII. Security

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

B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus.

C. When students are on campus, all gates or other access points that restrict ingress to or egress from the "exclusive zone" (the area within a gate or door allowing access to the interior perimeter of a school campus beyond a single point of entry) of a campus shall remain closed and locked. Gates or other access points to or from the exclusive zone shall remain closed and locked when students are on campus, unless the gate or access point is attended or actively staffed, another closed and locked gate or access point separates the open or unlocked gate from areas

occupied by students, or the use complies with a shared use agreement. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked, or if the space is designed as an open area for career and technical instruction where locking the door affects the health and safety of the students, said determination(s) 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/instructional space. The safety areas for students to shelter within the classrooms/ instructional spaces must be clearly marked. All classrooms/instructional spaces must be locked or actively staffed when occupied by students, except between class periods.

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

1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.
2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.
3. No later than November 1 of each year, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.

4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.
5. The School Safety Specialist will develop a process related to safety used to identify and correct instances of noncompliance at the school.
    i. On a quarterly basis, the School Safety Specialist will report to the Superintendent and School Board any non-compliance with school safety laws or rules.
    ii. Deficiencies relating to safe-school officer coverage must be resolved by the next school day.
    iii. 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 Superintendent, or charter school principal if involving a charter school, any violations are discovered or non-compliance of the safe school requirements is suspected.

F. 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.

G. Each school's emergency plan shall include security provisions including emergency lockdown procedures.

H. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with

I. individuals whose behavior poses a threat to the safety of the school community.

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

K. 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

7. the district school board.

X. Progressive Discipline for Violations of School Safety Requirements

C. Forms of Discipline:

(a) The forms of discipline that may be imposed by the District include, but are not limited to:

- verbal warning;
- written warning or reprimand;
- probation;
- suspension without pay;
- dismissal/termination or discharge from employment.

(b) 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.

(c) 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, 790.115, 790.25, 1001.43, 1001.51, 1006.062, 1006.07, 1006.145, 1006.1493, 1006.21, 1013.13, F.S.

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

CHAPTER 3.00 - SCHOOL ADMINISTRATION

History:
Adopted:
Revision Date(s): 12/17/02, 4/27/10, 5/22/2018, 9/25/2018, 11/19/2019, 12/15/2020, 4/27/2021, 10/26/2021, 1/25/2022, 8/23/2022, 1/23/2024, 9/24/2024, 6/24/25,9/23/25

Formerly: Campus Disorders and Trespassing 3.06; Safe and Secure Schools 3.06

CHAPTER 3.00 - SCHOOL ADMINISTRATION

DOMESTIC SECURITY	**3.061**

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 in to 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: 9/25/2018 Revision Date(s): Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PHOTOCOPYING OF PUBLIC RECORDS 3.07

I. Requests for public records may be made in writing (electronic mail, US mail, fax) or in person. All requests will be processed by the appropriate staff members at a time that does not interfere with their normal work duty and will be completed during normal business hours. All requests will be completed in a reasonable amount of time.

II. Public records requests are applicable to non-exempt, non-confidential portions of existing public records. The District shall not be obligated to create a new record or compile lists of information from various existing records to accommodate a public records request.

III. The following Schedule of Fees is for duplication only and is established consistent with F.S. 119.07 (4). Wherever the term "actual cost" appears in this Schedule, it shall mean, as defined in F.S. 119.011 (1) "the cost of material and supplies used to duplicate the record, but does not include the labor cost or overhead cost associated with such duplication".

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

ADDITIONAL SERVICES	FEES
j. Certified copy charges	$1.00
k. Special Service Charges (extensive	(varies, but approx. average

use of technology resources and/or may be $15.00 per hour clerical/supervisory assistance) plus benefits)

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

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

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

a. Personally identifiable records of students pursuant to Florida Statutes and the Federal Family Educational Rights and Privacy Act (FERPA).
b. Portions of personnel records pursuant to Florida Statutes.
c. All work products developed in preparation for collective bargaining pursuant to Florida Statues.
d. Appraisals, offers, and counter offers relating to purchase of real property pursuant to Florida Statues.
e. Legal records prepared by an attorney exclusively for civil or criminal litigation pursuant to Florida Statues, and litigation files regarding employees while the case is active.
f. Data processing software obtained under a licensing agreement, which prevents its disclosure, and data processing software designated by the School Board as “sensitive” pursuant to Florida Statutes.
g. Employee and student health and medical records as protected by HIPAA.
h. Exemption for coverage limits and deductible or self-insurance amounts of insurance or risk mitigation coverages acquired for the protection of information technology systems, operational technology

systems or data of a local government. Also, information related to an agency's critical infrastructure, agency network schematics, hardware and software configurations, or encryption information or details that identify detection, investigation or response practices or confirmed cybersecurity incidents are exempted. A public meeting is also exempt that would reveal the confidential and exempt information described above. The meetings must be recorded and transcribed, but those meeting records would be redacted.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 119.07, 1001.43; 1001.52, F.S.

History: Adopted:
Revision Date(s): 12/14/99, 4/27/10, 10/24/23
Formerly: AB

COPYRIGHTED MATERIALS 3.08

POLICY:

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

I. Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.

II. The School Board does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.

III. Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school or District office.

IV. Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the School Board.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 119.07; 1001.43, F.S.

History: Adopted:
Revision Date(s): 4/27/10
Formerly: New

A MOMENT OF SILENCE 3.09

POLICY:

Each school day, first period teachers, in all grades, shall set aside up to two (2) minutes for a moment of silence, during which students may not interfere with other students' participation.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.45, F.S.

History:	Adopted: Revision Date(s): 10/26/2021 Formerly:

CHAPTER 3.00 - SCHOOL ADMINISTRATION

FLAG DISPLAY AND PLEDGE	**3.10**

POLICY:

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

A. 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(s) or legal guardian as defined by Florida Statutes, files a written request with the school principal.

B. The form of the pledge of allegiance to the flag shall be pursuant to Section 233.065, Florida Statutes.

II. The United States flag and the official flag of Florida shall be displayed daily when the weather permits on a suitable flag staff on the grounds of each school and upon every district school board building or grounds except when the schools are closed for vacation. If two or more buildings are located on the same or on adjacent sites, one flag may be displayed for the entire group of buildings. Flags shall be displayed according to established guidelines.

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

IV. All flags shall meet the requirements of Florida Statutes. The flag must be made in the United States, must be at least 2 feet by 3 feet, and must be properly displayed in accordance with Title 4 U.S.C. Each educational institution shall acquire the necessary number of flags to implement the provisions of this subsection. The principal,

director, or president of each educational institution shall attempt to acquire the flags through donations or fundraising for 1 year prior to securing other funding sources or allocating funds for the purchase of flags.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 6/22/2010, 1/28/2014 Formerly: INDA

CHAPTER 3.00 - SCHOOL ADMINISTRATION

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS 3.101

It is the policy of the Suwannee 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. Suwannee 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. Suwannee 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. Suwannee 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. Suwannee 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

A. Suwannee County School District is required to establish a limited public forum for student speakers at any school event where a student is to speak publicly. Where student speakers are permitted, the district:

B. 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;

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

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

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

F. 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, 1002.206, F.S.

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

HISTORY: ADOPTED: 10/23/2018
REVISION DATE(S): _____
FORMERLY: NEW

AGENTS, SOLICITORS AND SALESPERSONS 3.11

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43; 1013.43(2), F.S.

History:	Adopted: Revision Date(s): Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

VISITOR IDENTIFICATION MEASURE	**3.111**

POLICY:

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

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

History: Adopted:
Revision Date(s): 4/27/10
Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

PUBLIC INFORMATION AND INSPECTION OF RECORDS 3.12

POLICY:

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

I. Photocopying or other reproduction of any record shall be performed upon a person's request. Charges for photocopying or reproducing shall be in accordance with the School Board Rule entitled "Photocopying of Public Records" (3.07).

II. Records maintained by the District which are exempt from public inspection include, but are not limited to:

A. Personally identifiable records of students, pursuant to Florida Statutes and the Federal Family Educational Rights and Privacy Act (FERPA).

B. Portions of personnel records, pursuant to Florida Statutes;

C. All work products developed in preparation for collective bargaining, pursuant to Florida Statutes;

D. Appraisals, offers, and counter offers relating to purchase of real property, pursuant to Florida Statutes;

E. Legal records prepared by an attorney exclusively for civil or criminal litigation, pursuant to Florida Statutes, and litigation files regarding employees while the case is active;

F. A complaint of misconduct filed with the District against a District employee and information obtained in the investigation until the investigation is concluded with a finding to proceed or

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

G. Data processing software obtained under a licensing agreement which prevents its disclosure, and data processing software designated by the School Board as "sensitive", pursuant to Florida Statutes;

H. Sealed responses to request for bids or proposals, until such time as they are publicly opened, pursuant to Florida Statutes.

I. Personally identifiable records of dependent children of former or current employees who are insured by a District group insurance plan; and

J. Employee and student health and medical records as prescribed by Florida Statutes and P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA).

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 2/23/2010, 7/23/13, 1/28/2014, 1/27/2015 Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SCHOOL VOLUNTEERS 3.13

POLICY:

The School Board welcomes visits from parents and encourages parent and community involvement in our school programs and events. When the level of or nature of the involvement exceeds the role of a parent or visitor, the individual must be an approved school volunteer, unless they are a School Board employee.

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

I. The school principal and each staff member who is assigned a school volunteer shall be responsible for assigning duties to school volunteers which are consistent with Florida Statutes, State Board of Education Rules, and School Board Rules.

II. The Superintendent shall issue directives concerning school volunteers as may be deemed necessary.

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

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

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

fingerprinting and meet the Level II screening standards found in Section 435.04, Florida Statutes. They must apply and be approved by the school principal annually.

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

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

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

A. Before the date of retirement, the District and retiree do not enter an agreement or understanding that the retiree will provide any service(s) for the District.

B. Neither the District nor a third party may provide any form of compensation, including cash equivalents, to the volunteer retiree for his/her volunteer service.

C. The District may not provide the retiree volunteer any employee benefits, including health or life insurance benefits, except as otherwise provided in law.

D. A volunteer may be provided equipment or a uniform if necessary to complete the task associated with the volunteer program.

E. The volunteer is limited to providing no more than 20% of the number of

hours the volunteer was expected to work per week before his/her date of retirement.

F. There must be a clear distinction between the duties of a volunteer and the duties of an employee.

G. The schedule of the volunteer, including the number of hours volunteered and type(s) of assignments agreed to by the volunteer, is controlled by the volunteer.

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 110.504(4), (5), 435.04, 440.02(15) (d) 6, 768.28, 943.04351, 1001.43, 1012.01, F.S.

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

History: Adopted:
Revision ate(s):1/23/2024
Reviewed by SCSB: 7/28/09 Formerly: IICC

CHAPTER 3.00 - SCHOOL ADMINISTRATION

DISRUPTIONS AT SCHOOL BOARD FUNCTIONS	3.14

POLICY:

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

I. Any person who purchased an admission ticket to a school event shall forfeit his / her rights under this rule by having disrupted or interfered with the event.

II. Any person who has been given notice by a school official and either fails to leave the premises or leaves the premises and subsequently returns to the premises shall be deemed a trespasser.

STATUTORY AUTHORITY: 1 001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 887.13; 1001.43; 1012.22; 1012.27, F.S.

History:	Adopted:
	Revision Date(s): 4/27/2010
	Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SUICIDE PREVENTION	**3.141**

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

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

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

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

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

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

V. Florida Statute 1003.42 required instruction of 5 hours of mental health instruction for grades 6-12 will be implemented annually through developmentally appropriate instruction and skill building and will address, at a minimum, the following topics: (1) Recognition of signs and symptoms of mental health disorders; (2) Prevention of mental health disorders; (3) Mental health awareness and assistance; (4) How to reduce the stigma around mental health disorders; (5) Awareness of resources, including local school and community resources; (6) The process for accessing treatment; (7) Strategies to develop health coping techniques; (8) Strategies to support a peer, friend, or family member with a mental health disorder; (9) Prevention of suicide; and (10) Prevention of the abuse of and addiction to alcohol, nicotine, and drugs.

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

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.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

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: 4/27/2021, 8/23/2022 Revision Date(s): Formerly: New

ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING SUBSTANCE ON BOARD PROPERTY 3.15

POLICY:

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

I. All principals are hereby directed to advise an individual who has an alcoholic beverage in his / her possession to leave the school premises immediately.

II. Any person having purchased an admission ticket to a school event shall forfeit his / her rights under this rule by having an alcoholic beverage in his / her possession at the event.

III. Any person who has been given notice by a school official and either fails to leave the premises or leaves, but returns to the premises in possession of an alcoholic beverage shall be deemed a trespasser. The police or other proper law enforcement agency may be notified to arrest the trespasser.

IV. While on school-sponsored trips, the following action may become necessary:

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

B. Students and / or adults in possession of alcoholic beverages may be returned to school or home and / or other appropriate action taken.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27, F.S.

History: Adopted:
Revision Date(s): 4/27/2010
Formerly: New

CHAPTER 3.00 - SCHOOL ADMINISTRATION

CHARTER SCHOOLS	**3.16**

POLICY:

F.S. 1002.33 gives the School Board the authority to sponsor a charter school within the county over which it has jurisdiction. The Board designates the Superintendent to receive and review all charter applications. The Superintendent shall recommend to the Board the approval or denial of each charter application and contract. The Board shall have final authority, by majority vote, to approve or deny any application and charter contract.

Approved charter schools are public schools and shall receive goods and services from the Board as required by law and/or specified through a separate contract with the Board.

If approved, the initial charter shall be for terms as set forth in state law. The Board may renew charters under the conditions and for terms as set forth in State law.

In addition, a charter school that satisfied the requirements set forth in State law for designation as a high-performing charter school may receive a modification of its term to 15 years or a 15 year charter renewal. The charter may be modified or renewed for a shorter term at the option of the high-performing charter school.

The Board and charter school operator shall enter into a charter that is based upon the Model Charter School Contract as adopted by the State Board.

The Board, as sponsor, shall perform the duties provided in F.S. 1002.345. The sponsor may choose not to renew or may terminate the charter for any of the following grounds:

A. failure to participate in the Florida's education accountability system or failure to meet the requirements for student performance as specified in the charter;

B. failure to meet generally accepted standards of fiscal management;

C. violation of law;

D. material breaches of the charter, as described in State law; and/or

E. other good cause shown.

A charter may be terminated immediately if the sponsor determines that good cause has been shown or the health, safety, or welfare of the students is threatened. The sponsor shall notify in writing the charter school's governing body, the charter school principal and the Department of Education if a charter is immediately terminated. The sponsor shall clearly identify the specific issues that resulted in immediate termination and provide evidence of prior notification of issues resulting in the immediate termination when appropriate.

Upon initial notification of nonrenewal, closure, or termination of its charter, a charter school may not expend more than $10,000 per expenditure without prior written approval from the sponsor unless such expenditure was included within the annual budget submitted to the sponsor pursuant to the charter contract, is for reasonable attorney fees and costs during the pendency of any appeal, or is for reasonable fees and costs to conduct an independent audit.

An independent audit shall be completed within 30 days after notice of nonrenewal, closure, or termination to account for all public funds and assets.

A provision in a charter contract that contains an acceleration clause requiring the expenditure of funds based upon closure or upon notification of nonrenewal or termination is void and unenforceable.

A violation of this paragraph triggers a reversion or clawback power by the sponsor allowing for collection of an amount equal to or less than the accelerated amount that exceeds normal expenditures. The reversion or clawback plus legal fees and costs shall be levied against the person or entity receiving the accelerated amount.

Application Procedure

Potential applicants should send letters notifying the Board of their intent to submit an application to sponsor a public charter school not later than January 1st. Such correspondence should be directed to the Superintendent’s office.

Failing to send the letter of intent will in no way negatively impact a potential sponsor’s application.

Applications for a public charter school will be accepted during regular business hours with a submission deadline of February 1st, by 4:45 p.m. If the submission deadline falls on a non-business day, the deadline shall be postponed to 4:45 p.m. on the next business day. Applications may be mailed or hand delivered but receipt by the Board must be on or before the deadline.

The following pertains to the submission of an application:

A. An individual, teachers, parents, a group of individuals, a municipality, or a legal entity organized under the laws of this State anticipating submission of an application are urged to contact the Superintendent's Office for assistance prior to completion of their applications.

B. Charter school applicants must participate in training provided by the Florida Department of Education (FLDOE) after approval of an application, but at least 30 days before the first day of classes at the charter school.

C. The Board and/or any of its designees shall not take unlawful reprisal against another Board employee because that employee is either directly or indirectly involved with a charter school application.

D. Applicants must submit an application on FLDOE's Model Florida Charter School Application template and forms.

E. The Board shall not charge any fees for processing or consideration of a charter school application. The Board's approval of a charter shall not be predicated on the promise of any future pay of any kind.

F. The applicant and Board may mutually agree, in writing, to extend the statutory timeline to consider the charter application. Such agreement shall detail the extension date or timeframe.

G. Charter schools shall not use or bear the name of an existing traditional public, charter, or private/parochial school in Suwannee County.

Applications shall be submitted to:

Ronnie Gray,
Superintendent Suwannee County
1740 Ohio Ave. South
Live Oak, FL 32064

The District shall review all applications using an evaluation instrument developed by the FLDOE.

Application Contents

A. State Application Form
Applications must be submitted using the Model Charter School Application form developed and distributed by the FLDOE.

B. Statement of Assurances
Applicants are required to sign under the penalties of perjury the Statement of Assurances form contained within the Model Charter School Application developed and distributed by the FLDOE, thereby attesting to the following:

1. The charter school will be nonsectarian in its programs, admission policies, employment practices and operations.

2. The charter school will enroll any eligible student who submits a timely application, unless the school receives a greater number of applications than there are spaces for students, in which case students will be admitted through a random selection process.

3. The charter school will adhere to the antidiscrimination provisions of F.S. 1000.05.

4. The charter school will adhere to all applicable provision of State and Federal law relating to the education of students with disabilities, including the Individuals with Disabilities

Education Act; section 504 of the Rehabilitation Act of 1974; and Title II of the Americans with Disabilities Act of 1990.

5. The charter school will adhere to all applicable provisions of Federal law relating to students who are limited English proficient, including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974.

6. The charter school will participate in the Statewide assessment program created under F.S. 1008.22.

7. The charter school will comply with Florida statutes relating to public records and public meetings, including F.S. Chapter 119 and 286.011 which are applicable to applicants even prior to being granted a charter.

8. The charter school will obtain and keep current all necessary permits, licenses and certifications related to fire, health and safety within the building and on school property.

9. The charter school will provide for an annual financial audit in accordance with F.S. 218.39.

C. Proposed Contracts for Services

Applicants anticipating a request for school food service or other services from the District must include a proposed contract for that service.

Application Evaluation Process

A. The District shall receive and review all applications using an evaluation instrument developed by the FLDOE.

B. The Board shall evaluate all timely applications as submitted. During the evaluation process, 1) applications cannot be amended and 2) missing documentation and unsolicited information will not be accepted or considered. However, as required by law, the Board shall allow the applicant, upon receipt of written notification, seven calendar days to make technical or nonsubstantive corrections and clarifications, including, but not limited to corrections of grammatical, typographical, and like errors or to add missing signatures, if such errors are identified as cause to deny the application.

C. The Board shall deny any application that does not comply with the statutory requirements and/or Board's instructions for charter school applications.

D. Additional Information

7. The Board may solicit information regarding 1) history and background of individual applicants and/or founding/governing boards and its individual members including, but not limited to, a demonstration of the professional experience or competence of those individuals or organizations applying to operate the charter school or those hired or retained to perform professional services; and 2) the description of clearly delineated responsibilities and the policies and practices needed to effectively manage the charter school. A description of internal audit procedures and establishment of controls to ensure that the financial resources are properly managed must be included. This information may be used to evaluate the applicant's ability to operate a charter school.

8. The Board may solicit additional information during the review and evaluation of the charter school application such as whether the applicant currently operates charter schools in Florida and if the proposed school will be a replication of an existing school

design. This information may be used to evaluate the applicant's ability to operate a charter school.

3. The applicant may provide evidence of prior experience in establishing and operating public charter schools. Evidence of prior experience and success in establishing and operating charter schools shall be weighed in making a determination to recommend approval or denial of an application.

E. Application Review Committee (ARC)

The purpose of this committee is to identify deficiencies in the written application and/or areas that require clarification to fully evaluate the quality of the application or the capacity of the group to properly implement the proposed plan.

The ARC shall be comprised of District staff and other appropriate personnel. Applicants are given an opportunity to make a presentation to the ARC no more than 30 minutes in length.

Applicants shall be notified and requested to attend an interview. The applicant shall have the governing board members present.

The ARC shall make a recommendation to the Superintendent to approve or deny each application.

All applications will be submitted to the Board by the Superintendent with a recommendation for approval or denial no later than 90 calendar days after the application is received, unless the applicant and the District mutually agree, in writing, to postpone the vote to a specific date, at which time the Board shall approve or deny the application.

An application submitted by a high-performing charter school that has satisfied the requirements set forth in State law for such designation may be denied by the Board only if the Superintendent demonstrates

by clear and convincing evidence that the application failed to meet one (1) or more of the criteria set forth in F.S. 1002.33(6)(b)(3)(b):

1. The application does not materially comply with the requirements set forth in F.S. 1002.33(3)(a).

2. The charter school proposed in the application does not materially comply with the requirements in F.S. 1002.33(9).

3. The proposed charter school's educational program does not substantially replicate that of the applicant's high-performing charter school.

4. The applicant has made a material misrepresentation or false statement or concealed an essential or material fact during the application process.

5. The proposed charter school's educational program and financial management practices do not materially comply with the requirements of F.S. 1002.33.

If the Board denies an application submitted by a high-performing charter school, the specific reasons, based upon the criteria set forth in F.S. 1002.33(3)(b), for the denial shall be provided in writing to the applicant and the Department of Education within ten calendar days after such denial.

Appeal of a Decision to Deny an Application

Pursuant to State law, an applicant may, no later than 30 calendar days after receiving the Board's final order denying an application or upon the Board's failure to act on an application, appeal the Board's decision to the State Board of Education. The applicant shall notify the Board of the appeal.

Such appeals shall be conducted in accordance with F.S. 1002.33(6), and applicable State Board rules.

In accordance with State Board rule, the State Board of Education shall by majority vote accept or reject the decision of the Board no later than 90 calendar days after the appeal is filed. The State Board of Education shall remand the application to the sponsor with its written decision that the sponsor approve or deny the application. The sponsor shall implement the decision of the State Board of Education. The decision of the State Board of Education is not subject to the provisions of the Administrative Procedure Act.

If the Board denies an application submitted by a high-performing charter school, the Board shall, within ten calendar days after such denial, state in writing the specific reasons, based upon the criteria in F.S. 1002.33 supporting its denial of the application and must provide the letter of denial and supporting documentation to the applicant and to the department. The applicant may appeal the Board's denial of the application directly to the State Board of Education pursuant to F.S. 1002.33.

Appeal of a Proposed Termination or Nonrenewal of a Charter

At least 90 days prior to renewing or terminating a charter, the Board shall notify the charter school's governing board in writing of its proposed action. The notice shall state in reasonable detail the grounds for the proposed action and stipulate that the charter school's governing board may, within 14 calendar days after receiving the notice, request a hearing. The hearing shall be conducted at the sponsor's election by the Board within 60 days after the request for a hearing. The hearing shall be conducted in accordance with F.S. 120.569 and 120.57. The Board shall decide the matter by majority vote. The outcome of the Board's vote shall be issued as a final order, and recorded as such.
The final order shall state the specific reasons for the Board's action and shall be provided to the charter school's governing board and the Department of Education no later than ten calendar days after it is issued. The charter school's governing board may, within 30 calendar days after receiving the Board's final order, appeal the decision pursuant to F.S. 120.68.

A charter may be terminated immediately if the Board sets forth in writing the particular facts and circumstances indicating that an immediate and serious danger to the health, safety, or welfare of the charter school's students exists. The Board's

determination is subject to the procedures set forth in F.S. 1002.33 (8)(b) and(c), except that the hearing may take place after the charter has been terminated. The Board shall notify in writing the charter school's governing board, the charter school principal, and FLDOE if a charter is terminated immediately. The Board shall clearly identify the specific issues that resulted in the immediate termination and provide evidence of prior notification of issues resulting in the immediate termination when appropriate. Upon receiving written notice from the Board, the charter school's governing board has ten calendar days to request a hearing. A requested hearing must be expedited and the final order must be issued within 60 days after the date of request. The Board shall assume operation of the charter school throughout the pendency of the hearing unless the continued operation of the charter school would materially threaten the health, safety, or welfare of the students.

Charter Contract and Contract Negotiation Process

A standard charter contract shall be consistent with this policy and approved by the Superintendent to be used as the basis for all charters approved under this policy. All contracts and contract amendments, as approved by the Superintendent, must be presented to the Board for approval. The charter contract must contain all information set forth in the Florida Model Charter Contract Format (Form IEPC-M3) prescribed by the FLDOE.

A. Initial Charter Contract

1. Initial contract shall be for a term of four or five years unless a longer term is specifically required by law.

2. Before a recommendation regarding whether or not the Board should approve an initial contract, evidence of the following shall be provided:

a. Evidence of a proper legal structure (e.g., articles of incorporation, bylaws, municipal charter). The applicant shall be a not for profit organized pursuant to F.S. Chapter 617.

b. Except for virtual charter schools, actual location and evidence that a facility has been secured for the term of the charter, or a deadline for submitting evidence that a facility has been secured for the term of the charter is included in the charter. Evidence should include, but is not limited to:

1) letter of intent from the landlord or mortgagee indicating property usage and term of occupancy,

2) executed lease or certificate of occupancy, and/or

3) use or occupational license indicating proper use.

All facilities must meet the requirements set forth in F.S. 1002.33.

B. Charter Contract Negotiations

1. The Board shall have 30 days to provide an initial proposed charter contract to the charter school. The applicant and the Board shall have 40 days thereafter to negotiate and notice the charter contract for final approval by the Board unless both parties agree to an extension. The proposed charter contract shall be provided to the charter school at least seven calendar days prior to the date of the meeting at which the charter is scheduled to be voted upon by the Board. The Department of Education shall provide mediation services for any dispute regarding this section subsequent to the approval of a charter application and for any dispute relating to the approved charter, except disputes regarding charter school application denials. If the Commissioner of Education determines that the dispute cannot be settled through mediation, the dispute may be appealed to an administrative law judge appointed by the Division of Administrative Hearings. The administrative law judge has final order authority to rule on issues of equitable treatment of the charter school as a public school, whether

proposed provisions of the charter violate the intended flexibility granted charter schools by statute, or on any other matter regarding this section except a charter school application denial, a charter termination, or a charter nonrenewal and shall award the prevailing party reasonable attorney's fees and costs incurred to be paid by the losing party. The party whom the administrative law judge rules against shall pay the costs of the administrative hearing.

2. The Superintendent's Office shall negotiate any charter contract or amendment that significantly deviates from the Florida Model Charter Contract Format (Form IEPC-M3) prescribed by the FLDOE.

C. Request to Extend Negotiations/School Opening

1. The applicant and Board may mutually agree to extend the statutory timeline to negotiate and consider approval of the charter contract for a period not to exceed one year from the approved opening date in the charter school application. Requests shall be submitted to the Superintendent's Office, in writing, by an authorized agent of the charter school, detailing the reason for the requested extension.

2. In the event that the statutory timeline to negotiate and enter into a charter contract is extended, the applicant shall update its charter school application prior to resuming negotiations with regard to: (1) updated budget; and (2) applicable application revisions necessitated by the delay.

3. The application shall be automatically rescinded, without further action by the Board, if the applicant does not enter into contract negotiations or open the school within: (1) the timeframe specified by law, or (2) the date of extension which has been mutually agreed upon in writing by both parties.

4. Unless extended pursuant to this policy, an approved applicant shall open its charter school at the beginning of the Board's next school year following the approval of the charter school application. At the written request of the applicant and at the Board's sole discretion, the Board may allow an applicant with an approved charter school application to defer the opening of its charter school for one school year following the opening date specified in the approved approval of its charter school application. In the event that the opening of the approved applicant's charter school is deferred, the applicant shall update its charter school application prior to the opening of the charter school with regard to: (1) updated budget; and (2) applicable application revisions.

5. An approved contract shall be automatically revoked, without further action by the Board, if the applicant does not open the school within:

    a. on the first day of school of the initial school year indicated in the contract, or

    b. the first day of the school year indicated in the approved deferral.

D. Charter Contract Amendments/Modifications

1. A charter may be modified during its initial term or any renewal term upon the recommendation of the Board or the charter school's governing board and the approval of both parties to the agreement. All modifications must be mutual and in writing. Unilateral modification made by the charter school is grounds for termination or non-renewal.

2. Modifications may be considered by the Board for a number of reasons, which may include, but is not limited to, protect the health, safety, or welfare of the students.

3. All contract amendment requests shall be submitted in writing to the Superintendent's Office by an authorized agent of the charter school. Additional information or documentation may be requested for consideration of any amendment requests.

4. The charter school shall provide evidence of governing board approval for all proposed amendments (e.g., governing board resolution, governing board meeting minutes).

5. Requirements for Amendment Requests

    a. Education Program Amendments

        Significant changes in the curriculum or changes in grade levels constitute a change in the educational program and shall require an amendment that is mutually acceptable and approved by both parties. Requests for such amendments shall include the following information and supporting documentation:

        1) justification for change

        2) effective date of the change

        3) evidence that financial implications, feasibility, and student access issues have been addressed, including provisions for all required resources, staff, and materials

        4) evidence of parental support

A high-performing charter school that has met the requirements set forth in State law for such designation shall notify the sponsor of any increase in enrollment by March 1st of the school year preceding the

increase. The written notice shall specify the grade levels that will be added.

b. Location Amendments

1) Changes in locations or addition of location (i.e., relocation, secondary campus, satellite locations) shall include the following information and supporting documentation:

2) description of location, including identification as permanent or temporary

If the relocation will be temporary, the request shall include the period of time during which the school will be at the temporary location.

3) effective date of the relocation

4) evidence that financial implications, feasibility, and student access issues have been addressed

5) evidence of parental support for the new facility

6) evidence of the school's property interest in the facility (owner or lessee)

7) a disclosure affidavit in accordance with F.S. 286.23, if the school leases the facility

2) Nothing in this policy or State law obligates the Board to agree to an increase in the number of

facilities, campuses, and/or locations associated with a charter school's operations.

3) The charter school shall not change or add facilities or locations at any time during the term of this charter contract without prior approval of the Board through the contract amendment process. Violation of this provision constitutes a unilateral amendment or modification of this contract and good cause for termination.

4) If the request for a location amendment involves a facility in which other schools are operating, the names of the school(s), the grade levels, number of classrooms, number of students in each class, and the number of students enrolled in each school shall be included in the request, in addition to the information and documentation described in paragraphs a and b above.

5) No later than 30 days prior to the opening of schools or the initial use of the facility by the school, the school shall have an approved contract and evidence of all necessary permits, licenses, zoning, use approval, facility certification and other approvals required for use of the facility by the local government.

c. Enrollment Capacity Amendments

Changes to enrollment capacity after the established date for enrollment projections shall include the following information and supporting documentation:

1. justification for change

2) effective date of the change

3) evidence of proper facility approvals and/or allowable facility capacity

4) evidence that financial implications, feasibility, and student access issues have been addressed

5) evidence of parental support

A high-performing charter school that has met the requirements set forth in State law for such designation shall be required to notify the Board in writing by March 1st of its intent to increase enrollment the following school year. The written notice shall specify the amount of the enrollment increase.

6. When a contract is amended or renewed, it shall be updated to comply with this policy and the current standard charter contract.

Pre-Opening Requirements

No later than 15 days prior to the initial use of the facility by the school, the school shall have an approved contract and provide evidence of all necessary permits, licensing, zoning, use approval, facility certification and other approvals required for use of the facility by the local government. Failure to comply shall result in automatic rescission of the contract, with no further action by the Board.

School Governance/Management

A. Charter schools shall organize or be operated by a non-profit organized pursuant to F.S. Chapter 617, a municipality, or another public entity, as provided by law.

B. Charter School's Governing Board Requirements:

1. The charter school's governing board shall be solely responsible for the operation of the charter school which includes, but is not limited to, school operational policies; academic accountability; and financial accountability.

   As required by State law, each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. Furthermore, this representative must reside in the District in which the charter school is located. The individual serving as the parental involvement representative may be a governing board member, charter school employee, or an individual with whom the charter school contracts to represent the governing board in this capacity. If the governing board oversees more than one charter school in the District, a representative to facilitate parental involvement shall be appointed for each school. The name and contact information for the representative must be provided in writing to parents of children enrolled in the charter school at least annually and must also be prominently posted on the charter school's website.

   The charter school's governing board shall hold at least four public meetings per school year in the District. The meetings must be noticed, open, and accessible to the public and attendees must be provided an opportunity to receive information and provide input regarding the charter school's operations. The appointed representative to facilitate parental involvement and the principal or director or his/her equivalent must be physically present at each meeting.

2. Governing board members must:

   a. notify the Board of changes in membership within 72 hours of change;

b. successfully fulfill a background check by the Board, as specified by law upon appointment to the governing board.

3. Governing board members must develop and approve by-laws that govern the operations of the governing board and the charter school prior to execution of the charter contract and annually consult with charter school staff to refine overall policy decision-making of the charter school as it regarding curriculum, financial management, and internal controls.

4. Governing board members must not be an employee of the charter school or receive compensation, directly or indirectly, from the charter school's operations, including but not limited to: grant funds; lease/mortgage payments; or contracted service fees.

5. An employee of the charter school, or his/her spouse, or an employee of a charter management organization, or his/her spouse, may not be a member of the governing board of the charter school.

6. Governing board members must participate in the FLDOE sponsored charter school governance training to ensure that each governing board member is aware of his/her duties and responsibilities, pursuant to State Board Rule F.A.C. 6A-6.0784:

a. Each governing board member must complete a minimum of four hours of instruction focusing on Government in the Sunshine, conflicts of interest, ethics, and financial responsibility as specified in F.S. 1002.33(9)(k). After the initial four hour training, each member is required, within the subsequent three years and for each three year period after that to complete a two hour refresher training on the four topics above in

order to retain his/her position on the charter school board. Any member who fails to obtain the two hour refresher training within any three year period must take the four hours of instruction again in order to remain eligible as a charter school board member.

b. New members joining a charter school board must complete the four hour training with 90 days of appointment to the governing board.

7. Dispute Procedures (Board versus Charter School Governing Board)

Application, nonrenewal and termination decisions are not subject to this dispute resolution process and must follow the procedures in F.S. 1002.33, Board policy, and the charter contract. Nothing contained herein shall operate to limit a charter school's rights to utilize the dispute resolution procedures set forth in F.S. 1002.33.

a. The Board and the charter school agree that the existence and the details of a dispute notwithstanding, both parties shall continue without delay their performance under the charter contract, except for any performance, which may be directly affected by such dispute.

b. Either party shall notify the other party that a dispute exists between them. The notification shall be in writing and shall identify the article and section of the contract that is in dispute and the grounds for the position that such article and section is in dispute. The matter shall be immediately submitted to the Board and the charter school's director for further consideration and discussion to attempt to resolve the dispute.

c. Should the representatives named in paragraph b above be unable to resolve the dispute within ten days of receipt of written notification by one to the other of the existence of such dispute, then the matter may be submitted by either party to the Superintendent and to the school's governing board chair for further consideration and discussion to attempt to resolve the dispute.

d. Should the parties still be unable to resolve their dispute within 30 days of the date of receipt of written notification by one to the other of the existence of such dispute, then either party may proceed with utilizing the dispute resolution procedures set forth in F.S. 1002.33.

8. Conflict Resolution (Charter School versus Parents/Legal Guardians, Employees, and Vendors)

a. All conflicts between the charter school and the parents/legal guardians of the students enrolled at the charter school shall be handled by the charter school or its governing board.

b. Evidence of each parent's acknowledgement of the charter school's Parent Conflict Resolution Process shall be available for review upon request by the Board.

c. All conflicts between the charter school and the employees of the charter school shall be handled by the charter school or its governing board.

d. All conflicts between the charter school and vendors of the charter school shall be handled by the charter school or its governing board.

e. The Board shall be provided with the name and contact information of the parties involved in the charter school's

conflict resolution process. The Board shall be notified immediately of any change in the contact information.

C. Management Companies

1. If a management company or a combination of contracted professionals will be managing the charter school, the contract(s) between the charter school and company(ies) shall be submitted to the Board for review prior to the approval of the charter school's contract. If a decision to hire any of these entities occurs subsequent to the execution of the charter contract or amendment, the contract(s) between the charter school and company(ies) shall be submitted to the Board at least ten days before any payment is made to any of the entities.

2. Any proposed amendments to the contract with the management company shall be submitted to the Board for approval prior to execution of that amended contract with the management company by the charter school. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.

3. All management company contracts with the charter school must make it clear that the charter governing body shall retain and exercise continuing oversight over all charter school operations and must contain provisions specifying the ability for the charter school to terminate the contract and must comply with terms as stated in the charter contract between the charter school and the Board. Any default or breach of the terms of the charter contract by the management company(ies) shall constitute a default or breach of the charter contract by the charter school.

4. Neither employees of the management company nor "relatives" of the management company's employees as defined in F.S. 1002.33 shall serve on the charter school's governing board or serve as officers of the corporation.

Employees of Charter Schools

A charter school shall employ or contract with employees who have undergone background screening as provided in F.S. 1012.32. Members of the governing board of the charter school shall also undergo background screening in a manner similar to that provided in F.S. 1012.32. A charter school may not enter into a contract with an employee that exceeds the term of the school's charter contract with its sponsor.

A charter school shall disqualify instructional personnel and school administrators, as defined in F.S. 1012.01, from employment in any position that requires direct contact with students if the personnel or administrators are ineligible for such employment under F.S. 1012.315.

Charter school personnel may not appoint, employ, promote, or advance any relative, or advocate for appointment, employment, promotion, or advancement of any relative to a position in the charter school in which the personnel are serving or over which the personnel exercises jurisdiction or control. An individual may not be appointed, employed, promoted, or advanced in or to a position in a charter school if such appointment, employment, promotion, or advancement has been advocated by charter school personnel who serve in or exercise jurisdiction or control over the charter school and who is a relative of the individual or if such appointment, employment, promotion, or advancement is made by the governing board of which a relative of the individual is a member. For purposes of this policy, the definition of relative shall be as it is defined in F.S. 1002.33(24)(a)(2).

Full disclosure of the identity of all relatives employed by the charter school shall be in accordance with F.S. 1002.33.

The governing board of a charter school shall adopt policies establishing standards of ethical conduct for instructional personnel and school administrators.

The policies must require all instructional personnel and school administrators, as defined in F.S. 1012.01, to complete training on the standards; establish the duty of instructional personnel and school administrators to report, and procedures for reporting, alleged misconduct by other instructional personnel and school

administrators which affects the health, safety, or welfare of a student; and include an explanation of the liability protections provided under F.S. 39.203 and 768.095.

A charter school, or any of its employees, may not enter into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or 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 instructional personnel or school administrators with employment references or discuss the personnel's or administrators' performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct. Any part of an agreement or contract that has the purpose of effect of concealing misconduct by 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.

Before employing instructional personnel or school administrators in any position that requires direct contact with students, a charter school shall conduct employment history checks of each of the personnel's or administrators' previous employer(s), screen the instructional personnel or school administrators through use of the educator screening tools described in F.S. 1001.10(5) and document the findings. If unable to contact a previous employer, the charter school must document efforts to contact the employer.

The sponsor of a charter school that knowingly fails to comply with this paragraph shall terminate the charter under subsection (8) (F.S. 1002.33(g)).

School Operations

A. The Board shall not impose any policies or practices to limit charter school enrollment except as may be permitted in accordance with State law.

B. The Board may document, in writing, any discrepancies or deficiencies--whether fiscal, educational, or related to school climate--and the steps and timelines for correction and additional monitoring. At a minimum, copies will be provided to the charter school's

governing board chair, charter school principal and appropriate Board staff.

C. The charter school shall obtain the appropriate facility capacity approvals from the jurisdictional authority where the facility is located (i.e., county, municipality, or both). The Board, at its discretion, may accept a letter from the architect of record specifying the capacity if the capacity is not provided by the facility's jurisdictional authority. The Board may withhold monthly payments for FTE that exceed capacity specified by the charter contract or approved facility capacity.

D. The charter school's calendar will be consistent with the beginning of the Board's calendar for the first school year and must provide instruction for the minimum number of days and minutes required by law for other public schools. Should the charter school elect to provide a summer program or year-round school, the charter school shall notify the Board, in writing, each year to ensure appropriate record keeping.

E. Student Code of Conduct, Student Handbooks, and Parent Contracts

1. Only the Board may expel a student.

2. The charter school may follow the Board's Student Code of Conduct or an alternate code of conduct approved by the Board. The Board shall be provided a copy of an approved alternate student code of conduct annually. Evidence of governing board approval is required for amendments.

3. Any student/parent handbooks and parent contracts shall also be submitted to the Board after approval by the governing board.

4. The charter school may be required to provide proof of parent/guardian's receipt of student code of conduct, handbook, or parent contract.

F. Charter School Student Transfers

The process for student transfers can be found in Policy 5.05.

G. Food Service and Transportation

Transportation and food services are the responsibility of the charter school. These services must be provided according to District, State, and Federal laws, rules, and regulations.

H. Facility Leases

1. If a charter school will be leasing or subleasing a facility, the contract(s) between the charter school and landlord or sub-lessor shall be submitted to the Board for review.
2. Any amendments to the lease shall be submitted to the Board for review prior to execution, by the charter school.
3. A copy of all executed contracts must be provided to the Board within the timeframe provided by the charter contract.
4. Any default or breach of the terms of the lease by the lessor/sub-lessor may constitute a default or breach of the charter contract by the charter school.

I. Academic Accountability

1. The Superintendent or designee shall have ongoing responsibility for monitoring all approved charter schools with regard to the charter school's progress towards achieving the goals established in the charter. The Superintendent shall have access to the charter school at all times.
2. The Board shall monitor adherence to the educational and related programs as specified in the approved application, charter, curriculum, instructional methods, any distinctive

instructional techniques to be used, reading programs and specialized instruction for students who are reading below grade level, compliance with State standards, assessment accountability, and achievement of long- and short-term goals. An analysis comparing the charter school's standardized test scores to those of similar student populations attending other public schools in the District will also be conducted.

3. The charter school shall make annual progress reports to the Board.

   a. In the event a charter school earns a grade of "D" or "F" the Director and a representative of the governing board of the charter school shall appear before the Board to present information concerning each contract component having noted deficiencies and shall prepare and submit to the Board for approval a proposed School Improvement Plan to raise student achievement. The proposed School Improvement Plan must meet the requirements set forth in State law. The charter school shall implement the proposed School Improvement Plan once approved by the Board.

   b. If a charter school earns three consecutive grades of "D," two consecutive grades of "D" followed by a grade of "F," or two nonconsecutive grades of "F" within a three year period, the charter school governing board shall take corrective action as set forth in F.S. 1002.33. The corrective action must be implemented in the school year following receipt of a third consecutive grade of "D," a grade of "F" following two consecutive grades of "D," or a second nonconsecutive grade of "F" within a three year period. If the charter school does not improve by at least one letter grade after two full school years of implementing the corrective action, the charter school must select and implement a different corrective action in

accordance with F.S. 1002.33. If the charter school does improve by at least one letter grade, it is no longer required to implement the corrective action; however, the charter school must continue to implement strategies identified in the School Improvement Plan.

c. Upon publication by the FLDOE or Board of the list of charter schools that meet the criteria set forth in paragraphs I.3.a. and b. above, the Board shall notify, in writing, each charter school in the District that appears on the list that it is required to submit a School Improvement Plan and to appear before the Board. Pursuant to State Board rule, such notification may be delivered electronically, provided there is proof of receipt.

The notification shall include the following:

1) The date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school governing board shall appear before the Board. For purposes of this requirement, "director" shall mean charter school director, principal, chief executive officer or other management personnel with similar authority. The appearance shall be no earlier than 30 calendar days and no later than 90 calendar days after the Board's notification is received by the charter school.

2) The date by which the charter school must submit its proposed School Improvement Plan to the Board for review by staff, which shall be no earlier than 30 calendar days after notification from the Board is received by the charter school.

3) Whether the charter school is required to select a corrective action.

d. The Board shall notify the charter school, in writing, within ten calendar days of its decision to approve or deny the School Improvement Plan.

1) The Board may deny a School Improvement Plan if it does not meet the requirements of State law. If denied, the Board shall provide the charter school, in writing, the specific reasons for denial and the timeline for its resubmission.

2) Either the charter school or the Board may request mediation pursuant to State law if the parties cannot agree on a School Improvement Plan.

e. As required by State law, the Board will review the School Improvement Plan annually to monitor the charter school's continued improvement.

1) The Director and a representative of the governing board of the charter school shall appear before the Board at least twice per year, once per semester to present information regarding the progress of intervention and support strategies implemented by the charter school pursuant to the School Improvement Plan and, if applicable, to review the corrective actions taken pursuant to I.2.c below.

2) At the meeting, the Board will identify the services that the District will provide to the charter school to assist the charter school in addressing its deficiencies, and following the meeting, these services will be communicated, in writing, to the director.

3) A charter school that improves at least one letter grade is not required to submit a new School

Improvement Plan but must continue to implement the strategies identified in the approved School Improvement Plan and continue to report annually to the Board. The Board shall notify, in writing, each charter school implementing a School Improvement Plan of the requirement to appear before the Board to present information regarding the progress of the approved School Improvement Plan. The notification shall include the date, time, and location of the publicly noticed meeting at which the director and a representative of the charter school shall appear.

f. The Board shall terminate the charter if the charter school earns two consecutive grades of "F," unless one of the exceptions set forth in State law is applicable.

g. The laws applicable to School Improvement Plans and corrective actions do not limit the Board's authority to terminate the charter at any time in accordance with State law.

4. Exceptional Student Education (ESE)

a. The Board is the Local Educational Agency (LEA) for all charter schools.

ESE students will be educated in the least restrictive environment. The charter school shall ensure that ESE students are provided with programs and services implemented in accordance with Federal, State, and local policies and procedures and specifically, the IDEA, Section 504 of the Rehabilitation Act of 1973, and other related statutes and State Board of Education rules. If an

IEP team determines that the charter school cannot meet the needs of an ESE student, the charter school and the Board agree to provide the ESE student with the appropriate placement as determined by the IEP team in accordance with State and Federal law.

b. The Board shall provide ESE administration services to charter schools which shall be set forth in more detail in the charter.

c. With respect to the provision of special education and related services:

1) The Board shall be responsible for conducting initial evaluations of students referred for potential special education and gifted placement in accordance with Federal and State statutes.

2) The charter school shall deliver all educational and related services indicated on a student's IEP, Section 504 Plan, or EP. The Board may provide related services through a separate contract between the charter school and the Board.

3) The Board shall appoint an "ESE Staffing Specialist" who may, at the Board's discretion, attend all IEP meetings and meetings related to the provision of special education and related services to charter school students. The charter school must provide notice to the ESE Staffing Specialist of all such meetings. The ESE Staffing Specialist shall serve as the LEA representative at all meetings.

4) The charter shall further set forth the specific roles and responsibilities of the charter school and the Board with respect to exceptional student education.

5. English Language Learners (ELL) -- Students who are of limited proficiency in English will be served by ESOL certified personnel. The charter school shall demonstrate an understanding of State and Federal requirements regarding the education of English language learners, be committed to serving the full range of needs of ELL students, create and implement sound plans for educating ELL students that reflect the full range of programs and services required to provide all students with a high quality education, and demonstrate capacity to meet the school's obligations under State and Federal law regarding the education of ELL students.

6. The Board may, in accordance with State law, require all charter schools to submit to the Board a school improvement plan to ensure a plan to maintain or raise student academic achievement within the timelines specified by the Board and the FLDOE.

J. Financial Accountability

1. In order to provide comparable financial information to that reported for other public schools, charter schools shall maintain all financial records in accordance with the accounts and codes prescribed in the most recent issuance of the publication titled, *Financial and Program Cost Accounting and Reporting for Florida Schools*. Charter school governing boards shall also annually adopt and maintain an operating budget as required by F.S. 1002.33(9)(h). Charter schools shall provide annual financial reports and program cost report information by the deadlines specified in the charter contract, in the State-required formats for inclusion in the Board's reporting in compliance with F.S. 1011.60(1) and 1002.33(9)(g). The financial statements are to be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting, regardless of corporate structure. F.S.

1002.33(9)(g). The annual financial audit must be in the State-required format.

At the discretion of the charter school's governing board, a charter school may elect to follow generally accepted accounting standards for not-for-profit organizations, but must reformat this information for reporting according to the requirement set forth in the paragraph above.

High-performing charter schools are required to submit financial statements in accordance with and within the timeframes stated in F.S. 1002.33.

2. First year charter schools may be required to provide the Board any of the following, which may be in addition to information otherwise required by law:

   a. A sensitivity analysis and financial plan based on enrollment of 50%, 75%, and 100% of projected capacity.

   b. Cash flow projections for the first year, displayed by month, and a plan to fund any cash flow shortfalls, updated monthly.

   c. Contingency plans to replace any loss of State funds for both operation and capital expenditures.

   d. Within 45 days of month end, reconciliations of all bank accounts, which must include a copy of the entire bank statement of each account, must be attached to the bank reconciliation.

3. Title I: A charter school that is eligible to receive Title I funds shall submit an approved Title I School-wide Plan within three months of becoming a designated Title I school,

and shall not receive Title I funds until an approved plan has been submitted.

4. Financial Policies: The charter school shall establish and implement accounting and reporting policies, procedures, and practices for maintaining complete records of all receipts and expenditures. The charter school shall provide a copy of these policies to the Board annually.

5. Payments to charter schools by Board

   a. The Board shall make timely and efficient payment and reimbursement to charter schools, including processing paperwork required to access special State and Federal funding for which they may be eligible. The Board may distribute funds to a charter school for up to three months based on the projected full-time equivalent student membership of the charter school. Thereafter, the results of full-time equivalent student membership surveys shall be used in adjusting the amount of funds distributed monthly to the charter school for the remainder of the fiscal year. The payment shall be issued no later than ten working days after the Board receives a distribution of State or Federal funds.

   b. Capital Outlay Payments – The Board shall make payments to the school upon receipt of all required supporting documentation as referenced in the section 8.h – Capital Outlay Payment Process.

   c. Miscellaneous Payments – The Board shall make timely miscellaneous payments to the charter school upon receipt of funding from the FLDOE for various programs including Title I. The Board's payment is subject to the charter school's fulfillment of its responsibilities under the applicable State and Federal laws.

6. Financial Reports: As required by State law, the charter school shall provide to the Board all required financial statements

   monthly including a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances. These reports must be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting. A high-performing charter school that has satisfied the requirements set forth in State law for such designation may provide quarterly financial statements.

7. Annual Financial Statements

   a. Unaudited June 30th year-end financial statements shall be submitted to the Board within the timelines specified by the charter contract. These financial statements must be prepared in accordance with Generally Accepted Accounting Principles using governmental accounting.

   b. Annual Financial Audit - The charter school agrees to submit to and pay for an annual financial audit, in compliance with Federal, State and Board regulations, showing all revenue received, from all sources, and all expenditures for services rendered. The audit shall be conducted by an independent certified public accountant or auditor selected by the governing board of the charter school, and shall be delivered to the Board in compliance with the charter contract. If the charter school's audit reveals a deficit financial position, the auditors are required to notify the charter school's governing board, the Board and the Florida Department of Education in the manner defined in the charter contract. No later than May 1st of each year, the charter school must formally notify the Board of the name, address, and phone number of the auditor engaged to perform the year-end audit.

1) Selection Procedures -- Charter schools shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit

pursuant to the processes described in F.S. 218.39 and 218.391, which includes, but is not limited to: the establishment of an audit committee and request for proposal (RFP) for audit services, public advertisement of RFP, and development of evaluation and selection criteria.

2) Requirements -- Pursuant to F.S. 218.391, the procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. An engagement letter signed by the governing board chair and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:

a) a provision specifying the services to be provided and fees or other compensation for such services

b) a provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract

c) a provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

c. Failure to comply with the timely submission of all financial statements in the required format specified by

the Board, shall constitute a material breach of the charter contract.

8. Capital Outlay Funding

Pursuant to F.S. 1013.62(4), the application for, approval of, and process for documenting expenditures from charter school capital outlay funds shall be in accordance with the procedures specified by the Commissioner of Education.

Before receiving capital outlay funds the charter school governing board must enter into a written agreement with the Board. Such agreement must provide for the reversion of any unencumbered funds and all equipment and property purchased with public education funds to the ownership of the Board, as provided for in F.S. 1013.62(3), if the charter school terminates operations. Any funds recovered by the state shall be deposited in the State's General Revenue Fund.

As required by State law, the Board shall remit capital outlay funds to a charter school within ten business days of the receipt of said funds.

9. Review and Audit

a. The Board has the right at any time to review and audit all financial records of the charter school to ensure fiscal accountability and sound financial management pursuant to F.S. 1002.33. The charter school shall provide the Board with a copy of the management letter from any audits as well as any responses to the auditor's findings with a corrective plan that shall be prepared and submitted within 30 days from the date of the management letter.

b. Deteriorating Financial Condition and Financial Emergencies (F.S. 1002.345)

1) Deteriorating Financial Condition – "Deteriorating financial condition" means a circumstance that significantly impairs the ability of a charter school

or a charter technical career center to generate enough revenues to meet its expenditures without causing the occurrence of a condition described in F.S. 218.503(1).

a) A charter school shall be subject to an expedited review by the Board upon the occurrence of any of the conditions specified in F.S. 1002.345(1)(a)(1)-(4).

b) The Board shall notify the governing board within seven business days after one or more of the conditions set forth in F.S. 1002.345(1)(a)(1)-(4) are identified or occur.

c) The governing board and the Board shall develop a corrective action plan and file the plan with the Commissioner of Education within 30 business days after notification is received as provided in paragraph (9)(b)(1)(b) herein. If the governing board and the Board are unable to agree on a corrective action plan, the Commissioner of Education shall determine the components of the plan. The governing board shall implement such plan.

d) Failure to implement the corrective action plan within one year shall result in additional action prescribed by the State Board of Education, including the appearance of the chair of the governing board before the State Board of Education.

2) Financial Emergency – If a financial audit conducted by a CPA in accordance with F.S. 218.39 reveals that one or more of the conditions in F.S. 218.503(1) have occurred or will occur if action is not taken to assist the charter school, the auditor shall notify the governing board of the charter school, as appropriate, the Board, and the Commissioner of Education within seven business days after the finding is made. If the charter school is found to be in a state of financial emergency pursuant to F.S. 218.503(4), the charter school shall file a financial recovery plan pursuant to F.S. 218.503 with the Board and the Commissioner of Education within 30 days after being notified by the Commissioner of Education that a financial recovery plan is needed.

3) Annual progress of the corrective action plans and/or financial recovery plans shall be included in an annual progress report to the Board.

4) The Board may require periodic appearances of governing board members and charter school representative.

10. Grants

a. If the Board is required to be the fiscal agent for a grant, the charter school shall comply with the Board's grant procedures.

b. The Board shall receive written approval from the charter school to include the charter school in a District-wide grant. The appropriate pro-rata share of grants will be

allocated to the charter school, as defined by the grant awarded.

c. The charter school is required to maintain adequate records to support grant-funded programs for the minimum years prescribed by the law. The Board may review these records, upon reasonable notice.

11. Health, Safety and Welfare of Staff and Students
Charter schools shall comply with Policy 8.01, Safety.

Interpretation

If a court or agency of competent jurisdiction invalidates any provision of this policy or finds a specific provision to be in conflict with the Florida Constitution, Florida Statutes, the Florida Administrative Code, or any rule or policy prescribed by the Florida Department of Education, then all of the remaining provisions of this policy shall continue unabated and in full force and effect.

In the event that an existing charter school contract provision is found to be inconsistent with this policy, the contract provision prevails. Any charter approved after the adoption of this policy is required to be fully consistent with this policy.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: F.S. Chapter 120, 39.203, 218.39, 218.391, 218.503, 286.23, 768.095, 1001.02; 1001.10(5), 1001.41, 1001.43; 1002.33, 1002.345, 1008.31, 1011.60, 1012.01, 1012.315, 1012.32, 1013.12
Chapter 96-186(1) Laws of Florida

STATE BOARD RULE: F.A.C. 6A-1.0081; 6A-2.0020; 6A-6.0781 through 6A-6.0788, FL DOE Forms: IEPC-M1, IEPC-M2, IEPC-M3

HISTORY:	Adopted: Revision Date(s): 11/21/2000, 2/23/2010, 3/22/2011, 7/22/2014, 3/28/2017, 10/24/2017

OPENING AND CLOSING OF SCHOOL 3.17*

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43, F.S.

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

History:	Adopted: Revision Date(s): 4/27/2010, 2/28/2012 Formerly: New

SCHOOL SITE DECISION MAKING 3.19*+

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

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

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

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

PLEDGE OF ALLEGIANCE AND SOLEMNIZING MESSAGE 3.20

I. In order to solemnize the proceedings of the Suwannee County School Board, it is the policy of the Suwannee County School Board to allow the Pledge of Allegiance to be recited and a voluntary solemnizing message to be expressed before its meetings for the benefit of the School Board.

II. The solemnizing message may be listed or recognized on the Board agenda item for the meeting but not as part of the public business.

III. No member or employee of the Suwannee County School Board or any other person in attendance at the meeting shall be required to participate in the Pledge or any solemnizing message that is offered.

IV. The Pledge of Allegiance shall be led and a solemnizing message may be voluntarily delivered by a student from a Suwannee County school, scheduled on a rotating basis among all Suwannee County schools.

V. The Pledge and voluntary solemnizing message shall be offered by a student representing one of the schools shown below in accordance with the following schedule:

Month	**School**
January	Suwannee Springcrest Elementary
February	Branford Elementary School
March	Suwannee Middle School
April	Suwannee Pineview Elementary
May	Suwannee High School
June	RIVEROAK Technical College
July	Suwannee Virtual School
August	Suwannee Springcrest Elementary
September	Suwannee Middle School
October	Branford High School

November	Suwannee High School
December	Suwannee Riverside Elementary

VI. An alphabetical list shall be maintained by the Secretary to the Board of all student organizations and clubs for each school. The president (or appropriate elected student leader with a similar title) of each club shall be offered the opportunity to lead the Pledge of Allegiance and to offer a voluntary solemnizing message before the commencement of School Board meetings on a rotating basis. The maintenance of this alphabetical list by the Secretary to the Board shall be strictly a clerical function with said Secretary having no power or discretion to alter the alphabetical ranking or take any action to change the foregoing selection process.

VII. The opportunity shall be offered in alphabetical order based on the name of each school club or organization. The rotation of the selection process shall continue through the entire list of school clubs and organizations until the end of the list is reached, at which time selection shall continue from the beginning of the list. At the beginning of a new year, the rotation process does not reset to the beginning of the list, but rather continues from the point at which a student leader was last selected.

VIII. If a school club or organization president (or appropriate elected student leader with a similar title) declines the opportunity to lead the Pledge before the meeting of the School Board, the opportunity shall be offered to the president (or appropriate elected student leader with a similar title) of the next school club or organization on the alphabetical list for that school. This process shall continue until the opportunity is accepted by a student leader. If no student from any student organization or club at the school selected for that monthly regular Board meeting is available to offer the Pledge and solemnizing message, then the opportunity shall be offered in the same alphabetical order based on the name of each school

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

IX. The selected student shall deliver the Pledge and any voluntary solemnizing message in his or her capacity as a private citizen, and according to the dictates of his or her own conscience.

X. No guidelines or limitations shall be issued regarding the content of a solemnizing message, except that the Suwannee County School Board shall request by the language of this policy that no solemnizing message should proselytize or advance any faith, disparage the religious faith or non-religious views of others, nor should the length of a solemnizing message exceed three (3) minutes. The student comments and conduct must be in compliance with the Student Code of Conduct for the student's school.

XI. No member(s) of the Suwannee County School Board shall engage in any prior inquiry, review of, or involvement in, the content of any solemnizing message to be offered.

XII. After the opening gavel that officially begins the meeting and the agenda/business of the public, the Chairperson of the Suwannee County School Board shall introduce the student selected to lead the Pledge of Allegiance and to offer a voluntary solemnizing message.

XIII. The Chairperson shall also invite those who wish to stand for the observance of these events to do so, and those who wish to be excused shall be excused for the duration of the pledge and solemnizing message.

XIV. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the Suwannee County School Board with, nor express the Suwannee County School Board's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the Suwannee County School Board's respect for the diversity of religious denominations and faiths represented and practiced among the citizens of the Suwannee County, Florida.

STATUTORY AUTHORITY: 1001.41; F.S.

LAWS IMPLEMENTED: U.S. Constitutional Amendment 1

History:	Adopted: April 27, 2010 Revision Date(s): 2/27/2018, 8/25/2020, 9/28/2021 Formerly: NEW

GUIDELINES AND PROCEDURES CONCERNING HIV OR OTHER COMMUNICABLE DISEASES (STUDENTS AND EMPLOYEES) 3.201

POLICY

I. It is the School Board's intent to protect employees and students from exposure to infectious diseases and from risk occasioned by infectious diseases and environmental hazards and to provide reasonable accommodations to infected students and employees.

II. It is recognized that HIV-positive employees who are not debilitated or exhibiting symptoms that would facilitate transmission of the virus will remain in their current jobs if conditions permit.

III. Reasonable accommodations are available to HIV positive employees.

IV. It is recognized that students with any illness, including HIV infected persons, may continue to attend school as long as academic, behavioral, and medical evidence indicates that their condition is not a threat to themselves or to others. If it becomes necessary, reasonable accommodations within the school setting shall be made, or an alternative educational services delivery shall be implemented.

V. All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.

VI. School Board employees shall receive and review procedures governing Hepatitis B infection, HIV, AIDS, bloodborne pathogens, other communicable disease, and environmental hazards.

VII. Staff members shall cooperate with public health authorities by practicing and promoting standard precautions, as deemed by the Centers for Disease Control and Prevention (CDC). Procedures for dealing with students who pose a threat of transmitting a bloodborne health condition are contained in the *Health Services Manual*.

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

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

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

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

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

HISTORY:

ADOPTED: 10/26/10
REVISION DATE(S): 3/22/11, 8/23/11
FORMERLY: 3.20

RELIGIOUS FREEDOM AND TOLERANCE POLICY 3.21

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

I. This policy of neutrality on religion should not be perceived as conveying a message of endorsement or disapproval of any or all religions or religious organizations, or of those holding no religious beliefs.

II. In keeping with this policy of neutrality, School Board employees cannot, in their official School Board capacities: encourage or discourage student participation in religious activities, clubs, education, or services; advance or disparage any religion or religious belief; or, grant or deny any grade, honor, or other recognition based upon a student's religious preference or lack of it.

III. Because of their special relationship to their students, school administrators and employees must at all times be mindful of their roles and not use their position with the School Board to advance or disparage any religion or religious belief. School facilities and property may not be used in any manner which would be perceived as endorsement or disapproval by the School Board of any religion or religious belief.

STATUTORY AUTHORITY: 1001.41; 1012.23, F.S.
LAWS IMPLEMENTED: U.S. Constitutional Amendment 1

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

RECORDING OF PARENT-STAFF MEETINGS 3.211

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 5.25 – 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 not 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. No authorized exceptions to the general prohibition against the audio recording of a parent-staff meeting that 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 are permitted.

A. If a parent believes that recording a parent-staff meeting related to Exceptional Student Education services is necessary, she/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 Student Services or designee may ask for documentation of the existence of any such disability or language barrier. The principal, Director of Student Services or designee will notify the parent at least one (1) school day before the meeting if she/he intends to grant or deny the parent's request to record the meeting. Issues related to a disability or language barriers will be addressed to meet the needs of the participants, no recordings will be permitted.

B. If the principal, Director of Student Services or designee denies the request, she/he will state in writing the reasons for the denial will be given.

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

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

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

History:	Adopted: 05/24/2022 Revision Date(s): 3/24/2026 Formerly: New

INTERNET SAFETY 3.22*+

Introduction

I. It is the policy of Suwannee County School Board to:

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

B prevent unauthorized access and other unlawful online activity;

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

D Implement technology protection measures that will:

1. filter or block access to material that is not appropriate for students based upon the subject matter and/or the age of the students served at each school;
2. prevent hacking or unauthorized access by students to data or information that they should not have access to, or other unlawful online activities by students;
3. prevent access to websites, web or mobile applications, or software that do not protect against the disclosure use or dissemination of students' personal information in accordance with Florida Administrative rules; and
4. prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose

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

II. Access to Inappropriate Material Through this policy, the Suwannee County School Board shall:

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

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

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

D. Prevent access to websites, web or mobile applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information in accordance with Rule 6A-1.0955, F.A.C.; and

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

F. TikTok.
    1. The use of TikTok, and any successor platforms, on all district or school-owned devices, or on any device (including privately owned devices) connected to district or school-provided internet is prohibited; and
    2. The use of TikTok, or any successor platforms, to communicate or promote the Suwannee County School District, any school within Suwannee County School District, any school-sponsored club, extracurricular organization, or athletic team in the Suwannee County School District is prohibited.

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

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

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

III. Inappropriate Network Usage

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

B. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
   1. unauthorized access, including so-called 'hacking,' and other unlawful activities; and
   2. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

IV. Education, Supervision, and Monitoring

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

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

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

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

1. The standards and acceptable use of Internet services as set forth in the School District's Internet Safety Policy;
2. Student safety with regard to:
   a. safety on the Internet;
   b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
   c. cyberbullying awareness and response.

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

V. Adoption

A. Acceptable Use of the Digital Network of the Suwannee County School District The following are typical uses of the digital network:

1. Students' use of the District's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with this policy and the. 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:
   1. Use that violates the Code of Conduct.
   2. Use of another individual's account or providing individual account information to another person.
   3. Use of the network for financial gain or for political or commercial activity.

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

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

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

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

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

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

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

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

J. Usage invades the privacy of others.

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

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

M. Use of the system for an unauthorized purpose.

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

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

VII. Enforcement

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

VIII. No Expectation of Privacy

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

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

visitor that operates any personal electronic property must also sign and acknowledge this Electronic Resources Responsible Use Agreement.

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

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

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

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

CHAPTER 3.00 - SCHOOL ADMINISTRATION

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

History:	Adopted: 1/23/2024 Revision Date(s): Formerly: New

BACKGROUND SCREENING FOR CONTRACTORS 3.25+

I. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet 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. Contractual personnel having access to school grounds when students are present, shall submit a complete set of fingerprints and photograph taken by an authorized representative, law enforcement officer, or an employee of the District trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

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 and/or Clearinghouse 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, 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 pardon 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: 1/28/2014
Revision Date(s): 9/22/2020, 8/23/2022, 6/24/25
Formerly: New

AUTOMATIC EXTERNAL DEFIBRILLATORS 3.30+

POLICY:

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

II. 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) or a basic first aid course, and demonstrate proficiency in the use of a defibrillator.

IV. Each school must have at least one 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.

CHAPTER 3.00 - SCHOOL ADMINISTRATION

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED:	401.2915, 768.1325, 1001.42,1001.43, 1006.165, F.S.

History:	Adopted: 2/28/2012 Revision Date(s): 12/15/2020,9/23/25 Formerly: New

SERVICE ANIMALS 3.41

I. The purpose of this policy is to implement standards related to service animals as set forth in federal and state law including

A. Individuals with Disabilities Education Act;

B. Rehabilitation Act of 1973, as amended;

C. Americans with Disabilities Act;

D. Section 413.08, F.S.

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

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

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

III. A *service animal* is any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. The animal must be trained to perform tasks directly related to the person's disability.

A. Other species of animals are not considered to be service animals.

B. Miniature horses may be used as an alternative to dogs, with certain limitations. However, they are not included in the definition of service animal.

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

D. A service animal is not a pet.

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

A. Guiding a person who is visually impaired or blind;

B. Alerting a person who is deaf or hard of hearing;

C. Retrieving objects;

D. Assisting with mobility or balance;

E. Pulling a wheelchair;

F. Alerting an individual to the presence of allergens;

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

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

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

J. Alerting and protecting a person having a seizure; and

K. Doing other work or performing other specific tasks.

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

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

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

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

B. Standards of behavior for the service animal;

C. Required accommodation documentation;

D. Required health certification for the animal;

E. Transportation of the service animal;

F. Emergency procedures; and

G. Orientation for school personnel and students.

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

History:
Adopted: 4/24/12
Revision Date (s): 12/15/2015, 4/27/2021
Formerly: New

STUDENT PROGRESSION PLAN 4.01

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History: Adopted:
Revision Date(s): 11/20/01, 4/27/2010, 4/24/12, 10/23/12, 7/22/2014, 1/27/2015, 11/19/2019
Formerly: IA, Pupil Progression Plan 4.01

EARLY HIGH SCHOOL GRADUATION 4.017*+

I. A student who earns twenty-four (24) credits and meets the graduation requirements stated in Florida Statutes in fewer than eight (8) semesters or the equivalent may elect early graduation. The District shall notify the parent and student who qualifies for early graduation.

II. Procedures for the implementation of this policy and relevant law shall be established.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.428, 1003.4281, F.S.**

HISTORY:
ADOPTED: 1/27/2015
REVISION DATE(S): _____
FORMERLY: NEW

GRADE FORGIVENESS 4.019

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.

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

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: 11/22/2016** **REVISION DATE(S):** **FORMERLY: NEW**

THE CURRICULUM 4.02*

POLICY:

I. The District curriculum shall be determined by:

B. Student performance standards, curriculum frameworks, and assessment tests;

C. Students' needs as determined by studies, assessments and surveys;

D. Continuous evaluation of curriculum effectiveness in meeting students' needs in the District; and

E. Florida Statutes, State Board of Education Rules, and the School Board.

II. The Superintendent may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.

III. The Superintendent shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.

IV. The program of instruction shall include, but not be limited to

A. Elementary Level Curriculum - reading, language arts, social studies, science, health, physical education, music, art, mathematics, character education, and such other disciplines that may be considered necessary to a comprehensive elementary school program. The curriculum shall include instruction in study and work habits, critical thinking skills, health and hygiene, citizenship, career orientation, the establishment of purposes, and the development of character and morality;

B. Middle Level Curriculum - Mathematics, language arts, reading, science, social studies, music, art, health, physical education, exploratory career education, character education, computer literacy if resources are available, and critical thinking skills. Activities which offer desirable experiences such as consumer education, band, drama, creative writing, athletics, and student government shall be promoted. Instruction in the use of the library and counseling services shall be provided;

C. Senior Level Curriculum - Will consist of courses which meet the needs of all students. Both college preparatory and terminal courses shall be offered at levels which will challenge each student to perform in accordance with his/her ability.

1. Library instruction and counseling services shall be provided.

2. Character education shall include instruction on the development of leadership, interpersonal, organization, and research skills; workplace ethics and law; conflict resolution; skills that enable students to become resilient and self-motivated; and skills which assist students to become employed.

3. A program of student government, student publications, drama, music, social activities, and athletics shall be provided for the development of well-rounded citizens.

D. A student's progression from one grade to another shall be determined, in part, upon proficiency in reading, writing, science, and mathematics.

V. The Superintendent or designee shall make an annual report to the School Board each year, giving the status of the instructional program in meeting the District's educational goals and objectives and recommendations for improving the curriculum.

VI. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his / her own conclusions.

VII. A course description shall be presented for School Board approval before any course or unit in the objective study of the Bible or a comparative study of religion, as provided in Section 1003.45, Florida Statutes, is initiated in any school. The description shall detail the purpose of the course, the materials to be used, grade location, length of the course, and credit value. No teacher shall present or permit to be presented any material which ridicules any religious sect, belief, or faith.

VIII. Prior to initiating any course or unit of instruction in human growth and development, a course outline and complete description shall be presented for School Board approval. This rule does not preclude the teaching of personal cleanliness in health and physical education classes or in the elementary grades, or the teaching of matters relating to sex education as provided in state-adopted textbooks, or information relating to sex education as required in other course using duly-adopted textbooks and materials where sex education is an incidental part of the course.

IX. It shall be the responsibility of the school to make students aware of the dangers and consequences of sexually transmitted diseases. The manner, scope, and levels at which this information will be presented shall be determined by the Superintendent or designee in consultation with instructional supervisors and principal(s). Prior to initiating any such unit of instruction, the proposed program, the materials to be used, and other essential information shall be presented to the School

Board for approval. When any questionable information is to be viewed by mixed groups, the sexes may be separated for presentation of materials.

X. Age-appropriate information about Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and other sexually transmissible diseases shall be taught in Grades K-12. Instruction shall address causes, transmission, and prevention and shall be approved by the School Board.

XI. The Superintendent or designee shall review curriculum frameworks which are prepared and distributed by the Florida Department of Education and related to AIDS education. If the curriculum frameworks are inconsistent with locally determined curriculum for AIDS education or are not reflective of local values and concerns, the Superintendent shall advise the School Board and provide recommendations for instructional activities.

XII. A student shall be exempt from instructional activities on reproductive health or Acquired Immune Deficiency Syndrome (AIDS) provided his / her parent(s) or legal guardian files a written request with the school principal.

XIII. In compliance with Florida Statute 1003.46, throughout instruction in Acquired Immune Deficiency Syndrome, sexually transmitted diseases, or health education, when such instruction and course material contains instruction in human sexuality, a school shall:

A. Teach abstinence from sexual activity outside of marriage as the expected standard for all school-age children while teaching the benefits of monogamous heterosexual marriage.

B. Emphasize that abstinence from sexual activity is a certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases,

including Acquired Immune Deficiency Syndrome (AIDS), and other associated health problems.

C. Teach that each student has the power to control personal behavior and encourage students to base actions on reasoning, self-esteem, and respect for others.

D. Provide instruction and material that is appropriate for the grade and age of the student.

XIV. The Superintendent or designee shall develop a physical education program to implement the requirements of Florida Statutes.

XV. When dealing with political issues, the positions of all parties will be presented on a non-partisan basis. Partisan political literature will not be distributed in schools. However, schools may give out information relating to school district taxes or the need for construction bonds.

XVI. All course materials and verbal or visual instruction shall conform to the requisites and intent of all Florida law and the State constitution. All instructional materials, including teachers' manuals, films, tapes, or other supplementary instructional material, shall be available for inspection by parents or guardians of the children engaged in such classes.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1000.21, 1001.43; 1003.42;1003.4203,1003.45; 1003.455; 1003.46;1006.28; 1006.29; 1008.25; 1010.305, F.S.
STATE BOARD OF EDUCATION RULE: 6A-1.09412; 6A-1.09414

History: Adopted:
Revision Date(s): 12/14/99, 4/27/10, 4/24/12, 7/22/2014, 10/24/2017
Formerly: IGA, INB

PHYSICAL EDUCATION 4.021*+

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

I. The physical education program shall be consistent with the standards of the National Association for Sport and Physical Education and with state standards. It shall be an integral part of the District Wellness Program.

II. The physical education curriculum shall be a continuum from prekindergarten through grade 12. Activities shall be appropriate for the grade level and capabilities of the students and shall be of sufficient intensity and duration to provide a health benefit.

III. Goals of the physical education program shall include

A. Competency in motor skills and movement patterns;

B. Understanding of human movement as it relates to physical activities;

C. Understanding of the benefits of regular participation in physical activity;

D. Regular participation in physical activity;

E. Achievement of a health-enhancing level of physical fitness;

F. Knowledge of safety in physical activities;

G. Knowledge of first aid and cardiopulmonary resuscitation (CPR);

H. Demonstration of responsible personal and social behavior in physical activity;

I. Recognition and acceptance of the differing abilities of people;

J. Recognition of the values of physical activity for health, enjoyment, challenge, self-expression, and social interaction; and

K. Increase in health and wellness.

L. Provide a continuum of services designed to meet the needs of students with disabilities as determined by the students' Individualized Education Plan.

IV. The District shall develop a comprehensive physical education plan with input from teachers, parents, students, and representatives from the medical and sports fields. The plan shall be reviewed annually by the Wellness Committee and modified as appropriate. The plan shall adhere to the requirements of Florida Statutes.

V. The District shall notify parents annually that counseling concerning the benefits of physical education is available at each school. The District shall also inform parents, prior to scheduling a student for physical education, that the requirement for participation in physical education may be waived under certain circumstances as specified in law.

VI. Any student who is unable to participate in the physical education program may be excused by action of the School Board as provided in the District Student Progression Plan.

VII. A note from a student's parent(s) or legal guardian shall excuse a student temporarily at the discretion of the principal from active involvement in physical education after an absence due to an illness or injury.

VIII. A student who by reason of illness or physical disability is unable to participate in the more vigorous forms of physical education activities shall

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

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

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

HISTORY:	**ADOPTED:** **REVISION DATE(S): 7/28/09, 7/22/2014, 1/27/2015** **FORMERLY: Exemption from Physical Education**

SUMMER SCHOOL 4.022

POLICY:

I. The School Board authorizes an annual summer school program. The Superintendent shall determine the building site(s).

II. It shall be the responsibility of the summer school principal to complete payroll and attendance reports and to maintain proper accounts of all funds. Registration fees as determined by the School Board shall be charged for students who do not generate FTE funds.

III. All summer school requirements are contained in the Student Progression Plan.

STATUTORY AUTHORITY: 1001.42; 1001.43, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43, F.S.

History:	Adopted: Revision Date(s): 4/27/10 Formerly: IGCA

ACADEMIC AND CAREER PLANNING 4.025

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 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 achievement and career goals for postsecondary experience.

I. The academic and career plan shall include

A. A destination;

B. A major area of interest;

C. A list of courses to meet the requirements of the destination and major area of interest.

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.

II. 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.

III. 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*.

IV. Completion of the academic and career plan shall be required for promotion to grade nine (9).

V. Secondary schools shall ensure that students and parents are aware of the destinations and the process of developing and revising academic plans.

VI. The District shall encourage the business community to support career preparation by providing internships and apprenticeships.

VII. Each high school principal shall:

A. Designate an instructional or administrative staff member to serve as a specialist who will:

1. Coordinate the use of student achievement strategies;
2. Assist teachers in integrating academic and career curricula, using technology, providing feedback about student achievement and implementing career and technical preparation programs;
3. Coordinate the review of academic plans; and

4. Coordinate the collection and retention of signed academic plans.

B. Implement strategies to improve reading, writing and mathematics skills and eliminate deficiencies in these areas.

C. Ensure that each student shall have an academic advisor if parental involvement is not evident.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**
LAW(S) IMPLEMENTED: **1001.43, 1003.4156, 1003.491, F.S.**

HISTORY:
ADOPTED: 4/27/10
REVISION DATE(S): 7/22/2014, 11/19/2019
FORMERLY: NEW

EXCEPTIONAL STUDENT EDUCATION 4.03

POLICY:

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

I. Upon recommendation of the Superintendent, the Board shall annually adopt a plan for the provision of exceptional student education programs for all exceptional students.

II. The annual plan for special programs and procedures for exceptional students shall include: screening procedures; pre-referral activities; referral procedures; eligibility criteria; program placement; program dismissal; and descriptions of program organization and operations.

III. The annual plan for exceptional student education shall be subject to the approval of the State Commissioner of Education.

IV. The exceptional student education program shall conform to the provisions adopted by the Board and approved by the Commissioner and shall function in accordance with the provisions of law, State Board of Education Rules, and other applicable provisions of Board Policy.

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

STATUTORY AUTHORITY:	1001.41; 1001.42, F.S.
LAWS IMPLEMENTED:	1000.21; 1001.42; 1001.43; 1003.01; 1003.57; 1006.07, F.S.
STATE BOARD OF EDUCATION RULE:	6A-6.0131; 6A-6.03411

History:	Adopted: Revision Date(s): 7/28/09 Formerly: IGBA

DROPOUT PREVENTION PROGRAM 4.04

POLICY:

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

The student's parent or guardian have the right to receive written notice by certified mail, or other method agreed to by the parent/guardian and District, before placement of the student in a dropout prevention and academic intervention program and shall be notified in writing of, 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.

LAWS IMPLEMENTED: 1001.43; 1003.53 F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.0523

History: Adopted:
Revision Date(s): 4/27/10, 9/24/2024
Formerly:

EXTRACURRICULAR PROGRAM 4.05

POLICY:

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

A. The principal shall be responsible for determining each participant's eligibility in interscholastic extracurricular activities pursuant to the Bylaws of the Florida High School Athletic Association, Inc (FHSAA) or the Sunshine State Athletic Association (SSAA). Any school which allows an ineligible student to participate shall be subject to the penalties set forth by the By-laws of the Florida High School Activities Association, Inc or the Sunshine State Athletic Association.

B. All extracurricular activities shall be self-supporting, when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. Students who are spectators of extracurricular activities may be charged admission.

C. Funds derived from extracurricular activities shall be processed according to the District's accounting procedures.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.15; 1006.20(9); 1012.22. F.S.

History: Adopted:
Revision Date(s):5/26/2026
Formerly: IGD

CHAPERONES FOR SCHOOL FUNCTIONS 4.051

POLICY:

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

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.31, F.S.

History:	Adopted: Revision Date(s): 8/24/99, 4/27/10 Formerly: IGDC

SCHOOL FUNCTIONS	**4.052**

POLICY:

A. Any school social function shall be chaperoned by an instructional staff member and shall be approved by the principal prior to scheduling.

B. Faculty members shall be encouraged to attend social functions.

C. Dances sponsored by the school or held on school property shall be subject to the following conditions. Dances shall be:

1. Attended by the principal or designee; and,

2. Well chaperoned with at least (1) chaperon being a parent.

D. A school shall lose all privileges under this rule if students are unable to behave in a pleasant and wholesome manner.

STATUTORY AUTHORITY: 1001.41; 1001.42; 1001.43, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43, F.S.

History:	Adopted: Revision Date(s): Formerly: IGDC

BAND ACTIVITIES 4.054

POLICY:

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

A. Saturday and Sunday performances shall be limited to those approved by the principal.

B. There shall not be more than one (1) band appearance on a night preceding a school day during any one (1) week.

C. Uniformed band appearances shall cease on the closing day of school for any school year except by special permission of the School Board.

D. A school band may not play where alcoholic beverages are being served.

E. A school band may not play for a partisan political rally or for religious sponsored activities of a denominational nature.

F. Adequate insurance shall be carried on all school-owned instruments.

G. The rules of the Florida High School Activities Association, Inc., and the Florida Bandmasters Association shall be observed.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43, F.S.

History: Adopted:
Revision Date(s): 12/14/99
Formerly: IGDD

CONTESTS	**4.055**

POLICY:

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

STATUTORY AUTHORITY: 1001.41, F.S.

LAWS IMPLEMENTED: 1001.51; 1003.31, F.S.

History:	Adopted: Revision Date(s): Formerly: IGDH

STUDENT CLUBS AND ORGANIZATIONS 4.06

POLICY:

I. All student clubs and organizations shall be approved by the principal before they can operate within a school center.

II. Secret societies, social clubs, sororities, fraternities, or any similar organizations are prohibited.

III. All student clubs and organizations shall comply with the following:

1. The charter and/or constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct and shall be maintained on file for immediate reference by all students and instructional personnel of the school.

2. The decision of the members of an organization shall not be one of the factors in selecting additional members.

3. There shall be no type of hazing in any club or organization within the school. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health and safety.

4. Dues shall be reasonable and not prohibitive.

5. All meetings shall be held on School Board property. This may be waived for special meetings and events upon the faculty sponsor's request and principal approval.

6. A faculty sponsor shall be present at all meetings.

7. All social events shall be adequately chaperoned and include at least one school employee in attendance.

8. All monies accruing to any school club or organization shall be accounted for through the school's internal accounting system.

9. A school club or organization shall not conduct any activity or act which violates Florida Statutes, School Board Rules, or the policies of the school.

10. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the principal.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 4/27/10 Formerly: JFCE, JFCF

STUDENT PUBLICATIONS 4.07

POLICY:

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

A. The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school. Publications shall conform with School Board Rules relating to communications with the public.

B. The principal shall allow no advertisements in school publications which promote the sale of intoxicants or tobacco.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History: *Adopted:*
Revision Date(s): 4/27/10
Formerly: New

PUBLIC APPEARANCE OF SCHOOL GROUPS 4.08

POLICY:

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

A. Requests for the school band or any school organization to make a trip or a personal appearance shall be directed to the administrator for approval.

B. School groups may participate in or perform for a political function by parading or playing instruments provided it is a community rally.

C. School groups may be used for school activities, civic programs, and community benefit programs.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.07, F.S.

History: Adopted:
Revision Date(s): 12/14/99
Formerly: IGDD

ATHLETICS 4.09

POLICY:

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. The District is desirous of offering an alternative athletic association to its schools that will allow their programs, coaches and athletes the best competitive situation. The Sunshine State Athletic Association is a Florida Not for Profit High School Athletic Organization operating in Florida since 2008. The Board desires to affiliate with the Sunshine State Athletic Association (SSAA) and agrees to comply with the additional rules and regulations adopted by SSAA.

II. Athletic programs shall be under the control of the school principal.

III. All District high schools shall be members of the Florida High School Athletic Association, Inc. (FHSAA) or the Sunshine State Athletic Association (SSAA) and shall be governed by the rules and regulations adopted by FHSAA. Students who participate in athletics shall meet eligibility requirements established by FHSAA/SSAA and the School Board which are consistent with Florida Statutes.

IV. Participation by Transfer Students

Schools shall abide by the bylaws of either FHSAA or SSAA for transfer students.

A. Pursuant to the bylaws of the FHSAA/SSAA, a "transfer" occurs when a student makes any change in schools after she/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 Association'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. Schools participating in the SSAA will comply with the bylaws of the SSAA regarding participation by transfer students.

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 previously applied for 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-stated criteria.

D. The Principal of each school in the District shall be responsible for enforcing the Association 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 Association shall be submitted to the Association 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 Association is accurate and that the students named in the report are eligible to participate in accordance with the Association bylaws.

F. Eligibility 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 Association's bylaws.

V. Students practicing or participating in any type of interscholastic athletics shall be required to have student accident insurance which is available to the parent(s) or legal guardian(s) through the School Board. Additionally, all students who participate and practice must submit all required documentation to the head coach who will submit the required documentation to the Athletic Director. The principal shall be responsible for maintaining an accurate roster of all student athletes and for assuring that no student athlete will practice or participate who is not properly covered. The portion of the premium to be paid by the student athlete will be the same for all sports, with the balance of the premium being equally shared between the athletic department of the school and the School Board.

1. The Superintendent shall develop appropriate administrative

procedures for the operation of the interscholastic athletics program. Such procedures should provide for the following safeguards:

a. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination as defined by Florida Statutes; and a parent / legal guardian shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation. Physicals are valid for 365 days. Any student wanting to participate in middle school and/or high school athletics must complete a mandatory Cardiology Report: Electrocardiogram (ECG) as part of the student's athletic packet and must:

    i. have a mandatory electrocardiogram (ECG) screening prior to participating in his/her first athletic sport in middle school and again prior to participating in his/her first athletic sport in high school; or

    ii. parents/students who decline the mandatory electrocardiogram (ECG) screening will not be permitted to participate in any athletic program.

b. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel who has determined the conditions under which the student may participate. Pursuant to F.S. 1006.20(2)(d), the District shall not be liable for any student with a health condition who has been authorized to play by the parent/legal guardian if the parent/legal guardian of the student objects in writing to the student undergoing a medical evaluation because such evaluation is contrary to his/her religious beliefs or practices.

c. Any student who incurs an injury requiring a physicians' care is required to have the written approval of a physician prior or the student's return to participation.

d. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and community coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

e. The Superintendent and school principal will require that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. The Superintendent and school principal will require that the athletic program and the students who participate will characterize sportsmanship, ethics and integrity.

f. All documentation for Physicals, Consent and Release from Liability Certificate that covers concussions, sudden cardiac arrest, and heat related illnesses, SCSB ECG screening Consent Form and Release of Liability will be maintained by the Athletic Director for seven years.

g. All students who have a clear (green) participation/practice ECG screening will be allowed to participate. Student who have an abnormal (yellow) reading have a 90-day follow-up requirement and meet the requirement for follow up will be allowed to participate. Students who do not meet the 90-day follow-up requirement will not be allowed to participate after 90 days. Students who have a hard stop flag (red) for immediate medical follow-up will not be permitted to participate unless cleared by medical personnel.

VI. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) or legal guardian being on file.

VII. No student shall be a candidate for an athletic team or a participant in athletic competition without filing a Physical Evaluation and Sudden Cardiac Arrest and Heat Illness Informed Consent signed by his/her parent(s). All non-traditional students are required to complete non-member school participation and other required FHSAA/SSAA documentation as traditional high school students. The consent must explain the nature and risk of concussion and head injury as required by law. The consent must be filed annually prior to participating in any physical activity related to athletic competition or candidacy for an athletic team.

VIII. A student athlete who is suspected of sustaining a concussion or head injury in a practice or competition shall be removed from play immediately. The athlete may not return to play without a clearance from appropriate medical personnel. Students who are suspected of sustaining a concussion must complete Post Head Injury/Concussion Initial Return to Participation.

IX. FHSAA Form EL3 also provides information for parents and students on Sudden Cardiac Arrest and Heat related Illnesses. Additional information on Exertional Heat Illness is available in Suwannee County School Board Policy 4.181.

X. Pursuant to Section 768.135, Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil

liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

XI. An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest including practice, workout/conditioning sessions and at every FHSAA/SSAA state championship series contest. Staff will be trained to use such equipment.

All students shall be subject to all School Board Rules and to the Codes of Student Conduct while attending athletic events and practices.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 768.135; 943.0438, 1001.43; 1002.20, 1002.31, 1006.07; 1006.15; 1006.16; 1006.20, F.S.

History:	Adopted: Revision Date(s): 10/23/12, 11/22/2016, 12/14/2021, 3/24/2026 Formerly: IGD, JHA

ADULT EDUCATION 4.10

POLICY:

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

I. The program shall be designed for:

A. An individual who has reached the compulsory school age and has legally withdrawn from the elementary or secondary school of last attendance.

B. A high school student who can be more effectively served in this program and who needs a course(s) required for high school graduation; and,

C. Any adult resident who desires to further his / her education.

II. Tuition shall be assessed for the Adult General Education Program as required by law.

III. A student who withdraws from the regular high school program and subsequently enrolls in the Adult General Education Program shall be permitted to re-enter the regular high school program with the written permission of the regular high school administrator and the adult education principal administrator.

IV. A student who is enrolled in the Adult General Education Program is expected to attend every scheduled class. Attendance shall be kept and reported for each class period by the teacher. Absences shall be counted effective the first scheduled class meeting. An excused absence may be allowed in accordance with the school attendance policy.

V. An official transcript showing acceptable course work or credit completed by a student shall be placed in the student's record. An official transcript is one received directly from the school or school district.

VI. Any student enrolled in the area technical center may withdraw from courses to enter active military duty without penalty. Students may reenroll in accordance with Florida Statutes.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

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

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

ALLOCATION OF INSTRUCTIONAL MATERIAL 4.11*

POLICY:

A. The distribution of all textbooks, library resources, and other instructional materials shall be made on an equitable basis to District schools. The allocation of these materials shall be based solely on student full-time equivalent membership funds, school enrollment and membership, or similar indicators of the schools' student population and needs.

B. Student fees may be charged only for special need areas when recommended by the Principal and approved by the Superintendent.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.28, 1006.40 F.S.

History:	Adopted: Revision Date(s): 1/27/2015 Formerly: JN

INSTRUCTIONAL MATERIALS SELECTION 4.12

POLICY:

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

I. Evaluation of Instructional Materials. The Superintendent shall establish a District Review Committee and develop procedures for the review and evaluation of instructional materials. The District Review Committee will include content area teachers, one or more parents of children who will have access to such materials and with children in SCSD 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 material plan to identify any instructional materials that will be purchased. The public meeting will take place on a different date after the public hearing.

E. The 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 a 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 any 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 Suwannee County Schools or a resident of Suwannee County, as defined by Florida Statutes, may contest the Board's adoption of a specific instructional material by filing a written objection using the Objection to Instructional Materials Adoption form that is available in the district's office and on the district's website. The parent or resident must file the 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 Suwannee county, include the required contact information, and state the objection to the instructional material based on the criteria stated in ss. 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)(d) and the specific objections raised; the material that was removed or discontinued as a result of an objection; and the grade level and course for which the removed or discontinued material was used.

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 teachers, groups of teachers, or academic departments determine that the need exists for new or additional classroom instructional aids, they shall review available items and seek input and assistance, when appropriate, from parents, students, and other lay members of the community, and determine which instructional aid or aids best meet instructional needs.

B. After making this determination, they shall prepare a written rationale for each instructional aid, which includes, but is not limited to, the following:

1. The class(es) or age group(s) that the instructional aid is appropriate.

2. How the use of the instructional aid will meet the curriculum objective(s).

3. The way(s) in which the instructional aid will be used to meet the curriculum objective(s).

4. Problems, if any, of style, tone, content or theme inherent in the instructional aid, and the way(s) in which these problems will be addressed during the instructional process.

5. Other appropriate instructional aids available for individual students to use in place of the one selected.

6. Where applicable, supporting professional materials which were used in selecting the instructional aid.

C. The rationale shall be submitted to the principal. The principal shall review the rationale to determine whether it demonstrates that the instructional aid is consistent with the district goals and with the school and course objectives. Within ten (10) working days, the principal shall recommend, in writing, the approval or the rejection of the instructional aid, or shall return the rationale to the teacher for revision. If the instructional aid is recommended for rejection or returned for revision, the principal shall state the reasons in writing. Upon resubmission of a revised rationale by the teacher, the principal shall make a decision for recommendation or rejection within ten working days. The principal shall submit the recommendation to the Director of Curriculum and the Superintendent. If the instructional aid is rejected by the Director of Curriculum and the Superintendent, the teacher shall have ten (10) working days from the date of rejection to file a written request for review by the School Board.

D. The Superintendent shall submit a written list of any instructional aids that have been submitted by teachers and rejected by a principal, the Director of Curriculum or by the Superintendent, and not appealed by the teacher. The list shall state the reasons for the rejection of each instructional aid.

E. The rejection at any level, of the use of an instructional aid shall be for that academic year only. Any instructional aid previously rejected, at any level may be resubmitted in any subsequent year.

F. Materials approved shall be deemed appropriate for use at the grade level requested and may be used at higher levels throughout the district providing that the curriculum sequence is maintained.

G. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference with the principal or principal's designee to discuss the use of the material.

H. The complainant will be provided with the District's policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.

I. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.

J. Within ten (10) working days of such filing, parents of other students in the class(es) involved or potentially affected in that school shall be notified in writing by the principal that a challenge has been initiated.

K. School-level Instructional Appeals Committee. The Appeals Committee shall consist of two teachers selected by the Superintendent from that particular school, two teachers selected by the principal from that particular school and three (3) parents of students at the school who will have access to such materials to evaluate the challenged materials and to

make recommendations of any changes. The principal shall notify the Superintendent and the instructional materials coordinator when a committee is convened. Meetings of the committees convened for the purpose of resolving an objection by a parent or resident, must be noticed and open to the public in accordance with s. 286.011.

L. If the challenged material is for a course required by s. 1003.46, s. 1003.42(2)(o)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 be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined herein. The Committee shall have no authority to determine curriculum. Within ten (10) working days of receiving the recommendations of the Committee, the principal shall make a decision whether to retain the material or remove the material. The principal shall take into account the Committee's recommendations when making his/her decision.

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

1. If the principal determines the challenged material be retained, the complainant shall be notified by certified mail within five (5) working

days. The Complainant shall be given a copy of the decision of the Committee's decision and a copy of the procedures for filing an appeal.

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

O. District-Level Appeals. An appeal of a principal's determination to retain challenged materials must be filed with the principal within five (5) working days of notification of that determination and shall include a specific statement of the complainant's grounds for disagreement with 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 Curriculum Director as being responsible for the organization of this review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated. The district level committee will include:

1. District Level Staff Member. One staff member from the level or special area where the material has been challenged.

2. Three Principals. One principal shall be appointed from each level (elementary, middle, and high school). However, only the principal from

the same level as the school at which the challenge originates shall serve on the review panel for the particular material.

3. Grade Level Instructional Staff Member. One instructional staff member who is a department head, grade level chair or team leader from the same level (elementary, middle, or high school) at which the challenge originates.

4. Three Teachers. Three teachers from the same level at which the challenge originates shall be appointed by name.

5. Four Parents. One shall be a parent of an elementary school student, one shall be a parent of a middle school student and two shall be the parents of high school students.

Q. The committee's review shall be treated objectively, unemotionally, and in a businesslike manner and shall be conducted in the best interest of the students, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections. Meetings of the committees convened for the purpose of resolving an objection by a parent or resident, must be noticed and open to the public in accordance with s. 286.011. Any committees convened for such purposes must include parents of students who will have access to such materials.

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

S. A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

T. The decision to remove challenged material from use shall, unless otherwise determined by the School Board, be effective at the grade level at which the material is in use and all lower grades.

U. If a parent disagrees with the determination made by the 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 the 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.

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 that is prohibited under s. 847.012 or 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 4.13 Education Media Materials Selection.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 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: Revision Date(s): 4/27/10, 8/23/2022, 2/27/2024 Formerly: New

EDUCATIONAL MEDIA MATERIALS SELECTION 4.13

POLICY:

I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:

A. 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. 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 Suwannee County Schools. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. The School Board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library.

III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the Student's library record that the student not be allowed to check out certain material.

IV. Criteria for Selection of Media Materials

A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.

B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.

C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format, and price.

D. In determining the suitability and value of the material included in the collection, consideration of the following elements must be given:

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 or materials prohibited under F.S. 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:

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

2. Require that book selections meet the criteria set forth in ss. 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 periodically worn or missing basic items;

    c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph V.A.2.; and replaced by new and age-appropriate materials;

    d. Purchase materials in many types of format: digital, e- books, electronically, soft or hard bound; 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:

    1. Identify the type of material maintained in the library media center by category - book, ebook, periodical, etc.;

2. List title and author for books and ebooks;

3. List name or title for periodicals and videos,

4. List title for any other material; and

5. 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 Suwannee County resident may request reconsideration of school library media. 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; however, the challenged material shall not be removed from circulation during the reconsideration process 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.

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 Director of Curriculum and Instruction and Assistant Superintendent of Instruction, and forward to them copies of the completed form.

C. The Superintendent shall appoint a District Review Committee with the following composition:

1. One representative of the general public at large, preferably 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 members including the following:

a. One media specialist from the level at which the complaint originated;

b. One media specialist from another level; and

c. One classroom teacher from the level at which the complaint originated.

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 Assistant Superintendent of 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 ten (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 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 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 question can only be removed from circulation and/or used in the school district through the procedures of this policy.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History: Adopted:
Revision Date(s): 4/27/10, 8/23/2022, 2/27/2024, 9/24/2024
Formerly: IIAC

NON-SCHOOL- RELATED TRAVEL 4.14

POLICY:

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

A. Trips shall be organized between the individual participants and any sponsoring agency and that relationship shall be expressed in descriptive literature.

B. The School Board shall not be involved in the curriculum, itinerary, or selection of advisors for the trip.

C. Promotional activities and literature shall not include the name of the individual school or School Board nor distributed through the school.

D. School employees, acting as individuals, may be permitted to meet prospective student travelers during non-school hours on school premises by following the regular procedures for lease of facilities by outside agencies.

E. Participation in such travel by employees and students shall be subject to the District's leave and attendance policies.

F. Chaperones/organizers of trips by groups of students planning to travel under the auspices of an individual or non-school agency must advise the parents/guardians and emancipated students in writing that the travel is neither authorized nor sponsored by the school.

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43, F.S.

History:	Adopted: Revision Date(s): 2/28/2012 Formerly: New

EDUCATIONAL FIELD TRIPS AND EXTRACURRICULAR TRIPS 4.141

POLICY:

A. Special school trips shall be classified as follows:

1. Educational Field Trips - Any trip which is directly related to a unit of instruction being studied by a particular group of students.

2. Extracurricular Trips - A trip which is not directly related to the instructional program, but is related to a school-sponsored or connected activity.

B. Each school shall develop a program of field trips which are suitable to each grade level and provide for a variety of experiences. A list of suitable educational trips shall be submitted to the Superintendent for approval; out-of-state trips, excluding Georgia, must be approved by the School Board.

C. Written permission of the student's parent(s) or legal guardian shall be required for any student who attends an educational trip. The written permission shall be kept on file.

1. Proper arrangements shall be made for any student(s) who does not attend a field trip.

2. No fee shall be charged to a student for the cost of an educational field trip.

3. The Superintendent shall develop procedures to be followed relating to extracurricular field trips to ensure all eligible students have the opportunity to participate in the field trip. These procedures shall include accommodations or modifications for field trips that involve overnight lodging. These procedures shall also be consistent with the Parental Bill of Rights, protect the privacy of educational records and privacy interests of all

students and parents, and provide for parental notification as set forth in section D. of this Policy.

D. 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 attending a trip shall present a signed note from his or her parent or guardian giving permission for him or her to attend the trip. Such notice shall state:

1. the nature of the field trip;
2. specific location(s) and type(s) of establishment(s) to be visited;
3. the date(s) of the trip, the time of departure, and time of return to the school;
4. mode(s) of transportation;
5. method of student supervision consistent with Florida Statutes; and
6. that if it is an overnight trip, room assignments for lodging will be separated by biological sex at birth.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1001.43, F.S.

History:	Adopted: Revision Date(s): 3/22/05, 11/22/2022 Formerly: IICA

DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM 4.15

POLICY:

I. Provisions of the District and state-wide testing program for students shall be set forth in the *Student Progression Plan*. No student shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any District testing program on the basis of race, color, gender, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, pregnancy, disability, genetic information, or religion. Test modifications shall be made for students with disabilities and Limited English Proficiency (LEP) consistent with state and federal requirements.

II. Measurement of student performance shall be the responsibility of the District for subjects and grade levels that are not measured under the statewide standardized assessment program.

III. The statewide standardized end of course assessment shall be used as the final cumulative examination for the relevant course. A local assessment may be required as the final cumulative examination for a course that is not assessed under the statewide assessment program. 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.

IV. The uniform calendar of assessment and reporting schedules, provided by the Department of Education, shall be published on the District website. The District assessment schedule and required information shall be incorporated into the uniform calendar.

V. The parent, as defined by Florida Statutes, of each student must be notified regarding the progress of the student towards achieving state

and District expectations for proficiency in reading, science, writing and mathematics. A student's state assessment results and the results of district-required local assessments must be reported to the parent or guardian.

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 12/14/99, 4/27/10, 1/27/2015, 12/15/2015, 5/28/2019 Formerly: New

SECURITY OF TESTS 4.16

POLICY:

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

I. District and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.

   A. The testing coordinator shall instruct school test coordinators and principals on test security measures.

   B. Principals shall be responsible for informing their faculty of test security measures.

II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the District shall be reported to the Florida Department of Education pursuant to provisions in State Board of Education Rule 6A-10.042.

III. The testing coordinator shall coordinate the return and/or destruction of test materials as directed by the Florida Department of Education.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1001.11(5); 1001.43; 1008.22; 1008.23, 1008.24; 1008.34, F.S.
STATE BOARD OF EDUCATION RULE: 6A-10.042

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

HOME EDUCATION PROGRAM 4.18

POLICY:

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(s), 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 will be given to the parent-and a conference to discuss the requirements will be held with the parent(s)

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, and

b. Samples of any writings, worksheets, workbooks, and creative materials used or developed by the student.

c. Portfolios may be inspected by a District employee upon 15 days written notice to the parent.

3. Provide an annual educational evaluation to their student(s) being home educated. The annual educational evaluation shall

document the student's demonstration of educational progress at a level commensurate with his / her ability. A copy of the evaluation shall be filed annually with the School Board. The annual educational evaluation shall be conducted in accordance with Florida Statutes.

4. A Home education student may enroll in a public school solely for career and technical courses or programs. Industry certifications, national assessments and statewide assessments offered by the district shall be available to the home education program student.

5. The Superintendent shall determine if the student has demonstrated educational progress commensurate with his / her ability. If such progress has not been achieved, the parent(s) or legal guardian shall be notified in writing and have one (1) year from the receipt of written notification to provide remedial instruction. Continuation in the home educational program shall depend upon the student's educational progress at the end of the one (1) year probationary period.

6. Home Education families are to provide written notice to the Superintendent's office of an address change or of their intention to terminate the home education program.

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

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

History:	Adopted: Revision Date(s): 5/28/2019 Formerly: New

EXERTIONAL HEAT ILLNESS 4.181+

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 Suwannee 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 and/or SSAA 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 (insert school device here)

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 and/or Sunshine State 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: Revision Date(s): 12/15/2020, 5/26/2026 Formerly: New

PARTICIPATION OF HOME EDUCATION, PRIVATE SCHOOL, AND VIRTUAL SCHOOL STUDENTS IN EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS 4.22

POLICY:

I. Home education students currently enrolled in home education programs registered with the School District, are eligible to participate:

a at the public school to which the student would be assigned according to District school board attendance area policies or which the student chooses to attend pursuant to F.S. 1002.31, and meets the designated requirements set forth in F.S. 1006.15.

b on an interscholastic athletic team at any public school in the district where the student resides, provided they meet the designated requirements set forth in F.S. 1006.15. Whether the School is at capacity is not a factor in the student's ability to participate.

II. Students entering grades nine (9) through twelve (12) in a public school from a home education program, are eligible to participate in extracurricular activities, provided they meet all Florida Statutes, requirements and rules established by the School Board, and Florida High School Athletic Association (FHSAA), and Sunshine State Athletic Association (SSAA), and Florida School Music Association bylaws.

III. A private school student is eligible to participate in an interscholastic or intrascholastic sport at a public member high school, a public member middle school or a six (6) through twelve (12) public member provided: the student meets all Florida Statutes, requirements and rules established by the School Board, and FHSAA bylaws and/or SSAA bylaws. This includes the requirement that the private school where the student is enrolled is not a member of the FHSAA and/or SSAA or does not offer the sport in which the student wishes to participate.

IV. A full time Florida Virtual School student is eligible to participate if the student register's his or her intent to participate:

a in the extracurricular activities at the school to which he/she would be assigned or could choose to attend under District enrollment policies and the student meets the designated requirements set forth in F.S. 1006.15 all Florida Statutes and academic and conduct requirements of the District.

b on an interscholastic athletic team at any public school in the district in which the student resides provided the student meets the designated requirements set forth in F.S. 1006.15.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1006.15, F.S.

History:	Adopted: 3/28/06
	Revision Date(s): 2/28/2012, 2/24/2025, 5/26/2026
	Formerly:

VIRTUAL INSTRUCTION 4.25

I. At least one (1) course required for graduation must be earned through online learning. A student shall not be required to take an online course outside the regular school day or in addition to the courses in which a student is registered in a given semester.

II. The District shall provide various options for eligible students to participate in part-time or full time virtual instruction. Options may include

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

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

C. Online courses offered by the District;

D. Online courses offered by another Florida school district;

E. Enrollment in MyDistrict Virtual School;

F. Enrollment in Florida Virtual School; and

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

III. 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.

A. Industry certification examinations, national assessments, and statewide assessments offered by the school district shall be available to all Florida Virtual School students.

B. All industry certification examinations, national assessments, and statewide assessments must be taken at the school to which the student would be assigned according to district school board attendance areas, unless an alternative testing site is mutually agreed to by Florida Virtual School and the District.

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 and MyDistrict 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, 1003.4282, 1003.498, 1006.29, 1007.27, 1011.62, F.S.

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

History: Adopted: 9/25/2018
Revision Date(s): _____
Formerly: New

ARTIFICIAL INTELLIGENCE ACCEPTABLE USE 4.26+

I. Introduction

It is the policy of Suwannee County School District to:

A. Support the use of technology to improve teaching and learning, and to support innovations throughout the educational system.

B. With artificial intelligence (AI) technology shifting from providing access to instructional resources and capturing data to automating decisions about teaching and learning processes and detecting patterns in data it is necessary for there to be an increase in the level of responsibilities a person may delegate to a computer system.

C. Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is developed for and used in education.

D. This policy outlines the acceptable use of AI tools and applications within Suwannee County Schools to ensure their safe, ethical, and responsible use.

E. It is the District's responsibility to educate and train students to utilize AI in an ethical and educational way. The District is not banning teacher or student use of AI, but each teacher and student needs to be aware of the limitations and guidelines of its usage.

1. Teachers may allow the use of AI for curriculum purposes. For example, AI programs may assist students with providing clarifications of information or explanations of ideas and concepts. AI may also be helpful for students with generating ideas, topics and writing prompts.

2. If the district uses grant funds for subscription fees and/or professional learning for students in grades 6-12 during the school day, the AI platform selected must:

i Use large language models based on GPT-4 or its equivalent;
ii Be on a closed system;
iii Provide professional learning to teachers;
iv Provide one-on-one tutoring aligned to the B.E.S.T standards for reading and math.
v Provide standards aligned lesson plans and insights on student progress;
vi Provide district and school-level reporting and parental access to AI interactions.

F. Teachers and staff need to be aware and understand:

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

G. Students Responsible Use –

1. When using AI students need to be aware that anything entered into AI

may be retained or reused by the AI, without the ability of the student or the District to retract or further control such information. Students are prohibited from entering any District information and documents or personally identifiable information of students or District staff into AI on District-owned or operated computers, devices, software, and hardware, including through Internet-access provided by the District.

2. AI can have implicit bias, and even present incorrect information. Students should understand that AI is not always factually accurate, nor seen as a credible source. All users must also be aware of the potential for bias and discrimination in AI.

3. If a student is using AI, they need to think critically and be sure to fact-check using primary sources.

4. AP, IB and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.

5. The use of AI, including tools like ChatGPT, necessarily implicates academic integrity for essays or other papers submitted on behalf of the student. Should AI be used in any capacity, the student must indicate they used AI related to their school work and to what extent AI-generated information was prepared. The use of AI could be subject to the Academic Dishonesty Policy.

6. Students are not permitted to use AI to avoid doing their own work.

7. Students may not use AI when their teacher has expressly forbidden its use.

8. Student access to certain websites using AI may be granted. However, privacy guidelines and age restrictions must be considered prior to allowing the usage.

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

STATUTORY AUTHORITY: 1001.41, 1001.42, 1002.321, F.S.

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

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

History:	Adopted: 1/23/2024 Revision Date(s): 4/22/25 Formerly: New

OPERATION OF UNMANNED AERIAL VEHICLES (Drones) 4.27

I. The School Board is committed to providing all students and staff with technology-based learning opportunities. Unmanned remotely controlled aerial systems ("drone(s)") have value in an instructional setting. Use of drones is a privilege which comes with responsibilities - to which students and staff must adhere.

II. Drones - are defined as any powered, aerial vehicle that when operated outdoors is subject to Federal and/or State regulations.

III. 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 his/her designee.

V. A teacher wishing to use/demonstrate any drones in an instructional related setting must adhere to the guidelines of this policy and applicable Federal guidelines. A clear connection between drone technology and the approved course curriculum must exist.

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 and have been trained in the use of drones by the teacher.

C. Students shall not operate drones without the direct supervision and presence of a teacher.

D. All proper safety equipment must be used by any operator(s) and observer(s) to include eye and ear protection.

E. The use of any drone on school grounds must be approved in advance by the principal or a district administrator.

F. Drone operators (staff and students) must maintain safe control and line-of-sight at all times during operation and are prohibited from flying drones over playing fields, seating and spectator areas where and when people are present, as well as parking areas where and when people and/or vehicles are present. Broadcast from a remote location does not constitute line of sight.

G. Staff and students shall not operate drones above an altitude of 400 feet above

ground level or within 400 feet of a structure as outlined in FAA Part 107 guidelines.

H. Any district or teacher provided drone operated on school grounds must be of relatively low power, be equipped with blade guards, weight less than 0.55 lbs., and not be subject to FAA registration requirements. Staff and students shall not operate a drone with a weight of more than 55 lbs.

I. Staff and students shall not operate drones before sunrise or after sunset or in adverse weather conditions.

J. Staff and students shall not operate drones within proximity to or above individuals, crowds, or vehicles, to include parking lots, bleachers, sporting events, school-based activities or functions.

K. Students are not permitted to bring drones to school.

L. If used outside, and if the drone were to be flown/blown onto a building roof, off-campus location, or another restricted area, the teacher/coach must report it immediately to school administration and appropriate support staff, i.e. custodial staff, or technical services if the drone is located on the roof. Students shall not be used to retrieve the drone under any such circumstances.

M. Any variance from this policy requires the prior written authorization from both the Director of Safety and Security and the Supervisor of Risk Management.

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: 1/23/2024 Revision Date(s): 9/24/2024 Formerly: New

STUDENT SERVICES PLAN	**5.01***

POLICY:

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

STATUTORY AUTHORITY: 1001.42; 1001.43, F.S.

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

History:	Adopted: Revision Date(s): 5/25/10 Formerly: New

NON-DISCRIMINATORY ADMISSION OF STUDENTS 5.02

POLICY:

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

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

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

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

History:	Adopted: Revision Date(s): 5/25/10 Formerly: JFH

HOMELESS STUDENTS 5.021

POLICY:

Homeless children who live within the county shall be admitted to school in the District and 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.

I. Definitions

A. Homeless Child

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

1. Are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;

2. Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;

3. Are living in emergency or transitional shelters, or FEMA trailer;

4. Are abandoned in hospitals or not in the physical custody of a parent or legal guardian;

5. Have a primary nighttime residence that is:

a. A supervised shelter designed to provide temporary living accommodations;

b. An institution providing temporary residence for persons who are to be institutionalized; or

c. 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 I.A.1. through I.A.6.

B. Unaccompanied Youth - A person up to the age of 21 not in the physical custody of a parent or guardian. This term includes a homeless child.

C. Certified Homeless Youth – A minor, homeless child or youth, including an unaccompanied youth, who has been certified as homeless or unaccompanied by a school district homeless liaison, the director of an emergency shelter program funded by the U. S. Department of Housing and Urban Development or designee, or the director of a runaway or homeless youth basic center or transitional living program funded by the U. S. Department of Health and Human Services or designee, a licensed clinical social worker, or a circuit court.

D. School of Origin - The school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.

E. Designated receiving school - Includes 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 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 student is temporarily residing, or another school which student residing in that attendance zone are eligible to attend.

G. Enroll and Enrollment - Attending classes 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.

II. The District shall identify a liaison to carry out the duties described in the McKinney-Vento Homeless Assistance Act.

III. The District shall identify homeless students as defined by federal and state law. If the District liaison for homeless children and youth determines that the minor is an unaccompanied homeless youth, the liaison shall issue to the youth a certificate documenting his/her status as required by law.

IV. The District shall seek to remove barriers to the identification, enrollment and retention of homeless children and youth. Uniform or dress code requirements, outstanding fees, fines, or absences shall not be barriers to enrollment or participation.

V. The District shall ensure the immediate enrollment of homeless students, even if the child or youth missed an application or enrollment deadline during any period of homelessness.

A. The District shall assist homeless children to provide documentation to meet state and local requirements for entry into school.

B. A homeless child shall be given a thirty (30) school day exemption to provide proof of age, certification of a school-entry healthy examination, proof of immunization, and other documentation required for enrollment.

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, academic and extracurricular activities, and education services for which the child

meets the eligibility criteria such as exceptional education, gifted education, vocational and technical programs, preschool programs.

VII. If requested by a child's or youth's parent or guardian, a homeless child or youth may enroll in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

VIII. The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

IX. Appropriate credit for full or partial coursework satisfactorily completed by homeless children and youth while attending a prior school shall be awarded.

X. Unaccompanied homeless high school youth will receive counseling to prepare and improve their readiness for postsecondary education.

XI. If the child or youth needs to obtain immunizations or immunization records, the enrolling school shall immediately refer the parent or guardian of the child or the youth to the homeless liaison who will assist in obtaining necessary immunizations or records.

XII. Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained so that the records are available, in a timely fashion, when the child or youth enters a new school or school district. These records shall be treated as student records and held confidential in a manner consistent with section 444 of the General Education Provision Act (20 U.S.C. 1232g) and shall not be deemed to be directory information.

XIII. Keeping the child or youth in the school of origin is presumed to be in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth when considering placement in a school other than the child's or youth's school of origin, the district will consider student-centered factors to determine a placement that is in the student's best interest. The homeless student may continue his/her education in the school of origin for the duration of homelessness:

A. If the student becomes homeless between academic years or during an academic year; or

B. for the remainder of the academic year if the student becomes permanently housed during an academic year.

XIV. In determining the best interest of a homeless student, the District will consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the student's parent/guardian. The school selected in accordance with this policy must immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment or has missed the application or enrollment deadlines during any period of homelessness.

XV. When the district determines that a placement other than the school of origin is in the best interest, the district will provide the parent, guardian, or unaccompanied homeless youth with a written explanation in a manner and form understandable to the parent, guardian, or unaccompanied youth, and information on the right to appeal the placement determination.

XVI. During a school selection dispute, the child or youth will either remain enrolled in the student's school of origin or shall be immediately enrolled in the eligible school in which enrollment is sought, either the school zoned for the address where the student is residing or another school which students residing in that attendance zone are eligible to attend, pending final resolution of the dispute including all available appeals the parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school or the district, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions and the parent, guardian, or unaccompanied youth shall be referred to the district's designated homeless liaison to carry out the dispute resolution process as expeditiously as possible.

XVII. If requested by the parent of a homeless child or by the liaison on behalf of an unaccompanied youth, the District shall be responsible for providing transportation to and from the school of origin throughout the duration of homelessness. The District shall share the responsibility of transportation if a homeless student begins living in another district in a homeless status and continues to attend the school of origin.

XVIII. A homeless student who becomes permanently housed during the academic year, may remain at their school of origin for the remainder of the academic year and continue to receive all McKinney-Vento Act benefits.

XIX. Homeless students shall not be stigmatized, segregated, or separated in any education program on the basis of their homeless status.

XX. The District shall coordinate district programs and collaborate with other school districts, community service providers and organizations, including:

A. Local social services and other community agencies to provide support to homeless students and their families,
B. Other school districts regarding homeless student-related transportation, transfer of school records, and other inter-district activities, as needed,
C. housing authorities, and
D. ESE.

XXI. The District shall follow the requirements of the McKinney-Vento Homeless Assistance Act and Florida Statutes.

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

LAW(S) IMPLEMENTED: 382.002, 722(g), 743.067, 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 20 USC 6311(g)(1)(F)

History: Adopted: 10/28/08

Revision Date(s): 7/2009, 5/25/2010, 7/23/13, 1/27/2015, 6/26/2018, 10/27/2020, 4/26/2022, 9/27/2022, 10/25/2022

Formerly**:** Homeless Education

EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE 5.025

I. The District shall collaborate with child welfare agencies to ensure educational stability for children in foster care.

II. The District shall designate a contact person for students in foster care. The point of contact will be reported to the Florida Department of Education and the local child welfare agency.

III. The District shall ensure that children in foster care remain in the school of origin when it is in the best interest of the child.

IV. If it is determined that it is not in the child's best interest to remain in the school of origin, the District shall expedite transfer and enrollment in the new school.

V. The District shall collaborate with the local child welfare agency to provide for transportation so that a child in foster care may remain in the school of origin when it is determined to be in the best interest of the child. If additional costs are incurred, the District shall work with the child welfare agency to resolve the issue of transportation expense in accordance with 475 (4) (A) of the Social Security Act.

VI. The District shall ensure that children in foster care receive all appropriate services.

VII. Relevant personnel shall be trained on the requirements relating to educational stability for students in foster care and the procedures for best interest determination and transportation.

VIII. The Superintendent shall develop procedures for ensuring educational stability for students in foster care. Procedures shall include but are not limited to:

A. Identification of students in foster care;
B. Role of the point of contact;
C. Determination of the child's retention in the school of origin or placement in another school;
D. A dispute resolution process developed with the child welfare agency to be used when all parties do not agree on the proposed placement of the student;
E. Methods of providing transportation to maintain enrollment in the school of origin or to provide transportation to a different school;
F. Process for expediting enrollment and attendance in another school if it is determined to be in the best interest of the child;
G. Process for expediting transfer of student records to the enrolling school if the student does not remain at the school of origin.
H. Training for staff regarding the requirements for maintaining stability for children in foster care and the effects placement in foster care on students.

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

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1003.01, 1003.21, 1003.22, 1003.25, F.S. Elementary and Secondary Education Act of 1965, P.L. 89-10 Family Educational Rights and Privacy Act, 20 USC 1232g, Fostering Connections Act of 2008, P.L. 110-351, Every Student Succeeds Act of 2015. P.L. 114-95

History: Adopted: 3/28/2017
Revision Date(s): 10/27/2020
Formerly: New

STUDENT ASSIGNMENT 5.03

POLICY:

The School Board shall establish residential attendance zones for each school based upon the Superintendent's recommendation. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. Each residential attendance zone shall be established to achieve maximum utilization of all School Board facilities and to consider the time and distance of travel for students. The instructional capacity for each school will be set yearly by the School Board after the recommendation by the Superintendent or his/her designee ("Instructional Capacity"). For the purposes of this policy, Enrollment Capacity is defined as ten percent less than the Instructional Capacity. A student's residence is defined as the residence of his / her parent(s), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the State of Florida. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee based upon the Controlled School Choice Program.

I. 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. However, under §1006.07, F.S., the Superintendent may recommend to the School Board that the other school district's final order of expulsion be waived and the student be admitted. The School Board shall make the final decision.

II. A student may be permitted to attend a school in another residential attendance zone pursuant to the following procedures of the *Controlled Open Enrollment Plan* adopted by the School Board listed below.

A. Parents/legal guardians must request reassignment following published timelines if they desire reassignment to any school other than their assigned school.

B. An Appeals committee will be appointed by the Superintendent. It will hear protests and requests for reassignment.

C. Once a child attends an out-of-zone school, preference for continued attendance will be given to that student and their younger brothers and sisters.

D. Parents/legal guardians participating in the controlled school choice program will provide their own transportation. The District will provide parents with information on transportation options available within the community. Parents will be provided information on transportation options available for students attending their school of choice pursuant to ss.1002.38, 1002.39 or 1002.394 F.S. and including within the community, as well as the funds available for transportation pursuant to ss. 1002.394, 1002.395 and 1011.68 F.S.

E. Out of county transfers may apply for their school of choice and will be placed in their school of choice in accordance with the procedures set forth in Policy 5.031 Student Out of Zone Transfers/CHOICE following the placement of the Suwannee County Residents who have priority.

F. In implementing the school choice initiative, no school will be out of compliance with federal desegregation orders.

III. Any student whose legal residence is outside the boundaries of Suwannee County may be enrolled in a District school under the provisions of Florida Statutes and the *Controlled Open Enrollment Plan*. The assigned school for an out-of-district student shall be designated on the basis of space available. 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.

IV. A student who has been attending, in the year prior to the designation a public school that has been classified as performance 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 choose to attend a higher performing school in the District or an adjoining district as allowed by law.

V. Students enrolled in a Home School Program must annually apply for admission consideration to the Superintendent. Granting of admission will be based on space and program availability.

STATUTORY AUTHORITY: 1001.41; 1001.42 F.S.

LAWS IMPLEMENTED: 1000.21; 1001.41; 1001.42; 1001.43; 1001.51; 1002.20, 1002.31; 1002.38; 1002.39; 1002.394; 1002.395; 1006.07; 1011.68 F.S.

History:	Adopted: 09/25/07 Revision Date(s): 08/28/07, 5/25/10, 1/27/2015, 10/24/2017, 2/25/2020, 8/23/2022 Formerly: JC, JECC, JECB

STUDENT OUT OF ZONE TRANSFERS/CHOICE 5.031*+

I. The 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. McKay, Family Empowerment, or Opportunity Scholarships

E. Home School

F. Virtual School

G. Dual Enrollment

H. Other Opportunity Scholarships

1. HOPE

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 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 crowded and would not become crowded as a result of such assignments.

B. The Board will establish a 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 the established 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 the established capacity 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 in the School Choice Office and 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. The School Choice Office will compile applications into lists by school of application.

1. If the school's 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 School Choice Plan.

2. If the school's established 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, and all other available positions will be filled through provisions of the *Controlled Open Enrollment Plan* to maintain socioeconomic, demographic and racial balance as defined in statute.

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 3.16 - 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. Hope, Opportunity, and Empowerment 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. (F.S. 1002.38).
Students of families that have limited financial resources may request and receive a Family Empowerment Scholarship to attend a school different from the school to which the student was assigned. (F.S. 1002.394). Students subjected to an incident (battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offenses, assault or battery, threat or intimidation or fighting in school) may request to transfer to another public school 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).

VII. Other Opportunity Scholarships

A. HOPE
Parent of a public-school student who was subjected to certain incidents listed in F.S 1002.40 is eligible to transfer the student to another public school or to request a scholarship for the student to enroll in and attend an eligible private school. Home School

VIII. Home School

Parents may elect to home school students in accordance with State law. See Policy 4.18 - Home Education Programs.

IX. Virtual School

Parents may elect to register their students in a virtual education program.

X. Dual Enrollment

See Policy - Postsecondary Enrollment Programs.

XI. 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. Prior to revoking a school choice variance, the school will document a minimum of three (3) good faith efforts to provide interventions and enlist parental/guardian support for the identified areas of concern. 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. Revocation of a choice assignment within ten (10) school days of the end of a nine (9) weeks or semester grading period will be effective the first day of the following grading period. No requests for revocation will be considered during the final twenty (20) days of the school year.

XII. Zoning Exceptions

Students may attend a school other than their zoned school if they have been granted a zoning exception in accordance with the *Controlled Open Enrollment Plan.*

CHAPTER 5.00 – STUDENTS

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, 1001.394, 1011.68, 1013.35, F.S.

History:
Adopted: 10/24/2017
Revision Date(s): 2/25/2020, 8/23/2022, 3/24/2026
Formerly: New

POSTSECONDARY ENROLLMENT PROGRAMS 5.032

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 by students in grades 9,10, 11, and 12 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/legal guardians and the high school principal.

IV. Annually all secondary school students and their parents/legal guardians 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. The District shall deny high school credit for any portion of postsecondary courses which are taken during the period of a student's expulsion. 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.

CHAPTER 5.00 – STUDENTS

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1007.27, 1007.271, F.S.

History:
Adopted: 10/24/2017
Revision Date(s): 2/25/2020
Formerly: New

CONTROLLED OPEN ENROLLMENT 5.033

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. Schools must accept students throughout the school year as capacity becomes available by grade level.

II. The plan shall include but not be limited to the following:

A. Eligibility requirements;

B. Application process;

C. Twenty-eight (28) day time period for accepting applications;

D. Method of determining capacity of schools;

E. Capacity determination for each District school by grade level, updated every 12 weeks;

F. Identification of schools that have not reached capacity;

G. Class size standards;

H. Lottery procedure for determining student assignment if transfer requests exceed available space;

I. Provision for a parent to request placement of siblings within the same school;

J. Appeals process for hardship cases;

K. Availability of transportation options required by law or available through the District or in the community;

L. The availability of funds for transportation under ss. 1002.394, 1002.395, and 1011.68; and

M. Maintain a wait list of students who are denied access due to capacity and notify parents when space becomes available throughout the 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, 1002.39, 1002.394, 1002.395, 1011.68, 1013.35, F.S.

History: Adopted: 3/28/2017
Revision Date(s): 8/23/2022
Formerly: New

STUDENT ATTENDANCE 5.04*

POLICY:

I. A student who is absent without the principal's approval shall have his/her parent(s) or legal guardian as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the *Code of Student Conduct*.

II. The *Code of Student Conduct* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.

III. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rule.

IV. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.

V. Student absences must be tracked on a daily basis and parents contacted as required by law.

VI. A person designated by the Superintendent or his/her designee shall investigate truancy problems and non-enrollment issues.

A. When a student who is subject to compulsory school attendance has been absent as set forth in F.S. 1003.26, the Superintendent/designee may file a truancy petition seeking early truancy intervention with the circuit court.

i The Superintendent/designee may also refer the student to a child study team for review and recommendations on remediating the truancy; or

ii The Superintendent/designee may refer the case to the department of

Juvenile 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 Superintendent/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/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 Superintendent/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.

VII. A student who may be exhibiting a pattern of non-attendance or who has fewer absences than the number required by s. 1003.26 (1) (b), at the discretion of the principal, may be referred to a Child Study Team to determine if early patterns of truancy are developing.

CHAPTER 5.00 – STUDENTS

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, 1003.27 F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.044, 6A-1.09514

History:	Adopted: 08/22/06 Revision Date(s): 5/25/10, 9/23/25 Formerly:

REQUIREMENTS FOR ORIGINAL ENTRY 5.05

POLICY:

I. Any student who initially enrolls in the District shall be required to present certification of immunization for those communicable diseases required by Florida Statutes.

A. Students who are under twenty-one (21) years of age and are attending adult education classes shall 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.

B. Immunization shall be as required by the State of Florida. The Superintendent shall maintain a current list of required immunizations.

C. A transfer student from another Florida district may be granted thirty (30) days to provide documentation of school entry health examination and certificate of immunization prior to school attendance.

D. Exceptions may be granted as provided in Florida Statutes.

II. Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.

A. Any student who was previously enrolled in a Florida school and who seeks admission may be granted thirty (30) days to secure documentation of a school health examination.

B. The Superintendent may grant exceptions to this rule pursuant to Florida Statutes.

C. The health examination shall be completed by a health professional licensed in Florida or in the state where the examination was performed.

III. Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the County, except as provided in this Rule.

IV. A student entering a District school from a private or non-public school shall be assigned to a grade based on placement tests, age, and previous school records.

V. Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had 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 grounds for expulsion according to the receiving District School Boards Code of Student Conduct.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1001.43; 1003.01; 1003.21; 1003.22;1006.07 F.S.
STATE BOARD OF EDUCATION RULE: 6A-6.024

History:
Adopted:
Revision Date(s): 12/15/98, 11/20/01, 5/25/10, 9/25/2018, 11/19/2019
Formerly: JEC, JHCA

ADMISSION TO KINDERGARTEN 5.06

POLICY:

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

A. The child's date of birth in the manner provided by Florida Statutes;

B. An up-to-date immunization record; and,

C. A school-entry health examination conducted within one (1) year prior to enrollment in school in accordance with State Board of Education Rule 6A-6.024.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

STATE BOARD OF EDUCATION RULE: 6A-6.024

History:	Adopted: Revision Date(s): 5/25/10 Formerly: JEC

ADMISSION TO FIRST GRADE 5.07

POLICY:

A. For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year and shall satisfy one (1) of the following requirements:

1. Previous enrollment and attendance in a Florida public school.

2. Satisfactory completion of kindergarten requirements in a non-public school; or,

3. Previous attendance in an out-of-state school in which he / she was admitted on the basis of age requirement established by the state of residency.

B. First grade students shall progress according to the District Student Progression Plan.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

STATE BOARD OF EDUCATION RULE: 6A-6.024

History:	Adopted: Revision Date(s): Formerly: JEC

ADMISSION TO POST-SECONDARY VOCATIONAL PROGRAM 5.08*

POLICY:

I. The Superintendent or designee shall develop written procedures to implement Florida Statutes, and State Board of Education Rule which pertain to impaired or learning disabled students who enter post-secondary programs in vocational-technical education centers. The procedures shall include, but not be limited to:

A. A method for identifying students who meet the definition of hearing impaired, visually impaired, or learning disabled pursuant to State Board of Education Rule.

B. Development of reasonable substitutions for admission and graduation requirements for post-secondary programs offered at a vocational-technical center.

C. A plan for advising students about eligibility criteria and substitution requirements.

D. Individualized counseling for students who may qualify for substitution requirements.

E. An appeal process for students who do not qualify for substitution requirements.

II. A high school or adult student who has a documented disability and in completing a post-secondary vocational program may be exempted from meeting the career basic skills required for completion of the program. The District shall establish exit criteria for disabled students who have not achieved the basic skills levels on the posttest.

V. 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 tenth, eleventh, or twelfth grade student who is age sixteen (16) or older and is concurrently enrolled in a regular high school and the Vocational-Technical Center for one (1) to six (6) hours daily. Ninth graders are admitted into vocational-technical home economics programs designed for exceptional education students.

B. An adult student is a person who is sixteen (16) years or older and has withdrawn from a regular school program.

IV. The Superintendent or designee shall maintain records on students who apply for and who are permitted to enter post-secondary programs on the basis of Florida Statutes and State Board of Education Rules. Data collected shall be in accordance with of Education Rule.

V. Upon the recommendation of the Superintendent, the Board may approve plans and agreements with institutions of higher education for dual enrollment and / or early admissions programs.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

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

History:	Adopted: Revision Date(s): 5/25/10 Formerly: New

GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL CAMPUS 5.09

POLICY:

I. No student shall be permitted to leave the school grounds during the school day for school business / activities without the principal's prior approval or written consent from the student's parent(s) or legal guardian, as defined by Florida Statutes, provided an acceptable reason is established.

II. The principal or the teacher shall definitely establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the principal or teacher concerned shall not release the child without the verified authorization of the parent or guardian who has custody of the child.

III. The provisions of this sub-section shall not apply to a law enforcement officer, court official, other authorized agency officials or proper school employee provided, that the person's identity and authority are clearly established.

IV. A senior attending Suwannee High School and Branford High School may leave the school grounds during the lunch period with written permission. The written permission shall be submitted to the principal by the student's parent(s) or legal guardian for consideration of approval.

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 11/21/2000, 5/25/10 Formerly: JEDB

STUDENT CONTROL 5.10

POLICY:

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

I. The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.

II. The teacher, other members of the instructional staff or bus driver shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.

A. No student may be suspended from school, from school bus transportation or from class, nor may corporal punishment be administered except as provided by law and the policies of the Board.

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. The School Board shall review the provisions for corporal punishment at a School Board meeting every three (3) years and shall take public testimony at the meeting. The School Board shall not be held liable for the safety of students being transported by private citizens to and from school sponsored activities and events. However, any student representing the District shall be subject to the Code of Student Conduct during transport and while they are at such activities and events.

IV. The Code of Student Conduct for Elementary, Middle, High School and Post-secondary Schools are hereby incorporated by reference and made a part of this Rule. The Code of Student Conduct and any revisions shall be approved and adopted by the School Board. The Code of Student Conduct shall:

A. Be developed by School Board members, appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.
B. State grounds for disciplinary action procedures and the rights of students.
C. Be distributed to all teachers, school personnel, students, and students' parent(s) or legal guardian(s) at the beginning of each school year.
D. Be filed in the Superintendent's office.

V. The Code of Student Conduct shall be discussed with 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. The principal or any instructional staff member may temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board rules.

VIII. If at any time probable cause arises that a student is unlawfully concealing any stolen or illegal property, an alcoholic beverage or liquor, illegal drugs, or any weapon, an administrative staff member may temporarily detain such student with the use of reasonable physical force, and may search the detained student and his / her locker for the purpose of disclosing the presence of items herein provided.

A. If a search of a student or his / her locker reveals stolen or illegal property or items prohibited by Florida Statutes or School Board rules, the items shall be seized and, when appropriate, turned over to law enforcement authorities. Action taken against the student shall be pursuant to Florida Statutes and School Board rules.

B. The search may involve a "pat-down" of the person while clothed; the disrobing of the student shall not be permitted. Such search shall be made by an instructional staff member. The student may be searched only by a member of the same sex.

IX. This rule shall apply to all official school trips.

CHAPTER 5.00: STUDENTS

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

STATE BOARD OF EDUCATION RULE: 6A-1.04040

History: Adopted:

Revision Date(s) 2/23/2010, 9/24/2024

Formerly: J,GG, JGD, JFC

CORPORAL PUNISHMENT 5.1001

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

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

A. The use of corporal punishment shall be approved in principle by the principal before it is used, but approval is not necessary for each specific instance in which it is used. The types of punishable offenses for which it is used are listed in the District approved Student Code of Conduct. The principal will designate specific personnel on the school staff authorized to administer corporal punishment.

B. A principal or his/her designee may administer corporal punishment only in the presence of another certificated school representative who is informed beforehand, and in the student's presence, of the reason for the punishment.

C. A principal or his/her designee who has administered corporal punishment shall provide the student's parent with a written explanation of the reason for the punishment and the name of the other adult who was present.

STATUTORY AUTHORITY: 1003.32, F.S.

History:
Reviewed 7/9/09; 8/25/09, 1/28/2014, 9/6/2016, 8/27/2019, 7/26/2022, 5/13/2025

Adopted: 9/22/09
Revision Date(s): 3/22/11
Formerly: New

BULLYING AND HARASSMENT 5.101*

I. Statement Prohibiting Bullying and Harassment

A. It is the policy of the Suwannee County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type 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; or

4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is physically located on school property or at a school-related or school-sponsored program or activity; . or

5. Through the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability

to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff is not required to monitor any nonschool-related activity, function, or program.

II. Definitions

A. 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 have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

B. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and 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 Cyberbulling;

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 *bullyin*g shall include cyberbullying whether or not specifically stated.

A. 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.

B. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

C. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in 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.

D. 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.

E. Bullying and harassment also encompass

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by

a. Incitement or coercion;

b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer,

computer system, or computer network within the scope of the District school system;

c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

III. Behavior Standards

A. The Suwannee County School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. Suwannee 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. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student recognition through positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

D. Student rights shall be explained in the *Student Code of Conduct;*

E. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the *Student Code of Conduct*.

IV. Consequences

A. Committing an act of bullying or harassment

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances 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 *Code of Student 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 *Code of Student 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 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 the principal's designee.

C. All other members of the school community, including students, parent/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 oral reporting or 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 or 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 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;

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 employees work or workplace environment;

10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and

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 the 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) to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.

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

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

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

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 shall be made available to the victim(s), perpetrator(s), and parents/guardians.

A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, *e.g.*, school counselor, school psychologist), to determine the severity of concern and appropriate steps to address the concern. The 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:

   a. Counseling and support to address the needs of the victims of bullying; and
   b. 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:

a. Counseling and support to address the needs of the victims of bullying or harassment;

b. 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

c. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

X. Reporting Incidents of Bullying and Harassment

A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included within the bullying incidents category. The report shall also include in a separate section each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as incident codes as well as bullying-related as a related element code.

1. SESIR Definitions

a. Bullying – Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.

b. Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.

3. If the bullying/harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are:

a. Alcohol
b. Arson
c. Battery
d. Breaking and Entering
e. Disruption on Campus
f. Drug Sale/Distribution Excluding Alcohol
g. Drug Sale/Possession Excluding Alcohol
h. Fighting
i. Homicide
j. Kidnapping
k. Larceny/Theft
l. Robbery
m. Sexual Battery
n. Sexual Harassment
o. Sexual Offenses

p. Threat/Intimidation

q. Trespassing

r. Tobacco

s. Vandalism

t. Weapons Possession

u. Other Major (Other major incidents that do not fit within the other definitions)

C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3, and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment, and threat / 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 *Code of Student Conduct* and employee handbooks and through other reasonable means.

C. The Superintendent shall also make all contractors contracting with the District aware of this policy.

D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.

E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

XIV. Review of Policy

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

History: Adopted: 12/16/2008

Revision Date(s): 1/28/2014, 8/25/2015, 6/28/2016, 10/24/2017, 11/19/2019, 10/27/2020, 12/15/2020

Reviewed:

VEHICLE USE BY STUDENTS	**5.102**

POLICY:

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

B. The Superintendent shall develop guidelines to be used at schools to implement this policy.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.07, F.S.

History:	Adopted: Revision Date(s): Formerly: JHFD

DATING VIOLENCE AND ABUSE 5.105*

It is the policy of the Suwannee School District that all of its students and school employees have an educational setting that is safe, secure, and free from dating violence and abuse. The District shall not tolerate dating violence and abuse of any kind. Dating violence or abuse by any student is prohibited on school property, during any school related or school sponsored program or activity, or during school sponsored transportation. The School Board of Suwannee County also prohibits sexual harassment and sexual discrimination, which is governed by Policy 2.161 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 are set forth in Policy 2.161 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, then 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 2.161 Title IX Policy Prohibiting 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' 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 *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: 3/22/11
Revision Date(s): DATE(S):12/15/2020, 10/26/2021
Formerly: New

HAZING 5.107*+

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

I. Definition of Hazing

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

A. Pressuring, coercing, or forcing a student into violating state or federal law; consuming any food, liquor, drug, or other substance; or participating in physical activity that could adversely affect the health or safety of the student.

B. Any brutality of a physical nature such as beating, whipping, branding, or exposure to the elements.

II. Reporting an Act of Hazing

A. At each school with any of grades six (6) through twelve (12), the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.

B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

C. All other members of the school community, including students, parents as defined by Florida Statutes, volunteers, and visitors are encouraged to report

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

D. The principal of each school that includes any of grades six (6) through twelve (12) in the District shall establish and prominently publicize to students, staff, volunteers, and parents, how a report of hazing may be filed either in person or anonymously and how this report will be acted upon.

E. The victim of hazing, anyone who witnessed the hazing, and anyone who has credible information that an act of hazing has taken place may file a report of hazing.

F. A school employee, school volunteer, student, parent or other person who promptly reports in good faith an act of hazing to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

G. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

H. Any written or oral reporting of an act of hazing shall be considered an official means of reporting such act(s).

I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

III. Investigation of a Report of Hazing

A. The investigation of a reported act of hazing is deemed to be a school-related activity and shall begin with a report of such an act.

B. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator or victim.

C. Documented interviews of the victim, alleged perpetrator(s), and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

D. The investigator shall collect and evaluate the facts including but not limited to:

1. Description of incident(s) including nature of the behavior;

2. Context in which the alleged incident(s) occurred;

3. How often the conduct occurred;

4. Whether there were past incidents or past continuing patterns of behavior;

5. The relationship between the parties involved;

6. The characteristics of parties involved, *i.e.*, grade, age;

7. The identity and number of individuals who participated in hazing;

8. Where the alleged incident(s) occurred;

9. Whether the conduct adversely affected the student's/students' health or safety;

10. The date, time, and method in which the parents of all parties involved were contacted.

E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include

1. Recommended remedial steps necessary to stop the hazing; and

2. A written final report to the principal.

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

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

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

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

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

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

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

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

V. Notification to Parents of Incidents of Hazing

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

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

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

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

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

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

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

VI. Referral of Victims and Perpetrators of Hazing for Counseling

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

A. The teacher or parent may request informal consultation with school staff, *e.g.*, school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents are included.

B. School personnel or the parent may refer a student to the school intervention team for consideration of appropriate services. Parental involvement shall be required when the student is referred to the intervention team.

C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for

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

D. The intervention team may recommend

1. Counseling and support to address the needs of the victims of hazing;

2. Research-based counseling or interventions to address the behavior of the students who haze others; and/or

3. Research-based counseling or interventions which include assistance and support provided to parents, if deemed necessary or appropriate.

VII. Disciplinary Action

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

VIII. Reporting Incidents of Hazing

A. Incidents of hazing shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of hazing and the resulting consequences, including discipline and referrals. The report shall also include each reported incident of hazing that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report hazing incidents.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

CHAPTER 5.00 – STUDENTS

History:
Adopted: 1/27/2015
Revision Date(s):
Formerly: New

STUDENT DETENTION, SEARCH AND SEIZURE 5.11

POLICY:

I. Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or School Board Rules. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where it was first detected or the immediate vicinity thereof.

II. If, at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his / her person, or within his / her locker or other student storage space, including electronic devices, an administrative staff member may search the personal property of the temporarily detained student or his / her locker or other storage space for the purpose of disclosing the presence of suspected stolen or illegal property.

III. Stolen or illegal property which is seized during a search of the personal property of the student or his / her locker or other student storage area including electronic devices shall be given to law enforcement authorities, when appropriate.

IV. Each principal shall place a sign which is clearly visible to students and in a prominent location(s) within the school. The sign shall contain the following text:

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

V. The following provisions shall apply to canine searches for screening for illegal substances:

D. Canine sniffers shall be used randomly to identify students who are found to be in possession of illegal substances, which may result in disciplinary action.

E. Students shall be informed that automobiles, trucks, vans, or other transportation means located or operated on School Board property is a privilege granted by the School Board and students whose vehicles are so located shall not have any expectation of privacy in or around said vehicles.

F. The Superintendent or designee shall determine at what times and in which schools the canine sniffers shall be utilized. The school principal or designee shall be notified each time the canine sniffers are brought on campus.

1. The canine sniffers shall be controlled and directed at all times by qualified handlers from the Sheriff's Department or local police departments.

2. Searches shall be conducted at the qualified handler's direction in cooperation with the School Board's administrative personnel.

3. School Board administrative personnel shall be responsible for necessary parental notification, student disciplinary action, student due process, and public relations related to such searches.

4. Custody, analysis, and disposal of the illegal substance shall be the responsibility of law enforcement.

VI. The circumstances in some cases may make it advisable to refer that case to police authorities due to the serious nature of the offense, dangerous nature or sizable amount of the contraband seized, past school disciplinary or criminal record of the suspect, or serious disruption of school that has occurred or is likely to occur. The decision to refer a case to police authorities shall be made by the school principal, after consultation with the qualified handler and Superintendent or designee.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 5/25/10 Formerly: New

EXPULSION OF STUDENTS 5.12

POLICY:

The school principal may recommend to the Superintendent the expulsion of any student who has committed a serious breach of conduct including, but not limited to: willful disobedience; open defiance of authority of the School Board employee; violence against persons or property; giving or selling intoxicating beverages, controlled substances, drugs or counterfeit drugs to any person on school grounds or at any school-sponsored activity; threatening or using a weapon against any person; conviction of a felony; and any other act which substantially disrupts the orderly conduct of the school, and any Level I and/or II violation of the code of student conduct. The school principal or designee shall recommend to the Superintendent, the expulsion of any student who has violated School Board rules which require expulsion. Mandatory expulsion includes, but is not limited to giving or selling intoxicating beverages, controlled substances, drugs, or counterfeit drugs to any person on school grounds or at any school-sponsored activity; threatening or using a weapon against any person; any felonious act; conviction of a felony; and any second offense of possessing or under the influence of intoxicating beverages, controlled substances, drugs, or counterfeit drugs on school grounds or at any school-sponsored activity.

A. The following procedures shall be observed when a student is suspended with a recommendation of expulsion:

1. The Superintendent or designee shall receive and review recommendations for expelling a student from the school principal or designee who is directly charged with the supervision of the student concerned. These recommendations shall be submitted in writing to the Superintendent by the individual and shall indicate the grounds for the recommendation. The student's parent(s) or the adult student shall be notified in writing to inform them of the recommendation and to provide a reasonable opportunity to meet with the principal to discuss the recommendation and

shall receive a copy of the recommendation submitted to the Superintendent. Such notification shall be sent by certified mail or by regular mail if the parent(s) or the adult student has been notified in person.

2. A preliminary investigation shall be conducted in accordance with the following:

   a. The Superintendent shall direct an investigation based on the school's recommendation within five (5) school days of receipt of a recommendation for expulsion. The student's parent(s) or adult student shall be informed that the investigation is being conducted in a manner reasonably calculated to notify them. The Superintendent or designee may extend an existing school suspension pending the results of the investigation when reasonable belief exists that the student's return to school or continued attendance at school is detrimental to the student, school staff, and other students or tends to interrupt the orderly conduct of the educational process.

   b. The Superintendent shall inform the student's parent(s) or adult student by certified mail of the suspension or extended suspension. If requested, the student's parent(s) or adult student shall be given a hearing with the Superintendent or his / her staff to challenge the extension or imposition of a suspension. Such hearing shall be informal in nature and shall be granted upon an oral or written request.

   c. All interested parties shall be immediately informed in an appropriate manner when the Superintendent's investigation reveals that no reasonable basis exists for an expulsion recommendation to the School Board. The student shall immediately be readmitted to school with no

penalty imposed for absences related to the investigation; this does not include the initial school suspension if reasonable in nature. Student records shall be properly annotated to indicate that grounds for expulsion were insufficient.

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

e. The Superintendent may develop routine procedures and forms for gathering data relating to expulsions. Such forms and procedures shall be internal administrative matters.

f. Investigations shall be conducted with deliberate speed, considering the nature of the facts underlying the school's recommendation and the characteristics of the student and his / her program.

3. Charges and the notice of the right to a hearing shall be governed by the following:

a. Charges shall be made when a preliminary investigation is completed and there is reason to believe grounds exist for expulsion. The basis of the charges shall be specified with the Superintendent's recommended action, including specific allegations

of fact to support the recommendation.

a. Charges shall be served upon the student's parent(s) or adult student in a manner reasonably calculated to inform him/her of the charges. Certified mail addressed to the last known address of the parent(s) or adult student shall be considered sufficient notice.

b. The student's parent(s) or adult student shall be notified, in writing, of a proposed hearing date and of the right to an administrative hearing, in accordance with the provisions of chapter 120.57(1), Florida Statutes, before the School Board if they desire to dispute the material allegations of fact contained in the charges and the recommendation of expulsion. To request a hearing, the parent(s) or adult student shall file a written request for a hearing with the Superintendent's office at the specified address and before a certain date and time identified in the notice. Failure to timely request a hearing, in writing, shall be considered a waiver of the student's right to a hearing to contest the charges.

c. The student's parent(s) or adult student who timely requests a hearing shall be notified in a manner calculated to inform him / her of the time, place, and nature of the hearing, including a statement of the legal authority and jurisdiction under which the hearing is to be held, a reference to the particular sections of the Florida Statutes and State Board of Education Rules involved, and specific references to School Board Rules.

4. A hearing shall be conducted pursuant to the following:

a. The hearing shall be governed by Florida Statutes relating to administrative procedures.

b. The School Board chairperson may direct the Superintendent or an administrative staff member to present the evidence and testimony during the hearing in support of the Superintendent's recommendation for expulsion.

c. Reasonable flexibility in method or order of presentation shall be permitted. No parent, or adult student shall be prohibited from presenting reasonable matters to the School Board because of unsubstantiated procedural irregularities.

d. No parent, or adult student shall be prohibited from being represented at the hearing by an adult, whether as legal counsel or qualified representative.

e. The School Board shall be the finder of fact and shall make conclusions of law based on competent substantial evidence presented at the hearing. Nothing herein shall prevent the School Board from seeking the advice or counsel of the attorney assisting at the hearing. The School Board shall enter an order following the hearing containing the School Board's findings of fact and conclusions of law.

5. Any student who is being considered for dismissal shall be accorded due process of law prior to dismissal. This shall include the following:

a. A written copy of the charges against the student;

b. The offer of a hearing at which the student may call witnesses and present evidence in the student's own behalf;

c. The right to cross-examine witnesses;

d. The right to defend the student's actions;

e. Legal counsel at the student's expense to assist the student in presenting a defense; and,

f. A written copy of the School Board's findings or action.

6. The following shall apply to informal proceedings on undisputed facts:

a. The student's parent(s) or the adult student may request, in writing, that an informal proceeding be conducted before the School Board when the facts alleged in the charges upon which the Superintendent's recommendation is based are not disputed. The student's parent(s) or the adult student shall file a written request for informal proceeding before a date and time certain with the Superintendent's office as provided in the notice. Failure to timely file a written request for an informal proceeding shall be deemed a waiver of the student's rights to an informal proceeding before the School Board.

b. Notification of the right to informal proceedings shall be given in the same manner as in the notice of right of hearings of disputed fact. The Superintendent, acting for the School Board, may establish a date for the informal proceeding to provide timely information on proceedings of the charges. Acceptance of the informal proceeding date by the student's parent(s) or the adult student shall be deemed waiver of the notice requirements as to time.

The hearing shall not be held in a manner calculated to cause inadequate preparation time. Fourteen (14) days shall be deemed sufficient preparation time unless an objection is timely raised; the days shall be calculated from the day immediately following the actual personal notice or posting of the notice by certified mail.

c. An informal proceeding shall be held before the School Board on the date proposed in the notice of right of informal proceeding when a timely request for an informal proceeding is filed. At the informal proceeding before the School Board, the student's parent(s)/guardian(s), the adult student, or the student/parent(s)/guardian(s)'s legal counsel or representative may present written or oral evidence in opposition to the Superintendent's recommendation for expulsion. The School Board shall consider oral testimony or written statements submitted by the parties and render a final order in the same manner as in formal hearings of disputed fact.

7. The Superintendent shall notify the student's parent(s) or the adult student of the official School Board final action by certified mail with reasonable speed and include a copy of the School Board's final order. The notice shall inform the student's parent(s) or the adult student of his / her right to appeal the School Board's final order to the District Court of Appeal.

8. Other provisions for dismissal proceedings shall include the following:

a. The School Board may establish a set hearing time for routine consideration of matters of expulsion.

b. Any student who commits an act on school grounds or on a school bus which results in suspension during the last week of school shall be suspended for the remaining number of days of the suspension period when school opens the following year.

c. Any student who is suspended for the fourth (4th) time in a school year may be referred to the Superintendent for possible expulsion. After a student receives the third (3rd) suspension, the principal shall notify the parent(s) by telephone, conference, or by certified letter and explain the next suspension may result in a recommendation for dismissal. In all cases, telephone conferences shall be documented in writing.

9. A student who is expelled from the District by School Board action shall not be afforded a rehearing before the School Board unless prior evidence is proven to be false or new evidence is substantiated that was omitted from the original hearing. A request for rehearing shall be made by the parent(s) to the Superintendent or designee. The Superintendent's office shall determine whether the expulsion shall be reheard by the School Board.

B. The Superintendent may recommend to the School Board expulsion of a student who is found guilty of a felony. Provided, however, any student subject to discipline or expulsion for the unlawful possession or use of any substance controlled under chapter 893, Florida Statutes, shall be entitled to a waiver of the discipline or expulsion if he / she divulges information leading to the arrest and conviction of the person who supplied such controlled substance or if he/she voluntarily discloses the unlawful possession of such controlled substance prior to arrest.

C. Provisions for the expulsion of exceptional education students shall be described and set forth in the Code of Student Conduct.

1. The dismissal of an exceptional education student shall not result in a complete cessation of educational services; the District is responsible for providing the dismissed student's education during the expulsion in accordance with a revised individual education plan (IEP).

2. The following procedures shall be followed for the expulsion of exceptional education students:

a. The principal shall adhere to State Board of Education Rules when recommending expulsion of exceptional students and shall be responsible for convening a disciplinary review committee. The disciplinary review committee membership shall comply with State Board of Education Rule 6A-6.0331(2) and shall include, but not be limited to, the District administrator of exceptional students or designee, the school psychologist, the exceptional student education teacher, and the principal or designee. The disciplinary review committee shall review the student's IEP and shall determine whether the student's behavior bears a relationship to his / her exceptionality. A disciplinary review committee that determines the student's behavior is in relation to his / her exceptionality may modify the student's IEP in accordance with current needs and expulsion may not be applied. Procedures in subsection C.2.c. herein shall apply when a student's conduct does not bear a relationship to his / her exceptionality.

b. An IEP meeting shall be conducted in compliance with State Board of Education Rule 6A-6.0331(3) and in

conjunction with the disciplinary review committee meeting. The decision of the disciplinary committee shall be recorded on the IEP and shall be used in determining the adequacy of the current special program and related services. The student's IEP may be revised to reflect:

(1) A modification of the current special program or an alternative placement;

(2) An indication that the exceptionality is not a precipitating factor and the student is expected to behave in accordance with the rules established in the District's Code of Student Conduct.

c. The principal is responsible for taking appropriate action consistent with School Board Rules and the Special Programs and Procedures for Exceptional Student Education Manual.

d. The parent(s), or custodian of an exceptional education student shall be provided a copy of the suspension and expulsion procedures regarding discipline of exceptional education students at the initial placement meeting or at the first IEP meeting held in the District.

3. Additional requirements for the expulsion of exceptional education students may be set forth in the Special Programs and Procedures for Exceptional Student Education Manual.

D. This rule shall prevail over any District procedure which is contrary to or conflicts with these rule provisions.

CHAPTER 5.00 – STUDENTS

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 120.57(1); 1000.21 1001.43; 1001.54; 1003.31; 1006.07; 1006.08; 1006.09; 1012.28, F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.0331

History:	Adopted: Revision Date(s):04/26/05, 7/23/2019, 8/25/2020, 1/24/2023 Formerly: JGE

USE OF TIME OUT, SECLUSION AND PHYSICAL RESTRAINT FOR STUDENTS WITH DISABILITIES 5.121*+

I. The District shall implement behavioral management interventions for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student.

II. Time Out

Time out is a procedure in which access to reinforcement is removed or reduced for a designated time.

A. *Non-exclusion time out* is the least restrictive form of time out. The student is allowed to observe the classroom activity but not participate.

B. *Exclusion time out* excludes the student from participation in and observation of classroom activities. The student remains in the classroom but cannot observe or participate in ongoing activities.

III. Seclusion

Seclusion or isolation means the involuntary confinement of a student in a room or area alone while preventing the student from leaving the room or area for a predetermined period of time. *Seclusion is strictly prohibited.*

IV. Physical Restraint

A. *School personnel may not use mechanical restraint.* School resource officers, school safety officers, school guardians or school security guards may use mechanical restraints in the exercise of their powers and duties to restrict students in grades 6 through 12.

B. *Manual physical restraint* is the use of physical restraint techniques that involve physical force to restrict free movement of all or part of a

student's body. It is a method to prevent a student from harming himself/herself or others.

C. Physical restraint should only be used in an emergency situation when an immediate and significant threat to the student or others exists and must be discontinued as soon as the threat posed by the dangerous behavior has dissipated.

D. Trained, qualified school personnel may use physical restraint only when all positive behavior interventions and supports have been exhausted.

E. Physical restraint techniques may not be used to inflict pain to induce compliance.

V. Documentation and Reporting

All instances of time out, seclusion and restraint shall be documented and reported as required.

VI. Notice, Monitoring and Analysis

A. 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.

B. The use of manual physical restraint or seclusion shall be monitored at the classroom, school and District levels.

C. The use of the behavior interventions, the appropriateness of use and the effectiveness of the interventions shall be analyzed.

VII. Prohibitions

School personnel shall not

A. Use a mechanical restraint or a manual physical restraint that restricts a student's breathing or

B. Close, lock or physically block a student in a room that is unlit or that does not meet the rules of the State Fire Marshall.

C. *Seclusion is strictly prohibited.*

VIII. Training

A. The District shall provide initial training for designated personnel in the use of time out and physical restraint.

B. Refresher training shall be conducted annually.

C. Personnel who have been trained in manual restraint techniques in positions outside of the School District shall receive training in District methods.

IX. Procedures

The Superintendent shall develop procedures to implement this policy and related statutes. Procedures shall include but not be limited to the following:

A. Incident reporting;

B. Data collection;

C. Monitoring and analysis;

D. Plan for reducing the use of restraint and seclusion;

E. Identification of staff to be trained; and

F. Training components.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.32, 1003.573, 1006.07, 1006.11, 1012.75, FS

STATE BOARD OF EDUCATION RULE(S): 6A-6.03312

History:	Adopted: 5/24/2022 Revision Date(s):8/23/2022 Formerly: New

ZERO TOLERANCE FOR SCHOOL- RELATED VIOLENT CRIMES 5.13*

POLICY:

I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened for the defense of others or in the student's own self-defense, was using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer that was necessary to restore or maintain the safety of others. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the State Board of Education's zero tolerance policy as outlined in Florida Statutes.

II. Acts that pose a threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Students found to have committed the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall be brought before the Board for expulsion or expelled from their regular school, unless the superintendent requests in writing that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school, in accordance with Article X:

A. Such acts include but are not limited to:

1. homicide (murder, manslaughter);

2. sexual battery;

3. armed robbery;

4. aggravated battery;

5. battery or aggravated battery on teacher or other school personnel

6. assault or aggravated assault on teacher or other school personnel

7. kidnapping or abduction;

8. arson;

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

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

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

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

13. victimization of students.

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

B. Prior to taking such action against any student, the School Board shall ensure that appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (1) of this rule is identified as disabled and participating in a program for exceptional students, then school personnel shall follow procedures in State Board of Education Rule 6A-6.0331. This provision shall not be construed to remove a School Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.

C. The School Board may assign more severe consequences than normally authorized for violations of the Code of Student Conduct when the offender appears motivated by hostility toward the victim's real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability.

D. Local law enforcement authorities shall be notified immediately when one of the offenses listed above is committed on school

E. property, on school- sponsored transportation, or during a school-sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parents or legal guardian if the victim is a minor, of the offense and of the victim's rights to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

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

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

A. Cellular telephone violation;

B. Defiance of authority;

C. Disruption, minor;

D. Dress code violation;

E. Eating or drinking on the bus;

F. Forgery;

G. Horseplay;

H. Leaving campus without permission;

I. Lying or misrepresentation;

J. Profanity;

K. Vehicle parking violation.

IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:

A. Alcohol violation;

B. Alcohol, sale or distribution;

C. Arson;

D. Battery;

E. Bomb or biochemical threat;

F. Breaking and entering or burglary;

G. Disruption of school, major;

H. Drug use, sale or distribution;

I. Explosives, possession or use;

J. Extortion;

K. False alarm;

L. Firearms violation;

M. Gang-related activity;

N. Hate crime;

O. Illegal organization, membership;

P. Robbery;

Q. Sexual battery;

R. Sexual harassment;

S. Sexual misconduct;

T. Sexual offense;

U. Stalking;

V. Trespassing;

W. Weapons violation;

X. Any felony as defined by Florida Statutes.

VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported.

VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.

VIII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system, unless the superintendent requests that the School Board modify the requirement by assigning the student to a disciplinary program or second chance school, in accordance with Article X:

A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.

B. Making a threat or false report as defined in Florida Statutes Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.

C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.

D. Hazing as defined in 1006.135, Florida Statutes.

IX. When a student is formally charged with a felony or a delinquent act that

would be a felony if committed by an adult, the Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

X. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.

XI. The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

XII. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.

XIII. Before the expiration of an expulsion period, the threat management team will meet to make a recommendation to the Superintendent on whether the expulsion period should be extended. Upon receiving the threat management team's recommendation, the Superintendent will determine if the expulsion period will be extended and, if the expulsion period is extended, what educational services will be provided. Written notice shall be given to the student and the student's parent(s) of the recommendation to extend the expulsion period in accordance with Section 1006.08(1).

XIV. 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.

XV. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

History:
Adopted:
Revision Date(s): 11/21/2000, 2/23/10, 3/22/2011, 9/25/2018, 7/23/2019, 11/19/2019, 1/23/2024, 9/23/25

STUDENT WITH AIDS OR HIV DISEASE 5.14

POLICY:

A. Statement of Purpose

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

B. Confidentiality

1. Only persons with an absolute need to know should have medical knowledge of a particular student's case. In individual situations, the Superintendent may notify one or more of the following:

   a. Principal

   b. School Nurse

   c. Student's teacher

2. Notification should be made through a process that would maximally ensure patient confidentiality. Ideally, this process should be direct person-to-person contact. Persons who become so informed will be expected to maintain strict confidentiality.

3. All procedural safeguards required by the Section 504 regulation apply to students handicapped solely by reasons of

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

C. Conditions which may warrant convening of Advisory Panel

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

1. Manifestations of clinical signs and / or symptoms which indicate progression of the illness from HIV Disease to AIDS.

2. Demonstration of "risky or harmful" behavior to self or others.

3. Unstable or decompensated neuropsychological behavior.

4. Presence of open wounds, cuts, lacerations, abrasions, or sores on exposed body surfaces where impervious occlusion cannot be maintained.

5. Impairment of gastrointestinal and / or genitourinary function such that control of internal body fluids cannot be maintained.

D. Advisory Panel Composition

The Advisory Panel shall be composed of:

1. Superintendent of Schools of Suwannee County.

2. County Health Officer of HRS, Suwannee County Public Health Department.

3. Attending physician of the student with HIV infection.

4. Secretary to the Superintendent, to serve ex-officio as official recorder of the Panel's review meeting.

5. Parent(s) of the HIV-infected student, when and as appropriate or requested.

6. Infectious disease specialty physician, when and as determined by the Superintendent as appropriate.

7. Legal counsel for School Board, when and as determined by the Superintendent as appropriate.

8. Legal counsel of HIV-infected student, when and as appropriate or requested.

9. Other School District staff when and as appropriate.

10. Persons listed in 1through 3 shall constitute the Advisory Panel.

11. Persons listed in 4 through 9 may participate at the invitation of the Superintendent or at their request.

E. Advisory Panel Responsibilities

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

2. Responsibilities of Advisory Panel shall include:

   a. Review student's medical history, and current status, social data, and prior school assignments.

   b. Assess risk-benefit options.

   c. Reduce findings, options, and recommendations to writing and review draft report before submission to Superintendent, focusing on key issues, unresolved problems, if any, and summary recommendations.

   d. Submit written report to Superintendent and remain available as needed.

   e. Re-evaluate all Panel cases on a continuing basis at least once every six months and more often as circumstances change in the categories listed in Number 3 above.

F. Advisory Panel Protocol

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

1. The Superintendent shall have 15 work days (equivalent to three calendar weeks) to collect data relevant to the case. He must also schedule and notify Advisory Panel members of the initial review meeting, date, time and location.

   a. The Superintendent shall obtain written consent from parents of students for release of medical information and past medical history, laboratory tests and other relevant records.

   b. Critical medical tests and other procedures will be conducted during this period as requested by the student's physician, the County Health Officer, or other medical practitioners as warranted.

2. The Advisory Panel shall have 10 additional work days (two more calendar weeks) to review the data collected and to make a recommendation to the Superintendent.

   a. If a medical review indicates that continuation of special placement is not indicated, the Advisory Panel will recommend that the student return to school.

   b. If a medical review indicates that continuation of special placement is indicated, the Advisory Panel will recommend that risk-benefit options and placement options will be discussed with the student's parents. If a student's Individualized Education Plan needs to be revised, a Staffing Committee Meeting shall be convened.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.05; 1000.21; 1001.03; 1001.41; 1001.42; 1001.43; 1002.22; F.S.

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

History:	Adopted: Revision Date(s): Formerly: JHC

ADMINISTRATION OF MEDICATION 5.15

POLICY:

I. Each school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by the registered nurse at each school.

II. Administration of medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. The Student Conduct and Discipline Code shall set forth provisions for administering medications.

III. Narcotic analgesics will not be administered at school. Narcotics are known to cause decreased coordination and decreased levels of consciousness, thus presenting both impaired learning and safety issues for the student.

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

V. Instructions for the use of the medication shall be provided in writing by the Florida licensed prescribing healthcare practitioner and/or described on the medication container provided by the Florida licensed prescribing healthcare practitioner or pharmacist.

VI. All medications shall be delivered to the school office/clinic with a Medication Authorization Form completed and signed by the student's parent(s) or legal guardian and the Florida licensed prescribing healthcare practitioner, to grant permission for administering all medication. The form must include the following:

A. Name of Student;

B. Diagnosis;

C. Reason the medication must be given during the school day;

D. Name and purpose of medication;

E. Time and/or condition under which the medication is to be given;

F. Specific instructions on the administration of the medication as stated in Section IV above;

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

H. Allergies; and

I. Side effects;

VII. Receipt, Storage, Control and Return of Medications

A. All medications being received by Suwannee District Schools, must be counted with the parent/adult delivering the medication and a school health staff person and/or a district school board employee who is receiving the medication. Verification of the count shall be made in writing on the Medication Administration Log Notes by the person delivering the medication(s) and the person receiving the medication(s);

B. All medications being returned to parents/adults shall be counted with the parent/adult receiving the medication and a school health staff person and/or a district school board employee who is returning the medication. Verification of the count shall be made in writing on the Medication Administration Log Notes by the person returning the medication(s) and the person receiving the medication(s);

C. All medication(s) to be administered to a student/students by designated and trained staff members while a student/students are away from school property and/or on official school business shall be counted with designated and trained staff members receiving the medication(s) and the school nurse or a school health staff person who is releasing the medication(s). Verification of the count shall be made in writing on the Medication Administration Log Notes by the person receiving the medication(s) and the person releasing the medication(s);

D. All medications being returned to the school nurse/school health staff by designated and trained staff members shall be counted with designated and trained staff members returning the medication(s) and the school nurse or a school health staff person who is receiving the medication(s). Verification of the count shall be made in writing on the Medication Administration Log Notes by the person returning the medication(s) and

the person receiving the medication(s);

E. Each prescribed medication to be administered by district school board personnel/school health staff shall be received and stored in its original container. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key in a location designated by the school principal and/or the school nurse.

F. Only medication in its ORIGINAL container from the store, the Florida licensed prescribing healthcare practitioner, or pharmacy will be accepted.

G. All Non-Prescription/Over the Counter medications must be received by school board personnel /school staff in a sealed, unopened container with the student's name clearly written on the container.

H. A separate Medication Authorization Form must be completed for each medication that must be given during school hours or school sponsored activities.

VIII. Changes to Medications

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

A. School health staff/district school board personnel cannot begin or discontinue medications, alter or change dosages or times of administration without a new, Medication Authorization Form, being completed by the parent(s)/guardian(s) and the Florida licensed prescribing healthcare practitioner.

B. Prescription labels shall not be altered with handwriting by a parent/guardian, school board personnel, or school health staff.

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

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

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

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

A. 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.

B. 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 a school-sponsored activities.

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

XIII. Special Conditions

A student with a special health condition(s) such as asthma, pancreatic insufficiency or cystic fibrosis, diabetes, or who has experienced or is at risk for life-threatening allergic reactions, may carry and self-administer prescription medication for emergency situations and/or for the treatment of pancreatic insufficiency or cystic fibrosis, asthma and/or diabetes, as approved by his/her Florida licensed prescribing healthcare practitioner and his/her parent/guardian. The approval of the Florida licensed prescribing healthcare

practitioner and the parent and information regarding the medication required in section IV and V must be on file in the principal's and/or nurse's office. A student who has permission to self-administer emergency medication and/or medication for asthma pancreatic insufficiency or cystic fibrosis, and/or diabetes may carry the medication on the bus, to and from school-sponsored events, while participating in school- sponsored activities, and while in school. The principal shall notify the bus driver and the transportation department regarding such students.

A. The school nurse, (who is a Registered Nurse) upon performing a nursing assessment of a student, shall determine whether or not that student is ready to responsibly self-carry and administer medications at school or during school-sponsored activities without endangering the health and safety of themselves, school staff, and/or fellow students. If the school nurse determines that a student is not ready to responsibly self-carry and administer medications at school or during school- sponsored activities, the medication(s) will be administered by school health staff and/or trained district school board personnel.

B. Parents are strongly encouraged to keep a back-up supply of any emergency medications, such as an inhaler, epipen, diabetes medication, etc., in the school clinic.

C. Under NO circumstances should students show, share, dispense, or deliver prescription or non-prescription medication to another student.

XIV. Records

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

XV. Discontinued Medication

When medication is discontinued, parents are required to pick up all unused medication within one week. When the school year ends, parents are required to pick up all unused medication by the end of the last student school day. Unclaimed medications will be destroyed. When medication is destroyed, this action shall be taken pursuant to 499.0121 Florida Statute, in such a

manner as no one could make use of the medication or be harmed by it.

XVI. Medications Administered While Students Are Away from School Property

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

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

STATUTORY AUTHORITY: 1001.41, 001.42, F.S.

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

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

History: Opt 2	Adopted: 7/25/06 Revision Date(s): 10/26/10, 8/25/15, 9/25/18, 1/23/24, 9/23/25 Formerly:

PSYCHOTROPIC MEDICATION 5.151

POLICY:

I. Psychotropic medication is a prescription medication used for the treatment of mental disorders and includes, without limitation, antihypnotics, antipsychotics, antidepressants, anxiety agents, sedatives, psychomotor stimulants, and mood stabilizers.

II. The School Board of Suwannee County shall not deny a student access to programs or services because the parent, as defined by Florida Statutes, has refused to place the student on psychotropic medication.

III. A teacher, administrator, or other District employee shall not require that a student take psychotropic medication; not shall any District employee compel or attempt to compel a parent to administer psychotropic medication to his/her child.

IV. A teacher, administrator, or other District employee may discuss school based observations of a student's academic, functional, and behavioral performance with the student's parent. The employee may offer options for programs and services that are available to the parent and student: however the parent shall be responsible for selecting programs and services, if any, for the student.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21; 1001.43; 1006.0625; F.S.

History:	Adopted: 5/25/2010 Revision Date(s): Formerly: New

MEDICAL MARIJUANA 5.152

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 Suwannee 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-smokeable/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: 6/26/2018
Revision Date(s): _____
Formerly:

EYE PROTECTION DEVICES 5.16

POLICY:

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

I. The School Board shall provide protective devices for School Board employees, students, and visitors.

II. The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities listed under the Eye Protection Device Law. The student's failure or refusal to wear the device shall be cause for his / her suspension or dismissal from the course.

III. Any teacher who fails to carry out the provisions of this rule shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.063; 1006.07, F.S.

History:	Adopted: Revision Date(s): 5/25/10 Formerly: JHF

STUDENT INJURIES 5.17

POLICY:

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

I. First aid shall be administered by the nearest person with first-aid training.

II. The student's parent(s) or legal guardian shall be notified immediately.

III. The family physician shall be notified and his / her instructions followed if the parent(s) or legal guardian, or a responsible adult member of the family cannot be reached.

IV. A physician who has agreed to handle school emergencies shall be called if the parent(s) or legal guardian, adult member of the family, or the family physician cannot be reached.

V. A student shall be taken to the emergency room of the nearest hospital when a life threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.

VI. A student who is suspected of sustaining a concussion or head injury shall be immediately removed from physical activity. Approved guidelines contained in the *Health Services Manual* shall be followed.

VII. A serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the Superintendent or designee.

VIII. An accident report shall be filed when an injury occurs, including a detailed description of the accident and a list of witnesses.

IX. An insurance report shall be prepared if an injury is covered by insurance.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 10/23/12 Formerly: JHFE

LEGAL NAME OF STUDENT 5.18

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 5/25/10 Formerly: New

STUDENT RECORDS 5.19

POLICY:

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

I. Procedures on student records shall be approved by the School Board. Included shall be provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.

II. Definitions

A. Education records means records that are directly related to a student and that are maintained by the District or a party acting on behalf of the District, as defined in 20 USC Section 1232g(a)(4).

B. Eligible Student means a student who has reached 18 years of age or is attending a postsecondary institution, at any age.

C. Online educational service means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function.

D. Student means any individual who is or has been in attendance in a district school and regarding whom the District maintains education records.

E. Parent or parents, includes parents or guardians of students who are or have been in attendance at a school or institution.

F. Personally identifiable information or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number. PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

G. Therapeutic treatment plan means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.

H. Therapy progress notes means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.

I. Third-party vendor or Third-party service provider means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

III. Parents, as defined by law, and students shall be notified annually of their rights regarding education records.

IV. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.

V. The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent,

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

VI. Parents have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.

VII. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from public records law as required by Florida Statutes.

VIII. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.

IX. Directory Information. The District shall make available, upon request, certain information known as directory information without prior permission of the parents or eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent educational agency or institution attended.

A. An annual written notice shall be given to inform parents and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.

B. Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.

C. In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without parental consent.

X. Information contained in education records must be classified and retained in accordance with F.A.C. 6A-1.0955 and this policy as follows:

A. Category A: Information for each student which must be kept current while the student is enrolled and retained permanently in the manner prescribed by Section 1001.52(2), F.S.

B. Category B: Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52(3), F.S.

XI. Where records are opened to parents or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies upon request and payment of the current District copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119. The copy rate will include the actual reproduction

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

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

A. Parent or eligible student may request in writing an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.

B. If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If an agreement is not reached, notification of the denial and of the right to a formal hearing shall be made in writing to the parent or eligible student with a copy to the Superintendent or designee.

C. Upon the request of a parent or eligible student, a formal hearing shall be held. The hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer. The hearing officer may be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.

D. The parents or eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. The hearing shall be recorded and available to all parties. However, the record of such hearings are exempt from disclosure under F.S. Chapter 119.

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

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

XIV. Disclosure of Personally Identifiable Information (PII)

A. Prior Written Consent

1. Prior written consent of the parent or eligible student shall be obtained prior to disclosing PII of the student other than directory information. The written consent shall include: signature of the parent or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.

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

B. Without Prior Written Consent

1. PII or records of a student may be released to the following persons or organizations without the prior written consent of the eligible student or the student's parent:

    a. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.

    b. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.

2. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.

3. While the disclosure of PII without consent is allowed under the audit exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of PII.

4. Any entity receiving PII pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, the entity must enter into a written agreement with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the PII will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study,

audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

XV. Student records may be disclosed to a court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parents are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

XVI. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.

XVII. Record of Disclosures. A record of any requests or disclosures of PII of a student shall be maintained except for disclosures to the parent or eligible student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.

XVIII. Disclosures for Health or Safety Emergencies. In the event of a health or safety emergency, disclosure of PII of a student may be made by school officials. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

XIX. Transfer of Student Records. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within 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 management evaluations and intervention services; and

3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.

4. Non-threats as described in F.A.C. 6A-1.0955 must not be transferred with a student's educational record, unless one of the following conditions are met:

   a. The parent of the student who was the subject of a non-threat finding requests that the record be retained in the student's file; or

XX. 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. Reporting of student database information shall comply with these safeguards.

A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;

B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,

C. Data shall be protected from unauthorized use at all times.

XXI. Social security numbers may be collected from students

A. To be used as student identification numbers as required by 1008.386, F.S., until the Department of Education has issued a student identification number;

B. To facilitate the processing of student scholarships, college admission, and other applications; and

C. For other purposes when consent of the parent or adult student is granted.

XXII. Required use of online educational services by students and parents. In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Board requires the review and approval of any online educational service that students or their parents are required to use as part of a school activity (1) regardless of whether there is a written agreement governing student use, (2) whether or not the online educational service is free, and (3) even if the use of the online educational service is unique to specific classes or courses. The following requirements also apply to online educational services:

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

ii. The Superintendent is responsible for the review and approval of online educational services that will be required for students to use;

iii. Parents and eligible students will be notified via phone, email or txt any time they are required to use an online educational service that collects student PII;

iv. If student PII will be collected by the online educational service, parents and eligible students will be provided notification regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re- disclosure.

XXIII. The Board will not utilize any online educational service that will share or sell a student's PII for commercial purposes without providing parents a means to either consent or disapprove.

XXIV. If a student is required to use an online educational service, the Board will include on its website a description of the student PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. The website will also include a link to the online educational service's terms of service and privacy policy, if publicly available.

XXV. Contracts or agreements with third-party vendors. All contracts or agreements executed by or on behalf of the Board with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

i. require compliance with FERPA, its implementing regulations, and F.S. 1002.22;

ii. where applicable, require compliance with COPPA, 15 U.S.C. 6501-6506, and its implementing regulations; ensure that only the student PII necessary for the service being provided will be disclosed to the third party;

iii. prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in F.A.C. 6A 1.0955(11)(b) has been met.

iv. Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:

1. the disclosure is authorized by FERPA and 34 CFR §99.31;

2. the disclosure is authorized by the Board's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or

3. the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. Rule 6A-1.0955(11)(b) and this policy.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

STATE BOARD OF EDUCATION RULE(S): 6a-1.0955

History:	Adopted: Revision Date(s): 5/25, 2010, 3/22, 2011, 1/27/2015, 10/27/2020, 4/27/2021, 10/26/2014, 4/25/2023, 1/23/2024 Formerly: JO

DIRECTORY INFORMATION 5.20

POLICY:

I. Students' parent(s) as defined by Florida Statute, shall be notified annually in the Code of Student Conduct that the School Board may release "directory information" to the general public.

A. Directory information includes the following data about a student:
1. Name;
2. Address;
3. Telephone number, if listed;
4. Gender;
5. Participation in officially recognized activities and sports;
6. Weight and height, if an athletic team member;
7. Name of the most recent previous school or program attended;
8. Dates of attendance at schools in the District and degrees and honors received; and,
9. Date and place of birth.

B. Information described in subsections A1, 4, 5, 6, and 7 herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.

C. Directory information requested in writing by agencies identified in section 1002.22(2)(b), Florida Statutes, may be released subsequent to written notification to the student's parent(s) or a student who is eighteen (18) years or older. The written notification to the student or the student's parent(s) shall be by certified mail receipt and shall be addressed to the most current address on file at the school or District office.

D. Directory information shall not be published when the student's parent(s) as defined by Florida Statute 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.

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

History: Adopted:
Revision Date(s): 5/25/10, 1/27/2015, 7/23/2019
Formerly: New

STUDENT ILLNESS 5.21

I. The teacher, principal or nurse shall isolate a student who becomes ill while at school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.

II. A student who has had a serious communicable disease shall present a statement from a physician licensed by the state of Florida before being readmitted to classes. A student not attended by a physician may be readmitted if the principal, in his/her judgment, finds the student has met the criteria for readmission as established by the County Health Unit.

III. No internal medicine of any kind may be given to a student without the written permission of the parent(s), as defined by Florida Statutes / or legal guardian(s).

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21; 1001.43, 1006.07, F.S.

History: Adopted: 3/28/06
Revision Date(s): 5/25/10
Formerly: New

TEACHER REMOVAL OF STUDENTS FROM CLASSROOM 5.22

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

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

II. A teacher may remove a student from his/her class whose behavior the teacher determines interferes with the teacher's ability to effectively communicate with other students in the class or with the ability of the student's classmates to learn.

III. The principal may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent, unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The teacher and Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

IV. Each school shall establish a Placement Review Committee(s) to determine if a student is to be returned to a teacher's class after that student has been removed by the teacher and the teacher has withheld consent for that student to be returned to the teacher's class.

A. Committee membership shall include the following:

1. Two (2) teachers selected by the instructional staff of the school.
2. One (1) member of the school staff selected by the principal.
3. One (1) teacher selected by the instructional staff of the school to serve as an alternate member of the committee.

B. A teacher, who removed a student from his/her class and who has withheld consent from the return of that student to his/her class, shall not serve on the committee when the committee makes the decision regarding the return of the student.

C. The Placement Review Committee(s) will be selected during preschool planning. Each school's faculty shall also determine the following during preschool planning:

1. If a current school committee(s) meets the criteria contained herein for the Placement Review committee(s) and if the faculty wishes that the committee to perform duties of the Placement Review Committee(s).
2. The number of Placement Review Committees needed at each school.
3. The terms of office of the members of the Placement Review Committee(s).
4. The method the instructional staff will use in the selection of the Placement Review Committee(s) members.
5. The appropriate form a teacher is to use to document the behavior which resulted in the teacher having the student removed from his/her classroom.

D. Any teacher who removes twenty-five percent (25%) of his/her total class enrollment shall be required to complete professional development to improve classroom management skills. Any required training under this provision shall be free of cost to the teacher.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

History:	Adopted: 5/25/10 Revision Date(s): Formerly: New

REPORT CARDS	**5.23***

POLICY:

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.33, F.S.

History:	Adopted: Revision Date(s): 5/25/10 Formerly: New

TECHNOLOGY ACCEPTABLE-USE POLICY FOR STUDENTS 5.24

POLICY:

A. Student access to district technology resources is authorized exclusively for academic purposes.

1. Such resources include, but are not limited to, electronic mail, Internet access, electronic records and databases, and computer software and hardware;

2. Students shall not use any such resource for private business, personal use or gain, non-curricular related computer gaming, and or non-curricular related Internet browsing.

B. The Superintendent shall establish guidelines which detail the accepted standards of behavior for students while using District Technology.

1. Violation of this policy or the guidelines required by this policy, may result in disciplinary action.

2. A student's access to district technology shall be contingent upon a signed written acknowledgment that the student will comply with the District's acceptable-use guidelines, and that the parent or legal guardian has read and agreed to the consent and waiver form.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.31, F.S.

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

PARENTAL ACCESS TO INFORMATION 5.241

POLICY:

I. The Board shall incorporate into the Board approved Student Services Plan, rules and procedures required by the Every Student Succeeds Act relating to the student privacy, parental access to information and administration of physical examinations to minors.

II. The Superintendent shall develop procedures to ensure that this policy is carried out in each of the District schools.

III. The parents, as defined by Florida Statutes, of each student shall be notified at a minimum, at least annually at the beginning of the year, regarding the rules and procedures relating to this policy. Parents shall be notified within a reasonable period of time of any substantive change made to this policy.

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 release; 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.

LAWS IMPLEMENTED: 20 USC 1232g; 1000.21; 1001.43; 1002.22, 1014.01et seq.F.S.

Every Student Succeeds Act, Title I, Part A, Subpart 1, Section 1116
Title IV of Public Law 90-247, [Section 445(20 USC 1232(h)(b)]

History:	Adopted: 5/25/10 Revision Date(s): 10/27/2020, 8/23/2022 Formerly: New

STUDENT USE OF CELLULAR TELEPHONES, PAGERS AND OTHER COMMUNICATION DEVICES **5.25***

POLICY:

I. Personal telephones and other communication devices (hereinafter, "Device/Phone") may be brought to school with the following conditions applying:

A. Elementary and middle school students may not use a Device/Phone during the school day.

B. High school students may not use a Device/Phone 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 / Phones must be silenced and concealed from view 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 Device/Phone.

E. Device/Phone should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.).

F. A student will be allowed to use a Device/Phone during the school day in accordance with:

1. The student's individualized education plan;
2. The student's 504 accommodation plan issued under s. 504 of the Rehabilitation Act of 1973; or
3. A doctor's note from a physician licensed under Chapter 458 or Chapter 459 certifying in writing that the student requires the use of a Device/Phone based upon valid clinical reasoning or evidence.

II. Violation of these provisions shall result in the confiscation of the personal telephone or other communication devices and its return only to the parent or guardian. If the student is of majority age, then he/she may be prohibited from possessing a phone or other communication devices on campus.

III. The school staff is not responsible for preventing loss, damage or vandalism to electronic devices brought onto its property, including any device confiscated due to inappropriate use.

IV. Examples of serious misconduct which will lead to disciplinary consequences include, but are not limited to the following: cyberstalking, sexting, gang participation or display of gang-like behavior, video recording or posting to the internet any recordings/images of inappropriate sexual nature, fighting or acts of bullying, assault, or battery, whether staged or real,

V. The use of personal telephones or other communication devices at school events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1003.04, 1003.31,1006.07, 1006.08, 1006.09, 1006.145, F.S.

History: Opt 2 Adopted:2/28/06
Revision Date(s): 5/25/2010, 9/23/25

SCHOOL HEALTH SERVICES	**5.28+**

POLICY:

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 as provided in the health services plan. A health care practitioner may not solicit or arrange to provide health care services or prescribe medicinal drugs to a 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 delivery 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, 1006.062, 1014.06 F.S.

History:	Adopted: 12/15/2015 Revision Date(s): 05/24/2022, 8/23/2022, 3/24/2026 Formerly: New

NOTIFICATION OF INVOLUNTARY EXAMINATION 5.29*+

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.

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

History: Adopted: 12/15/2015
Revision Date(s): 9/22/2020, 10/26/2021
Formerly: New

SPECIAL DIETARY NEEDS 5.30

I. School food service staff shall make substitutions or modifications for students with disabilities. Such substitutions or modifications shall be based on a written prescription from a licensed physician.

II. Students with food allergies that may result in severe, life threatening reactions shall be provided with food substitutions as prescribed by a licensed physician.

III. The principal shall ensure that all appropriate staff are knowledgeable about a student's special dietary needs. Confidentiality of medical information shall be maintained.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

History: Adopted: 5/25/10
Revision Date(s): 10/23/12
Formerly: New

HIGH SCHOOL EQUIVALENCY PROGRAM AND EXAMINATION 5.33*

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: 9/24/2024 Revision Date(s): Formerly: New

FOREIGN EXCHANGE STUDENTS 5.35+

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 Suwannee County school provided that the student:

A. Is sponsored by a program listed with and approved by the Council on Standards for International Educational Travel (CSIET). The representatives from the approved Foreign Exchange Student Program must secure written acceptance from the Student Services department prior to placement and enrollment in the District schools.

B. Is at least fifteen (15) years or age but has not attained the age of eighteen and one/half (18 ½) years of age at the time of enrollment. Proof of age must be documented by a birth certificate or passport.

C. 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 and the first day of the second semester each year for second-semester placements.

D. Shall gain legal entry into the United States with a J-1 Exchange Visa.

E. Provides an academic transcript from the home school with English translation.

F. Provides evidence of sufficient English proficiency to function successfully in the academic level in which he/she is enrolled.

G. Meets immunization requirements in accordance with Florida statutes.

H. Has health, accident and liability insurance coverage that is valid in the

United States.

II. A student shall be enrolled for a minimum of one (1) semester or a complete school year [two (2) semesters].

III. The student shall be subject to the *Code of Student Conduct*.

IV. Eligibility for participation in athletics shall be consistent with Florida High School Athletic Association and School Board rules.

V. The Superintendent or designee shall approve the admission of each foreign exchange student. The Superintendent shall develop procedures for implementing the foreign exchange student program.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S., 8 C.F.R. 214 et seq., 8 U.S.C. 1101 (Immigration Reform and Control Act)

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

History: Adopted: 3/22/11
Revision Date(s): 9/23/25
Formerly:

CHILDREN OF MILITARY FAMILIES 5.40

I. The District shall recognize the provisions of the *Interstate Compact on Educational Opportunities for Military Children* and shall address the educational transition issues faced by military families.

II. Assistance to children of military families, as defined in the *Compact*, shall include but not be limited to:

A. Enrollment and eligibility;
B. Educational records;
C. Placement;
D. Attendance; and
E. Graduation.

III. A student must be considered a resident for enrollment purposes and provided preferential treatment in the controlled open enrollment process when presented with an official military order advising that the parent is transferred or pending transfer to a military installation within the State. Dependent children of active duty military personnel meeting eligibility criteria for special academic programs offered through the schools must be enrolled in such program if the student's parent requests placement in the program and is transferred to the state during the school year.

IV. The Superintendent shall develop procedures to assist students who are children of military families and to remove barriers to educational success.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

History: Adopted:11/19/2019
Revision Date(s): 9/22/2020, 1/23/2024
Formerly: New

USE OF BATHROOMS AND CHANGING FACILITIES 5.60

I. To the extent permitted by law, each multiple-occupancy bathroom or changing facility owned or operated by the District shall be designated for and used only by persons based on the person's biological sex. This policy does not prohibit the District from providing reasonable accommodations, upon request, to any student who has a need or desire for increased privacy, regardless of the underlying reason.

II. In accordance with law, a person's biological sex is identified on the person's official birth certificate provided the statement was:

A. Entered at or near the time of the person's birth; or

B. Modified only to the extent necessary to correct any type of scrivener or clerical error in the person's biological sex.

III. For the purposes of this policy, "multiple-occupancy bathroom or changing facility" means a location where a person may reasonably be in a state of undress, including a restroom, locker room, or shower room. Also, for purposes of this policy, "multiple-occupancy bathroom or changing facility" means a location designed or designated to be used by more than one individual at a time, where a person may be in a state of undress in the presence of another person, regardless of whether the facility provides curtains or partial walls for privacy. The term includes but is not limited to a school restroom, locker room, changing room, or shower room.

IV. The provisions of this section shall not apply to individuals entering a multiple-occupancy restroom or changing area designated for use by the opposite sex, when the purpose for entering the room is:

A. For custodial, maintenance or inspection purposes; or

B. To render emergency medical assistance.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

History:	Adopted: 6/29/2023 Revision Date(s): Formerly: New

FLORIDA BEST AND BRIGHTEST TEACHER SCHOLARSHIP PROGRAM 6.09

I. The Florida Best and Brightest Teacher and Principal Allocation is created to provide recruitment, retention and recognition awards to classroom teachers, instructional personnel, and principals based on criteria as defined in s. 1012.01(2), and is to be funded as provided in s. 1011.62(18).

Definitions

For the purpose of this policy, the following definitions shall apply:

A. Classroom Teacher – defined in Florida Statute 1012.01(2)(a) to include K-12 teachers that are assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education and adult education. By law it does not include teachers exclusively serving students in Pre-K or post-secondary programs. Teachers will be determined to be "classroom teachers" if they are assigned K-12 students in one or more courses for at least one period during each student day and also provide regular instruction to those assigned students.

B. Content Expert in Math, Science, Computer Science, Reading or Civics – Defined by Florida State Board of Education Rule 6AER19-01 as a teacher who has earned at least a Master's Degree in one or more of the associated subject areas, or who has earned a Bachelor's Degree with at least 5 years of work experience in one or more of the associated subject areas.

C. Instructional Personnel – Defined in Florida Statute 1012.01(2)(a) – (e) as any K-12 staff member whose function includes the provision of direct instructional services to students or whose functions provide direct support in the learning process of students.

D. Newly Hired – Initial employment in Suwannee County as an instructional staff member. This initial employment can be with either a District managed school or charter school; however, a teacher shall only be eligible for one recruitment award with the Suwannee County School District. Teachers previously employed in an instructional capacity in any Suwannee school or department, District managed or

charter, prior to July 1, 2019, shall not be eligible for an award from this category.

E. Performance Criteria and Policies Adopted by the Board – for the purpose of this award, this provision shall be defined as instructional personnel who received an overall summative evaluation rating of "Highly Effective" or "Effective" for the school year immediately preceding the award year.

F. Principal – defined in Florida Statute 1012.01(3)(c) as K-12 staff members performing the assigned activities as the administrative head of a school and to whom have been delegated responsibility for the coordination and administrative direction of the instructional and non-instructional activities of the school. This does not include principals exclusively serving Pre-K or post-secondary programs.

G. Qualifying School – A school that has improved an average of 3 percentage points or more in the percentage of total possible points achieved for determining school grades over the past 3 years. Annually, a list of eligible schools will be identified by the Florida Department of Education and provided to the District. Schools that receive an improvement rating instead of a school grade have been determined to be ineligible by the Florida Department of Education Rule.

H. Rated as "Highly Effective" or "Effective" the preceding year – defined as receiving an overall summative evaluation rating of "Highly Effective" or "Effective" for the school year immediately preceding the award year.

I. Recognition Award – must be rated highly effective or effective the preceding year and selected by their principal.

J. Two Consecutive School Years – the current school year in which the awards are to be paid, and the school year immediately preceding the award year.

II. Award Categories

The following teacher and principal awards are to be provided by the District or applicable charter school governing board utilizing the annual appropriation identified by the State:

A. Recruitment Award: A one-time award for Section 1012.731(3)(a) provides for a newly hired classroom teacher determined to be a content expert based on criteria established under the Florida State Board of Education Rule 6AER19-01 in the areas of math, science, computer science, reading or civics.
   1. Began working for the District on or after July 1, 2019 for the 2019/2020 school year, or began working for the District after the completion of the preceding February FTE survey window for all subsequent years;
   2. Was employed continuously in a classroom teacher position through the payment date of the award or the last scheduled workday of the year in which the award is paid, whichever occurs first; and
   3. Completed any District required application for the award and provided any supporting documentation requested by the District to verify eligibility for the award.

B. Retention Award (Classroom Teacher): Available to classroom teachers who:
   1. Received a summative evaluation rating of "Highly Effective" or "Effective" the preceding school year;
   2. Was employed as a classroom teacher during 3 of the 4 October and February FTE survey windows at the same eligible school over the two-year eligibility period;
   3. Are teaching at a qualifying school;
   4. Employed in a classroom teacher position at the same qualifying school for two consecutive years through the payment dated of the award or the last scheduled workday of the year in which the award is paid, whichever occurs first; and
   5. Completed any District required application for the award, and provided any supporting documentation identified by the district to verify eligibility for an award.

C. Retention Award (School Principal) – Principal shall be eligible for an annual principal retention award provided he/she:
   1. Was employed as a principal during 7 of the 8 October and February FTE survey windows at the same eligible school over the four-year eligibility period;

2. Are currently serving as the school principal at the same qualifying school through the payment date of the award or the last scheduled workday of the year in which the award is paid, whichever occurs first;
3. Served as the school principal at that same school for 4 consecutive school years, including the current school year; and
4. Completed any District required application for the award, and provided any supporting documentation identified by the District to verify eligibility for an award.

D. Recognition Award: Available to instructional personnel who:
1. Were employed in an eligible instructional position through the payment date of the award or the last scheduled workday of the year in which the award is paid, whichever occurs first;
2. Received a summative evaluation rating of "Highly Effective" or "Effective" the preceding year;
3. Selected by his/her school principal to receive the award, based on performance criteria and policies adopted by the District or charter school governing board; and
4. Completed any District required application for the award, and provided any supporting documentation identified by the District to verify eligibility for an award.

III. Eligible full-time K-12 instructional employee candidates, including eligible paraprofessionals, shall receive no more than one (1) type of award (e.g. recruitment, retention, or recognition).

A. Eligibility Decisions

The District may require an application and/or supporting documentation to be provided by an employee seeking payment of awards associated with the Florida Best and Brightest teacher and Principal Allocation. Failure of an employee to provide timely or sufficient applications or supporting documentation, when requested, shall be considered a waiver of eligibility and the employee will not be entitled to an award. The sufficiency of an application and/or supporting documentation for any of the awards associated with the Florida Best and Brightest Teacher and Principal Allocation shall be

determined by the Office for Human Resources, such decisions will be considered final.

B. Funding

The Florida Legislature annually establishes the total funding allocation for each school district. The District's allocation is based on its proportional share of statewide FEFP base funding using weighted FTE. Each approved charter school operating within the District shall be provided its proportional share of the District's allocation using the same FEFP base funding and weighted FTE formula employed by the state to determine the District's allocation.

C. Award Amounts

The maximum amount of each award is established by the Florida Legislature through the annual General Appropriations Act. The District and charter school governing boards must pay the full award amounts specified in law for categories A, B and C (Recruitment and Retention) prior to paying any category D (Recognition) awards. The amount of individual category D awards shall be determined by dividing the number of eligible instructional personnel by the total amount of funding remaining after all category A, B and C awards have been paid in full. Should the District's or individual charter school governing board's specific appropriation of funds be insufficient to pay the full award amounts specified in law for categories A, B, and C; each award amount shall be pro-rated to match the District's or charter school governing board's specific appropriation and no category D awards will be paid. The award amounts identified in law, or, in the case of category D awards, by policy are considered to be gross award amounts. All applicable employer and employee withholdings shall be deducted from these gross award amounts prior to payment of any award to an eligible instructional staff member or principal. Final eligibility for all award amounts shall be determined at the end of each academic year, and awards shall be paid prior to the end of the fiscal year.

D. Duration

Should the statutory framework or specific categorical funding appropriation related to the Florida Best and Brightest Teacher or Principal allocation be withdrawn or substantially amended by the Florida Legislature or a court of competent jurisdiction, this policy and the payments of any awards shall be immediately suspended until such time as a successor policy is developed and approved. Should any portion of this policy be determined to be inconsistent with state law or deemed otherwise invalid by a court of competent jurisdiction, this policy and the payment of awards shall be immediately suspended until such time as a successor policy is developed and approved.

STATUTORY AUTHORITY: 1012.01, 1012.34, 1011.62, F.S.

LAWS IMPLEMENTED: 1012.731, F.S.

History:	Adopted: 1/28/2020 Revision Date(s): Formerly: New

EMPLOYMENT DEFINED 6.10

POLICY:

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.

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.

LAWS IMPLEMENTED: 288.061, 448.095, 1001.43; 1012.22, F.S.

History:	Adopted: Revision Date(s): 9/22/2020 Formerly: GB

CHAPTER 6.00 – PERSONNEL

DEFINITION OF PERSONNEL	**6.101**

POLICY:

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

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

LAWS IMPLEMENTED: 1001.43; 1012.01, F.S.

History:	Adopted: Revision Date(s): 6/22/10 Formerly: GB; GD

EMPLOYMENT OF PERSONNEL	**6.102*+**

POLICY:

I. All personnel shall be appointed or reappointed as prescribed by Florida Statutes and in conformance with applicable State Board of Education Rules and School Board Rules.

II. The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all personnel consistent with Florida Statutes, State Board of Education Rules, and federal requirements and School Board Rules.

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

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

STATE BOARD OF EDUCATION RULES: 6A-1.0502 6A-1.064; 6A-4.0081; 6A-4.0082; 6A-4.0083

History:	Adopted: Revision Date(s): 6/22/10, 2/28/2012 Formerly: GCD; GDD

APPOINTMENT OR EMPLOYMENT REQUIREMENTS 6.103*

POLICY:

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

I. Qualifications

A. Must be of good moral character.

B. Must have attained the age of eighteen (18) years with the exception of students employed by the Board.

C. Must not be ineligible for employment under 1012.315, F.S., if applying for an instructional, administrative or any other position requiring direct contact with students.

II. Certificate Requirements

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

A. To be considered for a position, an applicant shall be duly qualified for that position in accordance with state law, regulations of the Florida Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the annual contract of employment as approved by the School Board.

B. Any person not holding a valid Florida certificate at the time of employment shall be required, upon initial employment, to make application to the Florida Department of Education for such a certificate, through the Human Resources office of the District. When such certificate is received, it must be filed with the office of the

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

III. Interviews and Appointments

A. Interview teams shall reasonably reflect the District's diverse racial, ethnic, and gender composition. Administrative, instructional and non-instructional employees, including community representatives, may be assigned to serve on interview teams.

B. The Superintendent or designee shall monitor and ensure that appointments and assignments are consistent with the District's intent of maintaining a diverse work force.

C. The Superintendent's designee, other than a school principal, may be given the authority to make a "conditional offer" for a teaching position; consistent with requirements found in current School Board Policy.

IV. Driving Record

A. The driving record of each applicant for the position of school bus operator or for any position that would require the person to drive a School Board vehicle shall be reviewed to determine if the record contains any infractions of the driving code that would make the applicant unqualified for the position in accordance with the District safe driver plan.

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

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

V. Criminal Background Check

A. Initial Employment

1. Any offer of employment with the School District is conditioned on submission of fingerprints and photograph as required by Florida Statute and a background investigation by the Superintendent or designee and District Criminal Background Check (CBC) committee. After a job offer, but prior to beginning employment with the District, all candidates for all positions must undergo a criminal and employment background check (including verification of work authorization status through the E-Verify system) 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 undergo background screening as required by Florida Statutes by filing a complete set of fingerprints and photograph taken by an authorized representative, law enforcement officer, or an employee of the District trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (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. A Criminal Background Check (CBC) committee shall be established to review the criminal history of all persons nominated for initial employment. The CBC committee shall obtain criminal background information for applicants through

requests to the Care Provider Background Screening Clearinghouse (Clearinghouse), Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The CBC committee shall include, but not be limited to, the Director of Human Resources, the District EEO Officer, and a representative of the County Sheriff's Department.

4. When the fingerprint or background check reports are returned, the committee shall review both the application and the report(s) concerning the individual. The CBC committee will compare the information provided by the new employee with the information received from the FDLE Clearinghouse, and/or the FBI pursuant to Florida Statute.

5. The Superintendent or designee shall conduct employment history checks of applicants for instructional, administrative or any other positions requiring direct contact with students. The employment history check shall include, but not be limited to, screening through the use of educator screening tools described in law and contact with each previous employer. All findings shall be documented. If the Superintendent is unable to contact a previous employer, he/she shall document all efforts to contact the previous employer. For all other applicants, the CBC committee or its designee shall contact or attempt to contact all prior employers for a minimum of the past ten (10) years and all private or public educational institutions by which the applicant was previously employed while age eighteen (18) or older. The committee shall document all attempts to contact previous employers.

6. No applicant who has received a conditional job offer shall begin work before his/her fingerprints and photograph are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.

7. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are,

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

8. An applicant shall be disqualified from employment in any position requiring direct contact with students if he/she is ineligible for employment under 1012.315, F.S.

9. Any instructional or noninstructional persons under contract to the School District to operate student programs, student teacher, persons participating in short-term teacher assistance experiences or field experiences who have district contact with students must meet the requirements of Section V.A.1., 2., 5. and 6. Such persons may not be in direct contact with students if ineligible under 1012.315, F.S.

B. Current Employees

1. Whenever a personnel investigation of a complaint against an employee is required, a criminal background check may be conducted as part of the investigation.

2. 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.

3. Instructional personnel and administrative 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.

4. Instructional and administrative 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 and no falsification of an application nor attempt to mislead occurred, the record shall be reviewed by the CBC committee. The committee shall consider all information, including any mitigating conditions, and report findings of fact, possible mitigating circumstances and recommendations for action to the Superintendent. The employee shall have the opportunity to respond in writing to the findings and recommendation. The Superintendent shall review the record, recommendation and response before taking appropriate action. Appeal of the Superintendent's action shall follow collective bargaining agreements or School Board policy, as appropriate.

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 re-fingerprinted.

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.

VI. Drug Testing

A. Initial Employment

1. A negative drug screen will be a requirement of initial employment. An applicant who has been offered a position will be referred to a Board approved, independent, certified laboratory. The drug screen must be conducted within thirty (30) days prior to employment. The cost of the drug screening will be the responsibility of the applicant.

2. Applicants testing positive will not be eligible for employment by the School Board for one (1) year from the date of the test. Refusal to participate in the drug screening will prohibit an applicant from employment with the Board.

B. Current Employees

1. An employee may be subject to drug testing based on a reasonable belief that he/she is using or has used drugs in violation of the Drug-free Workplace policy.

2. An employee may be subject to follow up testing at the recommendation of a substance abuse professional or medical review officer.

3. An employee shall be subject to a drug screen immediately following a work related accident or injury.

4. An employee who is subject to the requirements of the Omnibus Transportation Employees Testing Act (OTETA) shall be subject to random drug testing, post accident drug testing and return to duty testing as required by federal law.

VII. Acceptance of Appointment

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

VIII. Reconsideration and Appeal

A. Applicants who have been denied employment, and probationary employees who have been denied permanent employment, on the basis of their criminal record, drug screening and/or background check, may request reconsideration by the CBC committee only if they present new information not previously available to the committee.

B. Applicants who have been denied employment, and probationary employees who have denied permanent employment, because of their criminal record, drug screening and/or background check, may appeal to the Superintendent. Applicants and probationary employees shall receive written notice of the right to appeal the decision by the CBC committee to the Superintendent. Their appeal must be in writing, and may respond to the findings and decision of the CBC committee. If new information

is to be submitted, the applicant must first request reconsideration by the CBC Committee. The Superintendent's decision shall be final.

IX. The District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity so as to ensure equal employment opportunity. Neither the District nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

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

LAW(S) IMPLEMENTED: 288.061, 381.0056, 435.12, 448.095, 1001.42, 1001.43, 1012.01, 1012.22, 1012.27, 1012.315, 1012.32, 1012.39, 1012.465, 1012.55, 1012.56, 1012.799 F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-3.0141

History: Opt 1 Adopted:
Revision Date(s): 12/14/99, 11/21/00, 7/28/09, 3/25/14, 9/22/20, 8/23/22, 6/24/25, 9/23/25

PHYSICAL EXAMINATIONS	**6.11**

POLICY:

I. At the time of initial employment, the employee, at his / her expense, shall submit evidence of a physical examination by a physician licensed in Florida no later than forty (40) days after the beginning date of employment. The physical examination shall have been conducted six (6) months prior to employment or thirty (30) days after the beginning date of employment and shall include evidence of good health.

II. The Superintendent may require a physical, psychological, and / or psychiatric examination by a physician licensed in the State of Florida when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of a School Board employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee.

III. The Superintendent may require an employee who has been involved in an employee assistance program for drug-related offenses to submit to periodic drug testing. Such testing shall be at Board expense.

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

LAWS IMPLEMENTED: 1001.43; 1012.32, F.S

History:	Adopted: Revision Date(s): 6/22/10 Formerly: GBE; GBD; GCD; GDD

TRANSPORTATION EMPLOYEE DRUG AND ALCOHOL TESTING **6.111***

POLICY:

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

In 1991, Congress passed the Omnibus Transportation Employee Testing Act (OTETA) 49 CFR Part 382**.** This law applies to anyone who holds a commercial driver's license, and, as a condition of employment, is required to drive a commercial vehicle.

For employees of the School Board, OTETA applies to anyone who holds a commercial driver's license and drives a school bus, a county vehicle weighing over twenty-six thousand (26,000) pounds, or who is in a "safety sensitive position" in regard to transporting passengers, equipment, or School Board property. This federally mandated OTETA is now incorporated into the Board rules**.** These include random unannounced alcohol and other drug testing, additional driver and supervisor training, and other items.

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

LAWS IMPLEMENTED: 112.0455; 440.102; 1001.43; 1012.45. F.S.
49 CFR Part 40, DOT; 49 CFR Parts 382 & 391,
Federal Highway Administration

History: Adopted:
Revision Date(s): 6/22/10
Formerly: NEW

LICENSE OF SCHOOL BUS DRIVER 6.112

POLICY:

Each school bus driver shall possess the minimum qualifications prescribed in Florida Statutes and State Board of Education rules and other controlling regulations.

I. All school bus drivers shall hold a valid Commercial Driver's License (CDL) for a Class B vehicle with a passenger (P) and school bus (S) endorsements.

II. The license shall be displayed in a conspicuous place in the school bus or shall be carried by the driver while operating the bus.

III. Any driver / school bus operator who should have known that his/her driver's license has expired or has been suspended or revoked and who knowingly drives / operates a school bus shall be subject to disciplinary action up to and including dismissal.

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

LAWS IMPLEMENTED: 322.57; 1001.43; 1012.45, F.S.
49 CFR 350, *et al*

STATE BOARD OF EDUCATION RULES: 6A-3.0141; 6A-3017(1)(d)

History: Adopted:
Revision Date(s): 11/20/01, 6/22/10
Formerly: 8.18

RESPONSIBILITIES OF SCHOOL BUS OPERATORS 6.113*

I. School bus operators shall be responsible for adhering to the requirements of federal laws and regulations, Florida Statutes, State Board of Education rules, driving regulations, School Board policies, District safe driver plan and the adopted District job description.

II. Responsibilities shall include, but not be limited to, the following:

A. To maintain an appropriate Florida driver's license.

B. To refrain from driving with an expired, suspended or revoked license.

C. To complete annual school bus operator training.

D. To participate in the substance abuse testing and alcohol detection program required by 49 CFR 382 and 49 CFR 391.

E. To refrain from using a cellular telephone or other wireless communications device while actively driving a bus.

F. To maintain order and discipline on the bus.

G. To instruct students, teachers, and chaperones who are being transported on field and activity trips regarding the locations and proper use of school bus emergency exits prior to each trip.

H. To perform a complete interior inspection of the bus after each run and trip to ensure that no students remain on the bus.

I. To ensure that no one is on the bus while refueling.

J. To not allow bus engines to idle, except under the following conditions:

1. While actively driving the bus. Active driving would include times when the bus is stopped for traffic, for traffic control devices, or to pick up or discharge students while en route.

2. When performing proper inspections to include the proper functioning of equipment related to student health and safety such as climate control systems,

3. When necessary to accommodate a documented driver or passenger medical need.

4. When students are present outside the bus prior to or following the route or in areas where students congregate, such as in school loading and unloading areas, except as noted above.

K. To adhere to the requirements for the reduction of heavy-duty idling.

III. Failure to fulfill the responsibilities of a school bus operator may result in disciplinary action up to and including dismissal.

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

LAW(S) IMPLEMENTED: 316.305, 322.57, 1001.42, 1001.43, 1012.45, F.S.
49 CFR 382, 49 CFR 391

STATE BOARD OF EDUCATION RULE(S): 6A-3.0141, 6A-3.0171

DEPARTMENT OF ENVIRONMENTAL PROTECTION RULE(S) 62-285.420

History:	Adopted: Revision Date(s): 6/2009, 1/28/2014 Formerly: New

YEAR OF SERVICE DEFINED FORADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL **6.12**

POLICY:

I. The minimum time which may be recognized as a year of service for contractual purposes shall be full-time actual service rendered under contract for more than one-half (1/2) of the number of days or more than one-half (1/2) the number of total hours required for the normal contractual period of service for the position held. In determining such service, sick leave and holidays for which the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded. The contractual period of service required for the position shall be determined by the number of months an employee works.

II. Any claim to a year of service for salary purposes shall be the equivalent of the service required for a continuing, professional service, annual, or multi-year contract. Credit for service rendered in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in the District for a comparable position and in accordance with the contract agreement between the School Board and the local education association.

III. In accordance with the Collective Bargaining Agreement, teachers in non-degreed vocational assignments shall be allowed to count up to five (5) years of work experience if four (4) years of such experience is first deducted.

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

LAWS IMPLEMENTED: 1001.43; 1011.60; 1012.01,F.S.

History: Adopted:
Revision Date(s): 6/22/10
Formerly: GCBA

SALARY OF ADMINISTRATIVE AND INSTRUCTIONAL STAFF 6.121

POLICY:

A. Each administrative or instructional staff member shall be paid in accordance with the salary schedule adopted by the School Board. A copy of the current salary schedule shall be available in the Superintendent's office. Factors which affect the salary schedule are: educational preparation, as reflected on an official transcript; approved teaching experience; and/or work experience. Supplements paid for extra duties performed by specified personnel shall conform to the supplement scale adopted by the School Board for the position.

B. The salary schedule for personnel covered by a collective bargaining agreement shall be as set forth in the approved agreement; provided that in the event a successor agreement is delayed past the period of the current agreement, the salary schedule contained in the previous approved agreement shall prevail unless the School Board determines otherwise.

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

LAWS IMPLEMENTED: 1001.42; 1012.55; 1011.60(5), F.S.

History: Adopted: 12/15/98
Revision Date(s):
Formerly: New

TEACHING EXPERIENCE AND OTHER EXPERIENCE FOR SALARY PURPOSES 6.122

POLICY:

A. Teaching experience in the Florida public school system, including the service set forth in Florida Statutes, shall be counted as experience for salary purposes under the adopted salary schedule. Each year of service shall meet the criteria for a year of service prescribed by Florida Statutes and these rules.

B. Any administrative or instructional staff member shall be given credit for prior comparable service outside of Florida to include the public schools; special state-supported schools; state-supported community/junior colleges, colleges and universities; state-supported schools; and, schools and colleges supported by the federal government and the possessions of the United States not to exceed the amount allowed under the Article XXII of the Agreement between the United Teachers of Suwannee County and the School Board of Suwannee County.

C. A maximum of five (5) years of credit may be allowed for service rendered in a Florida or out-of-state private school or educational institution if properly verified. Provided, however, a maximum of five (5) years of Florida nonpublic school experience may be used to extend credit earned under Subsection (A) herein to fifteen (15) years and experience may be used to extend credit earned under Subsection (B) herein to five (5) years.

D. Any person employed, as a non-degreed vocational teacher shall furnish verified work experience and may use additional verified experience not exceeding five (5) years for salary determination in accordance with the Collective Bargaining Agreement. Certification for the position shall be required and the individual shall hold a

Florida Educator's Certificate or a Local Teaching Certificate with a certificate area appropriate for teaching the vocational program(s). The individual shall formulate plans to obtain a Professional Certificate.

E. Military service not to exceed two (2) years shall be allowed. Service shall be established from the date of active duty to the date of the discharge or release from active duty and shall be verified under honorable conditions.

F. Credit for substitute teaching experience shall not be allowed unless the service was rendered under a contract and meets the requirements for a year of service.

G. Part-time teaching may not be counted in determining a year of service unless the person renders service under contract in excess of one-half (1/2) the days or hours required for a full-time contractual position.

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

LAWS IMPLEMENTED: 1000.21; 1001.43; 1011.60, F.S.

History:	Adopted: 12/15/98 Revision Date(s): 04/24/2007, 6/22/10 Formerly: New

THE INSTRUCTIONAL STAFF	**6.13***

POLICY:

The instructional staff shall be composed of school-based personnel, as defined in Florida Statutes, other than administrators and school support personnel. The instructional staff shall be assigned direct responsibility for the supervision, instruction, and evaluation of students in disciplines which promote individual growth and development for becoming a member of society. Instructional staff members shall hold a valid Florida Educator's Certificate or the equivalent as prescribed by Florida Statutes and State Board Rules.

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

LAWS IMPLEMENTED: 1000.21; 1001.43; 1012.01; 1012.32; 1012.39; 1012.53; 1012.54; 1012.56; 1012.57, F.S.

History:	Adopted: Revision Date(s): 6/22/10 Formerly: NEW

TEACHING OUT OF FIELD 6.131

POLICY:

Employment of Out-of-Field Teachers: The employment or assignment of out-of-field teachers may occur when a qualified and appropriately certificated teacher is unavailable. Any teacher who is employed or assigned out-of-field shall be required to satisfy the course credit requirement in State Board of Education Rule 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 the equivalent in the appropriate field shall be within one calendar year of the initial appointment to the out-of-field assignment,

I. In addition to any one of II, A-F, an adjunct teacher may demonstrate expertise in a subject area if applicant has a minor in the subject area.

II. Reporting: Each principal shall report to the Superintendent any teacher who is assigned to teach a subject or subjects for which he/she is not properly certificated. Such reports shall be filed at the beginning of each school year, or when changes occur thereafter, and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator's Certificate, the out-of-field assignment and the justification. The School Board minutes shall reflect such approvals.

III. The District shall report out-of-field teachers on the District website within thirty (30) days before the beginning of each semester.

IV. Recommendations will be given to a teacher to assist in meeting in-field certification requirements.

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

CHAPTER 6.00 – PERSONNEL

LAWS IMPLEMENTED: 1001.43; 1012.42; 1012.55, 1012.57, F.S.

History:	Adopted: Revision Date(s): 12/14/99, 11/20/01, 6/22/10, 11/22/2016 Formerly: GCA

NON-CERTIFIED INSTRUCTIONAL PERSONNEL 6.132*

POLICY:

Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate, constitute an invaluable community resource for the education of the students in the District. Such persons may serve as non-paid volunteers or as a paid member of the instructional staff to render instructional service in the individual's field of specialty but shall not be required to hold a Florida teaching certificate. Policies concerning non-certificated instructional personnel shall be as follows:

I. Employment Procedures

Procedures shall be the same as those followed for certificated personnel, except that non-certificated personnel shall not be entitled to a contract as prescribed by State Board of Education Rules. The supervisor recommending the appointment must explain the circumstances that necessitate employing a non-certificated instructional person. A copy of such material shall be placed in the employee's personnel file.

II. Personnel Records

The records of non-certificated personnel shall contain the same kinds of information that would be contained in the record of a regular member of the instructional staff. In lieu of a certificate and transcripts there shall be complete, detailed and certified documentation attesting to the individual's expertise in the area for which he / she is employed. The record shall also contain a statement of the specific instructional duties assigned to be performed and evaluations of performance of such duties.

III. Salary

Non-certificated persons shall be paid according to the terms set forth in the salary schedule.

IV. Assignment, Suspension, and Dismissal

Non-certificated instructional personnel may not be assigned to any teaching duties other than those for which specifically employed. They shall remain employed only as long as the need exists. At any time during the employment of a non-certificated instructional person there is an indication that he / she is not carrying out his / her duties as assigned, he /she shall be suspended from that duty immediately and further action, including dismissal, shall be recommended by the Superintendent.

V. Assessment of Performance

The performance of each non-certificated person shall be assessed against his / her specifically assigned duties. The supervisor recommending the appointment of these personnel shall monitor performance and provide a written evaluation at least once each school term using the teacher evaluation form.

VI. Student Welfare

Each non-certificated instructional person shall, prior to assuming his / her duties, be instructed as to his / her responsibilities in regard to the health, safety, and welfare of students. If assigned duties require knowledge of rules, regulations or policies of a special nature, the written statement of duties assigned shall include the duty to be familiar with such material.

VII. Instructional Practices and Policies

Prior to assuming their duties all non-certificated instructional personnel shall be advised of the State, District, and school policies relevant to instructional responsibilities.

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

LAWS IMPLEMENTED: 1001.43; 1012.42; 1012.55, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0502

History:	Adopted: 12/17/02 Revision Date(s): 6/22/10 Formerly:

ASSISTING TEACHERS TO BECOME HIGHLY QUALIFIED 6.133+

The Superintendent shall develop procedures to assist experienced teachers to meet the highly qualified requirements of the No Child Left Behind Act.

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

LAW(S) IMPLEMENTED: 1001.43, 1012.22, 1012.27, 1012.42, F.S.
No Child Left Behind Act of 2001, P.L. 107-110
20 USC 7801

STATE BOARD OF EDUCATION RULE(S): 6A-1.0503

History: Adopted: 3/28/06
Revision Date (s): 2/23/2010
Formerly: New

EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL TIME EMPLOYEES OF THE SCHOOL BOARD 6.14*+

POLICY:

I. Persons who are not full-time employees of the School Board and hold an athletic coaches certificate issued by the state of Florida may be recommended by the Superintendent and appointed by the School Board on a contract basis to perform designated secondary school athletic coaching responsibilities, subject to the following conditions:

A. The principal has determined that qualified full-time employees of the School Board are not available to perform these responsibilities.

II. The contracted employment conforms to rules and regulations of the State Board of Education and the by-laws of the Florida High School Athletic Association (FHSAA) and/or Sunshine State Athletic Association (SSAA).

A. The employment procedures and contracted services conform to standards and procedures provided by the Superintendent, including but not limited to the following:

1. Use of an approved agreement form for contracted services.

2. Assessment of the qualifications of such persons.

3. Agreement by the contracted employee to abide by the Code of Ethics of the Education Profession in Florida.

4. Evaluation of performed services to be conducted by the principal and appropriate records maintained.

B. An individual who is employed only as an athletic coach must hold a valid cardiopulmonary resuscitation (CPR) certificate issued by the American Heart Association or the American Red Cross and must have

received training about the dangers of drug use including performance enhancing drugs.

C. Payment for services shall be according to the approved district schedule of salary supplements for the services rendered.

D. The District shall attempt to ensure that community-based coaches reflect the diversity of racial, ethnic, and gender groups that the School Board believes to be important to the educational experiences of students.

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

LAWS IMPLEMENTED: 119.07; 1001.43; 1012.22; 1012.24; 1012.27; 1012.31; 1012.33; 1012.36; 1012.55; 1012.56, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-4.0282

History:	Adopted: Revision Date(s): 12/17/02, 6/22/10, 5/26/2026 Formerly: GDE, Certification of Athletic Coaches

EDUCATION PARAPROFESSIONALS AND AIDES 6.15

POLICY:

Aides and paraprofessionals are persons assigned by the School Board to assist an instructional staff member(s) in performing his / her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of the federal Every Student Succeeds Act.

I. The conditions of employment of an aide or paraprofessional shall be governed by Board policy and shall include the following:

A. An aide or paraprofessional shall have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education Rules.

B. A paraprofessional shall meet one of the following requirements:
   a. Hold an associate's or higher degree.
   b. Two (2) years of study (60 semester hours) at an institution of higher education with a "C" or higher; or
   c. A rigorous state or local assessment of knowledge and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness. A "Pass" score on all four parts of the Florida Department of Education General Knowledge Test or a score of 457 on the Praxis Paraprofessional exam shall satisfy B. 1-3 above. A passing score on the Paraprofessional from another state may also be accepted.

C. Be at least eighteen (18) years of age.

D. Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Human Resources or designee shall initiate a records check by the two (2) agencies.

E. A drug test shall be required of all non-instructional applicants recommended for hire and shall be administered by Board approved testing laboratory.

II. The principal shall assure that the aide or paraprofessional assigned to the school possesses a clear understanding of State and District rules relating his/her responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that a paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.

III. It shall be the principal's responsibility to assure the School Board and the Superintendent that each aide or paraprofessional possesses a clear understanding of all State and District instructional practices and rules relevant to his/her responsibilities if he / she is expected to assist a teacher in promoting learning activities. When an aide or paraprofessional is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff

member's responsibility to ascertain in advance whether the paraprofessional possesses the necessary knowledge and skills.

IV. The aide or paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the aide or paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each aide or paraprofessional.

V. An education paraprofessional may administer or proctor statewide standardized assessments or assessments associated with Florida Approved Courses in accordance with Florida Statutes and State Board of Education rules.

VI. A paraprofessional shall not perform any of the following:

A. Establish instructional objectives;

B. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;

C. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,

D. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.

VII. The principal and instructional staff members who are assigned paraprofessional personnel shall be responsible for assigning duties to paraprofessionals which are consistent with Florida Statutes, State Board of Education Rules, and School Board Rules and other controlling regulations.

STATUTORY AUTHORITY*:* 1001.41; 1008.24, 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED*:* 1001.43; 1012.22; 1012.32; 1012.37, F.S.
34 CFR 200
Title I Part A Section 1111(g)(2)(J)

STATE BOARD OF EDUCATION RULES: 6A-1.070; 6B-1.006

History:	Adopted: Revision Date(s): 12/15/02, 6/22/10, 12/15/2015, 10/27/2020, 7/26/2022 Formerly: New

SUBSTITUTE TEACHERS 6.16*

POLICY:

I. Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Board approved vendor.

II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by the Department of Human Resources:

A. Hold a high school diploma or equivalent;

B. Be at least eighteen (18) years of age; and,

C. Submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

D. Submit to a drug test administered by Board approved testing laboratory.

E. Complete an initial orientation/training program and other training required by Florida Statutes.

III. The Superintendent or designee shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory.

IV. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board. Provided, however, substitutes for post-secondary education programs may be hired on an hourly basis when necessary.

V. A retired member of a Florida state-administered retirement system may be employed as a substitute teacher as allowed by law.

VI. Substitute teachers shall hold a valid Florida Educator's Certificate issued by the Florida Department of Education or local certificate or documentation of II, E.

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

LAWS IMPLEMENTED: 121.091, 1001.43; 1012.32; 1012.35; 1012.36; 1012.39; 1012.55; 1012.56, F.S.

History:	Adopted: Revision Date(s): 6/22/10, 9/22/2015, 6/28/2016 Formerly: GDE

EMPLOYMENT OF NON-DEGREED VOCATIONAL AND ADULT INSTRUCTIONAL, AND FINE AND PERFORMING ARTS PERSONNEL — 6.17*

POLICY:

The Superintendent is authorized to develop a procedural manual for the employment of non-degreed vocational and adult instructional personnel which is entitled Qualifications for Employment of Non-degreed Full-time and Part-time Vocational and Part-time Adult Instructional Personnel, and fine and performing arts instructors per Florida Statutes / F.S. 1012.39. These procedures shall be consistent with Florida Statutes and shall be approved by the School Board. The manual shall be published and made available to persons who are seeking employment as non-degreed vocational, adult education instructors, or fine and performing arts instructors.

I. Qualifications must include, but are not limited to the requirements:

A. The teacher must submit a complete set of fingerprints in the same manner as required by s. 1012.32;

B. The teacher must submit documentation of education and successful experience, including documentation of:

1. A high school diploma or the equivalent;

2. Completion of 3 years of full-time successful experience or the equivalent of part-time experience in the teaching specification area.

CHAPTER 6.00 – PERSONNEL

STATUTORY AUTHORITY:	1001.41; 1012.22; 1012.23, F.S.
LAWS IMPLEMENTED:	1001.43; 1012.32; 1012.36; 1012.39, F.S.

History:	Adopted: Revision Date(s): 6/22/10, 9/23/25 Formerly: GCD

CONTRACTS FOR INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL 6.18*

POLICY:

I. Any person employed as a member of the instructional staff shall hold a valid Florida Teaching Certificate or professional license except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the Board adopted job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with the School Board as provided by law. All contracts shall be on forms prescribed by the Commissioner of Education. Any member of the instructional or administrative staff who is willfully absent from duty without leave shall forfeit compensation for the time absent, and his / her contract shall be subject to cancellation by the Board.

A. Contracts with instructional staff.

1. Each member of the instructional staff shall receive a contract in accordance with the provisions of law. The contract shall be in accordance with the duly adopted salary schedule(s) of the Board and shall be for a definite term of service. A true signed copy shall be retained by the Board in the office of the superintendent.

2. A probationary contract for one (1) school year shall be awarded upon initial employment in the District regardless of previous employment in the District, in another district or in another state.

B. Contracts with administrative staff.

1. Each member of the administrative staff on initial employment shall be given a written contract for a period not to exceed one year. Renewal of the contract from year to year will be based on an annual satisfactory evaluation**.** The first ninety-seven (97) days of the initial contract shall be a probationary period during which the employee may be dismissed without cause.

2. When the administrative staff member has rendered three years of satisfactory and acceptable service, the School Board may enter into a contract for a fixed period of time not to exceed three years.

   Any further renewal of the contract shall be based on a review and evaluation made during the last year of the contract and any additional contract shall be for a period of time not to exceed three years.

II. A contract year for principals, other school site administrators and instructional personnel may not exceed ten (10) calendar months of service unless otherwise approved by the School Board.

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

LAWS IMPLEMENTED: 120.57; 1001.41; 1011.60, 1012.22; 1012.32; 1012.33, 1012.335; 1012.34; 1012.56, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0502, 6A-1.064

History:	Adopted: Revision Date(s):12/14/99,11/21/2000,2/23/2010, 2/28/2012 Formerly: GCB

CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL 6.19*

POLICY:

No person shall be employed or continued in employment if he / she does not hold or is ineligible to hold a Florida Educator's Certificate, a local certificate, or a certificate issued by a Florida school district that has a reciprocal agreement with the School District or holds a professional license. However, a person may be employed under emergency conditions, pursuant to Florida Statutes, or may qualify as non-certificated instructional personnel pursuant to School Board Rule. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his / her certificate and each certificate reissuance or renewal in the District Office as soon as the Department of Education issues the new validity period on the certificate.

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 Rule. All persons applying for employment are governed by the law and rules in effect at the time of application for issuance of the initial certificate or employment, provided that continuity of certificates or employment is maintained.

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 Suwannee 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.

CHAPTER 6.00 – PERSONNEL

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

LAWS IMPLEMENTED: 1001.43; 1011.60; 1012.24; 1012.54; 1012.55; 1012.56; 1012.57, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.0501; 6A-1.0502; 6A-1.0503

History:	Adopted: Revision Date(s): 6/22/10; 11/19/2019, 9/23/25 Formerly: GCD

DISTRICT CERTIFICATES	**6.191***

POLICY:

The School Board authorizes issuance of School District Certificates to substitute teachers, part-time adult education teachers, and non-degreed vocational education teachers. Non-degreed vocational instructional personnel are those whose qualifications are established on the basis of occupational expertise in the areas of agriculture, business, health occupations, home economics, industrial, marketing, and public service education and who are assigned to teach only vocational courses when the course code directory specifies non-degreed vocational instructors are appropriate. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

The Superintendent is authorized to develop a procedure for implementing this policy which shall be available in the office of the Certification Contact.

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

LAWS IMPLEMENTED: 1001.43; 1012.32; 1012.39, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0502

History:	Adopted: Revision Date(s): 6/22/10 Formerly: GCD

LEAVE OF ABSENCE	**6.20***

POLICY:

I. A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one year. Leave may be with or without pay as provided by law, regulations of the State Board and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days / hours for the annual employment period.

II. The Superintendent shall develop procedures to implement leave provisions.

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

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.66; 1012.61; 1012.63; 1012.64, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.080

History:	Adopted: Revision Date(s): 11/21/2000, 7/28/09 Formerly: GCBD; GDBD

LEAVE APPLICATION 6.21*

An application for leave shall be in writing and on the form prescribed by the School Board and shall be directed to the School Board. The principal or supervisor, or other person under the direct supervision of the Superintendent, shall submit any leave application directly to the Payroll Department. Leave that requires School Board approval as per Policy 6.211 shall be submitted to the Department of Human Resources.

A District employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the administrative supervisor by March 1 of that fiscal year. Upon return from such leave, the employee shall be returned to his/her former position or to another position for which he/she is qualified.

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

LAWS IMPLEMENTED: 1001.43; 1012.66, F.S.

History:	Adopted: Revision Date(s): 7/28/09, 6/28/11 Formerly: GCBD; GDBD

APPROVAL OF LEAVES 6.211*

POLICY:

All requests for leave shall be submitted on the proper form and shall be approved either by the School Board, the Superintendent, or the Principal/ Director, or his/her designee as provided herein:

I. The following types of leave require approval of the School Board:
   - A. Extended Health Leave or Disability Leave including Maternity Leave
   - B. Military Leave in excess of seventeen (17) days
   - C. Personal Leave (without pay) in excess of six (6) days,
   - D. Illness-in-line-of-Duty Leave
   - E. Leave to seek political office
   - F. Professional Leave in excess of five (5) days
   - G. Family and Medical Leave
   - H. Sabbatical Leave

II. The Superintendent or the Principal/Director or his/her designee is authorized to grant the following types of leave:
   - A. Paid Sick Leave
   - B. Unpaid Sick Leave not in excess of five (5) days
   - C. Personal Leave (without pay) not in excess of six (6) days
   - D. Personal Leave (with pay)
   - E. Annual Leave
   - F. Professional Leave not to exceed five (5) days
   - G. Jury Duty assignment
   - H. Military Leave not to exceed seventeen (17) days
   - I. Witness Duty absence
   - J. Temporary Duty
   - K. Bereavement leave for two official school representatives to attend the funeral of any active or retired employee of the same worksite.
   - L. Religious holiday leave Up to two (2) days chargeable to sick leave when not otherwise provided in the school calendar

III. Administrative personnel shall be eligible for relief time as approved by the Superintendent or his designee.

IV. School principals may grant flexible scheduling for their assistant principal(s) to facilitate the after-hours functions of the school. School principals may also flexibly schedule their time based upon the needs of their school, so long as there is an administrator in charge during the student contact day. No application for leave is required so long as the administrator has worked a full contract week.

V. Instructional personnel shall be eligible for relief time based on an emergency situation or personal needs which cannot be met at any other time. Relief time shall be approved by the principal or designee and shall be permitted only during non-teaching time.

VI. Employees may leave their assigned duty station upon approval of the appropriate supervisor, with such approval based on personal needs which cannot be met at other times. Such leave shall be limited to one (1) hour per day.

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

LAWS IMPLEMENTED: 1011.43; 1012.22; 1012.61; 1012.63; 1012.64; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.080; 6A.1.081; 6A.1.082

History: Adopted:
Revision Date(s): 6/22/10, 6/28/11, 6/25/24
Formerly: GCBD; GDBD Reviewed 9/10/08

EFFECTIVE DATE FOR LEAVE, SUSPENSION, OR TERMINATION 6.212*

POLICY:

The effective date of any employment termination or unpaid leave of absence shall be the first day on which a School Board employee is not paid unless otherwise provided herein. The effective date of any suspension or paid leave of absence shall be the first day on which a School Board employee does not work. The following provisions apply to paid benefits for a holiday(s).

I. An employee who terminates employment and does not work on the first day following a holiday(s) shall not receive pay for the holiday(s). The termination date shall be considered the last work day on which the employee is paid prior to the holiday(s).

II. An employee to earn holiday pay may not be on an uncompensated leave either the day before or day after the holiday.

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

LAWS IMPLEMENTED: 1001.43; 1011.60; 1012.22, F.S.

History: Adopted:
Revision Date(s): 6/22/10
Formerly: New

NOTIFICATION OF ABSENCE	**6.213***

POLICY:

A. The director or principal shall notify and submit the appropriate leave form to the Superintendent or his designee when he / she plans to be away from office/school for a half-day (4.5 hours) 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 department/school when the director or principal is absent shall be submitted to the Superintendent each year prior to the close of the pre- school conference. This provision does not extend to any classification of administrator. For other classifications of administrators, application for relief time (Policy 6.211, Approval of Leaves) shall apply.

B. An employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.

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

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.66; 1012.67, F.S.

History:	Adopted: Revision Date(s): 6/28/11, 6/25/24 Formerly: GCBD; GDBD

RESIGNATIONS 6.214

POLICY:

I. Any administrative or instructional staff member who wishes to resign shall submit his / her resignation in writing addressed to the Superintendent. The letter of resignation shall state the reasons for the resignation and the desired effective date. The resignation of any administrative or instructional staff member shall be sent to and countersigned by the person's administrative supervisor who shall forward the resignation to the Superintendent for presentation to the School Board. The Superintendent is authorized to accept the resignation on behalf of the School Board.

A. The resignation of an administrative or instructional staff member may be accepted during the contractual period of service provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an ensuing school year shall be accepted without question if submitted prior to June 20 of the current school year.

B. All resignations shall be processed through the Superintendent's office.

C. An employee who violates the terms of an employment agreement or written contract by leaving his / her position without first being released from the agreement or contract by the School Board shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent shall be responsible for notifying the Commissioner of Education about the School Board's action of declaring the position as abandoned and vacant.

II. A non-instructional employee who wishes to resign shall submit his / her resignation in writing addressed to the Superintendent. The letter of resignation shall state the reason for the resignation and the desired

effective date. A resignation of an employee shall be sent to and countersigned by his / her immediate administrative supervisor.

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

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.23; 1012.33; 1012.34; 1012.795, F.S.

STATE BOARD OF EDUCATION RULES:

History:	Adopted: Revision Date(s): 6/22/2010, 8/24/2021 Formerly: GCD; GCPB; GDPB

RETIREMENT OF EMPLOYEES	**6.215**

POLICY:

An employee who plans to retire shall concurrently submit his / her resignation to the School Board and his / her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the School Board. Employees who retire with full benefits shall receive one thousand dollars ($1,000.00) if such retirement is to be effective no later than June 30 of that school year and six (6) months notice of retirement is given.

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

LAWS IMPLEMENTED: 1001.43; 1012.23, F.S.

History:	Adopted: Revision Date(s): 7/28/09 Formerly: GCPC; GDPC

DEFERRED RETIREMENT OPTION PROGRAM (DROP) 6.216

POLICY:

The Deferred Retirement Option Program ("DROP") as defined in Chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to ninety-six (96) months after an eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding letter of resignation, establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and his/her regular retirement benefits under Chapter 121, Florida Statutes.

I. Participation in DROP: All Members of the Florida Retirement System are eligible for DROP. Members electing to participate in DROP must meet the eligibility and timeline requirements outlined in Florida Statutes.

II. 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. 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.

IV. Benefits Payable:

A. Sick Leave – Employees will be paid terminal pay for accumulated sick

leave at retirement, or, if service is terminated by death, to his/her beneficiary. Upon election to participate in DROP, and based upon the employee's established deferred termination date, previously accumulated sick leave as of the entry date of DROP shall be paid the employee according to the salary established at the time of entry into the DROP Program in the following prorated installments:

1. Deferred Termination Date: Payment Schedule

   (a) 0-12 months - 1 lump payment in the month following the last month worked.

   (b) 13 through 24 months: Fifty percent (50%) at the end of the first twelve (12) months and final payment in the month following the last day worked.

   (c) 25 through 36 months: Thirty-three and 1/3 percent (33 1/3) each twelve month period and final payment in the month following the last day worked.

   (d) 37 through 48 months: Twenty-five percent (25%) at the end of each 12 month period and final payment in the month following the last day worked.

   (e) 49 through 60 months: Twenty percent (20%) at the end of each 12 month period and final payment in the month following the last day worked.

2. Sick leave will be earned during DROP as prescribed by Florida Statutes.

3. It is in the intent of this policy that an individual entering DROP will be allowed to use sick leave which was accrued prior to this retirement and entrance into DROP. The procedures for utilization of such leave shall be as follows:

   a. Sick leave earned prior to DROP shall be calculated in accordance with School Board policy.

   b. The value of each sick day will be computed according to the salary established at the time of entry into DROP. Should a DROP participant use a sick day(s) accrued prior to entrance

into DROP, the monetary value of their remaining sick days shall be reduced by the value of the sick day(s) used.

c. Final adjustments in the total amount of compensation for accrued sick leave will be made prior to the final payment at the end of DROP.

B. Annual Leave – Employees electing to participate in DROP shall be entitled to terminal pay for accrued annual leave as required by state law, Suwannee County School Board policy, and/or union contract. Upon election to participate in DROP and the employee's election to receive a lump sum payment of accrued annual leave, payment shall be made prior to the effective beginning date of DROP into the tax deferral plan adopted by the school board, and shall then be paid to the employee in accordance with the terms of such plan.

1. Employees will be paid for all accumulated annual leave upon entry into the DROP program.

2. Employees will earn annual leave during the DROP period as prescribed by Florida Statute, Suwannee County School Board policy and/or union contract.

3. Annual leave accumulated during DROP participation will not be paid to the employee at separation except to the extent the employee has earned additional annual leave which combined with the original payment does not exceed the maximum lump- sum payment for 78 days.

4. Annual leave earned prior to entering DROP which exceeds the maximum lump sum payment allowed by Board policy may be used during DROP; however, the employee shall not be entitled to compensation at the end of DROP for any unused portion of accumulated leave.

5. Employees will earn annual leave during the DROP period as prescribed by Florida Statute, Board policy and/or union contract. Annual leave accumulated during DROP participation, will not be paid to the employee at the end of DROP participation, except to the extent the employee has earned additional annual leave which

combined with the original payment does not exceed the maximum lump sum payment allowed by Board policy.

C. Employees participating in DROP shall receive a $1000 bonus if the Superintendent is notified in writing if such retirement is to be effective no later than June 30th of that school year and six (6) months' notice of retirement is given, unless the DROP period expires and the employee is no longer eligible for employment under FRS DROP guidelines.

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

LAWS IMPLEMENTED: 121.091; 1001.43, F.S.

History:	Adopted: 2/16/99 Revision Date(s): 10/26/10, 10/26/2021, 1/23/2024 Formerly: New

ABSENCE WITHOUT LEAVE 6.22*

POLICY:

I. Administrative and Instructional – Any member of the administrative or instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and the employee's contract shall be subject to cancellation by the School Board. In addition, such absence without leave shall interrupt continuity of service.

II. Non-instructional – Any other employee who is willfully absent from duty without leave shall be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

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

LAWS IMPLEMENTED: 1001.43; 1012.33; 1012.66; 1012.67, F.S.

History: Adopted:
Revision Date(s): 10/26/10
Formerly: GCBD; GDBD

PERSONAL LEAVE 6.23*

POLICY:

I. Personal Leave chargeable to sick leave. Employees may be allowed six (6) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and any request for such leave shall be approved, in advance, by the Principal/Director or his / her designee.

II. Unpaid Personal Leave. Employees shall make written application for such leave without compensation. Personal leave shall terminate at the end of the contractual period. Personal leave may be granted at the discretion of the School Board as hereinafter provided:

A. Family Leave. Any full-time employee of the Board will be granted family leave without pay provided a written application for leave is accompanied by a statement verifying the pregnancy. Such leave shall not exceed the balance of the school fiscal year in which the child is born.

B. Parental Leave. Any full-time employee of the Board may be granted parental leave for a period of one (1) year for the purpose of child-rearing.

1. An employee who has parented or adopted a child may apply for parental leave for a period not to exceed the balance of the school fiscal year in which the child is born and one (1) succeeding year subject to appropriate notice.

2. An employee may apply for a leave of absence on the event of his / her adoption of a child, provided such leave shall not exceed the balance of the school fiscal year in which such adoption shall occur and the next succeeding year, and provided a written application for

such leave is submitted to the employee's immediate supervisor within two (2) calendar weeks after approval for adoption by the recognized agency or source.

3. In all instances herein where a leave of absence shall extend beyond one (1) school fiscal year, re-application shall be made in accordance with the rules of the Board.

C. Leave Related to Domestic or Sexual Violence

1. An employee, who has been employed by the District for at least three (3) calendar months, may request and shall be granted up to three (3) days of unpaid personal leave within a twelve (12) month period if he/she has been a victim of domestic or sexual violence or if a family or household member has been a victim of domestic or sexual violence.

2. The leave must be used for one or more of the following purposes:

a. To seek an injunction for protection against domestic violence or for protection in cases of repeat violence, dating violence or sexual violence;

b. To obtain medical care and/or mental health counseling for the employee or a family or household member;

c. To obtain services from a victim-services organization;

d. To make the employee's home secure from the perpetrator or to seek new housing; and/or

e. To seek legal assistance related to the violence.

3. All records related to such leave will be considered confidential.

4. This leave shall be noncumulative and shall be requested in advance except in the case of an emergency.

5. If an employee elects to be on paid leave, he/she may request personal leave chargeable to sick leave provided that the employee is eligible to be on such leave or he/she may request annual (vacation) leave provided that the employee accrues annual leave and has an annual leave balance.

D. Leave for political campaigning. An employee who has filed for election to a political office and who desires personal leave for political reasons shall file an application for leave. The School Board may grant such personal leave without pay for a period not to exceed thirty (30) calendar days prior to the election.

E. Each extended leave-without-pay request shall be considered on its own merit by the School Board. Return from leave is contingent on there being a vacant position in the system which the employee is qualified to fill. Requests for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the Board.

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

LAWS IMPLEMENTED: 741.313, 1001.43; 1012.61; 1012.66, F.S.

History:	Adopted: Revision Date(s): 12/14/99, 7/28/09, 6/28/11 Formerly: GCBD; GDBD

SICK LEAVE 6.24

POLICY:

I. Personnel employed on a full-time basis shall be entitled to earn one (1) day of sick leave per month of employment. Such leave shall be cumulative from year to year, and any leave charged against accrued sick leave shall be with full compensation. Sick leave shall be credited as follows:

A. Administrative and non-instructional personnel. Such full-time employees shall be credited with four (4) days of sick leave at the end of the first month of employment of each contract year and shall thereafter be credited for one (1) day of sick leave for each month of employment.

B. Instructional personnel. Such full-time employees shall be entitled to four (4) days of sick leave as of the first day of employment of each current year, and thereafter are credited for one (1) day of sick leave at the end of each month of employment.

C. The total number of sick leave days earned shall be no more than one (1) day of sick leave times the number of months of employment during the year of employment, or four (4) days whichever is greater, in accordance with Florida Statutes.

D. Sick leave shall not be used prior to the time it is earned.

II. Accrued sick leave shall be taken only when the employee's service is interrupted by temporary disability which renders him / her incapable of performing his / her duties, or because of the illness or death of his / her father, mother, brother, sister, husband, wife, child, other close relative, or member of his / her own household. The term "temporary disability" as used herein shall include personal illness or

injury and, in addition any temporary disability of the employee arising out of pregnancy, childbirth, miscarriage, abortion, or recovery there from which renders the employee physically incapable of performing assigned duties.

III. Any claim for sick leave shall be submitted on the appropriate form to the Principal/Director, or his / her designee, within five (5) working days upon return of the employee to duty and submitted to the Payroll Department.

A. The claim shall be in writing and shall set forth the days absent and that such absence was allowable under the provisions of Florida Statutes. The claim shall be duly signed by the claimant certifying that the facts are true and correct and that the claim is valid and legal.

B. Where there is any doubt as to the validity of a sick leave claim, the Principal/Director or the Superintendent may require the claimant to file a written certification of illness from a licensed physician or other supporting evidence where personal illness is not involved. Consequences of false claims for sick leave are as follows:

1. Administrative and instructional personnel. A false claim for sick leave shall be deemed cause for cancellation of the contract and for action seeking the revocation of the teaching contract.

2. Non-instructional personnel. A false claim for sick leave shall be deemed grounds for termination of the employee.

IV. An employee who has used all accrued sick leave but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for such sick leave shall clearly state that the leave is without compensation. An application for sick leave due to extended illness

shall have attached to it a statement from a practicing physician certifying that such leave is essential and indicating the probable duration of the illness and the needed leave. The District may grant extended illness leave up to a maximum of one year.

V. When an employee of the School District interrupts service and subsequently returns to duty in the District without having transferred his / her sick leave credit to another Florida school district, such accrued sick leave credit shall become valid on the first (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 to the District. However, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the District School Board. The employee is responsible for the request for transfer of sick leave.

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

LAWS IMPLEMENTED: 1001.43; 1012.61; 1012.62; 1012.66, F.S.

History:	Adopted: Revision Date(s): 10/26/10, 6/28/11 Formerly: GCBD; GDBD

ILLNESS OR INJURY IN-LINE-OF-DUTY LEAVE 6.241

POLICY:

A. Any full-time regular employee shall be entitled to illness or injury-in-line-of-duty leave for a period not to exceed ten (10) school days when he has to be absent from work because of a personal injury received in the discharge of his duties or because of illness from any contagious or infectious disease contracted in the performance of his / her duties. Illness-in-the-line-of-duty leave is intended to deal with the illnesses normally known as childhood diseases; such as, mumps, measles, and chicken pox. This leave does not include normal adult illnesses such as colds and influenza. This leave is non-cumulative.

B. In order to be considered for injury-in-the-line-of-duty leave, the following conditions shall be met:

1. The employee must provide written testimony or evidence that his / her injury was received in the line of duty.

2. The employee must file a written claim as outlined below.

C. In order to be considered for illness-in-the-line-of-duty leave, the following conditions must be met:

1. The employee must supply a letter from a medical doctor, who treated the patient, stating that in his / her opinion there is a strong probability that the illness was contracted at the work site.

2. The employee must file a written claim as outlined below.

D. The employee who has claim for compensation while absent because of injury or illness incurred as prescribed herein shall file a claim in

the manner prescribed by law by the end of the school month during which the absence has occurred. The Board may approve such claims and authorize the payment in accordance with the provisions of law.

E. Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) work days during any school fiscal year for an illness contracted or any injury sustained in the line of duty, or a total of ten (10) days for the same illness or injury. The employee granted such leave is entitled to full pay status for a period not to exceed ten (10) working days. If the employee is unable to resume work at the end of a ten (10) work day period, he / she may elect to use accrued sick leave and receive salary payments.

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

LAWS IMPLEMENTED: 1001.43; 1012.61; 1012.63; 1012.66; 1012.695, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.080

History:	Adopted: Revision Date(s): Formerly: GCBD; GDBD

FAMILY AND MEDICAL LEAVE 6.242*

I. In compliance with the Family and Medical Leave Act of 1993, full time school employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:

A. The birth of the employee's child;

B. The placement of a child with the employee for adoption or foster care;

C. To care for the employee's spouse, child or parent who has a serious health condition;

D. A serious health condition rendering the employee unable to perform his/her job, or

E. Any qualifying exigency that arises because the spouse, son, daughter or parent of an employee is a service member serving with the Armed Forces; a veteran of the Armed Forces, National Guard or Reserves; or on active duty or has been notified of an impending call or order to active duty as a member of the National Guard or Reserve or a retired member of the Regular Armed Forces or Reserve in support of a contingency operation.

II. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to a total of twenty-six (26) weeks of unpaid leave during a twelve (12) month period to care for the service member. This unpaid leave is available only during a single twelve (12) month period. Entitlement for military caregiver leave applies on a per covered service member, per injury basis.

III. During the single twelve (12) month period described in section II., an eligible employee is entitled to a combined total of twenty-six (26) weeks of unpaid leave under the provisions of sections I. and II. This does not limit

the availability of unpaid leave under section I. during any other twelve (12) month period.

IV. Employees are to provide at least thirty (30) days notice, if possible, of their intention to take unpaid leave. Medical certification that the unpaid leave is needed is required for the employee's own serious health condition or that of a family member. The School Board will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from unpaid leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

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

LAW(S) IMPLEMENTED: 1001.43, 1012.66, F.S.

THE FAMILY AND MEDICAL LEAVE ACT OF 1993,
PART 825 OF THE CODE OF FEDERAL REGULATIONS,
TITLE 29, U.S. DEPARTMENT OF LABOR,
EMPLOYMENT STANDARDS ADMINISTRATION,
WAGE AND HOUR DIVISION

History:	Adopted: Revision Date(s): 11/18/08, 7/28/09, 3/22/11 Formerly:

MILITARY LEAVE 6.25*

POLICY:

I. Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the State of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard.

A. When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the School Board's discretion.

B. Request for military leave shall be in writing and countersigned by the principal or immediate administrative supervisor. The request shall include:

1. A copy of the military order; and

2. Written evidence that effort has been made to serve the duty when school was not in session. This shall be required only of personnel who are employed for ten (10) or eleven (11) months.

II. An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice provided that an application for re-employment is filed within six (6) months following the discharge date or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to assign the employee to duty in the same or similar position he / she left in the District.

III. Compensation allowed during military leave for reserve or guard training may not exceed two hundred forty (240) working hours in any annual period as provided in Section 115.07, Florida Statutes.

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

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

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

STATE BOARD OF EDUCATION RULE: 6A-1.080

History:	Adopted: Revision Date(s): 10/26/10, 3/22/11, 4/27/2021 Formerly: GCBD; GDBD

JURY/WITNESS DUTY	**6.26**

POLICY:

I. An employee of the Board who is summoned as a member of a jury panel may be granted temporary duty leave. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

II. An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

A. When an employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he / she may be granted temporary duty leave, since his / her appearance in such cases shall be considered a part of his / her job assignment. The employee may retain any fees received from the court. In the event no fees are received from the court, he / she may be paid per diem and travel expenses.

B. In no case shall temporary duty leave with pay be granted for court attendance when an employee is engaged in personal litigation. In such cases, an employee may request personal leave.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.
LAWS IMPLEMENTED: 40.24; 40.271; 1001.43; 1012.66, F.S.
STATE BOARD OF EDUCATION RULE:

History: Adopted:
Revision Date(s): 10/26/10
Formerly: GCBD; GDBD

PROFESSIONAL LEAVE 6.27

POLICY:

I. Professional leave may be granted to an administrative or instructional staff member with or without pay in accordance with the following provisions:

II. Professional leave is defined as leave granted to an administrative or instructional staff member to engage in activities resulting in professional benefit or advancement including earning of college credits and degrees or contributing to the teaching profession. Extended professional leave is such leave exceeding more than thirty (30) consecutive days. Professional leave or extended professional leave shall be initiated by the employee and shall be primarily for his / her benefit or the teaching profession and only incidentally for the benefit of the school system.

A. Professional leave not to exceed five (5) days shall be approved by the Principal/Director or his/her designee, but such leave in excess of five (5) days shall require the School Board's approval.

B. Leave may be granted for educational meetings, clinics, and similar activities while school is in session when prior approval is given. Such leave shall be with compensation.

C. Professional leave during the post-school conference period shall not be granted to a staff member who is not returning for the ensuing school year.

D. Leave for both the post-school and pre-school conference period shall not be approved except when the staff member may need to attend two (2) sessions to complete work for a required degree.

E. Personnel who are employed annually for ten (10) months and who are assigned additional work during the summer school program are not eligible for professional leave during this extra employment period.

F. Personnel employed under contract of twelve (12) months may be granted three (3) weeks professional leave with compensation during the school year when school is not in session; such leave shall be cumulative for not more than two (2) years. Such leave shall not be cumulative to exceed six (6) weeks or thirty (30) work days.

G. Professional leave for twelve (12) month personnel may be granted for work at summer sessions of a college or university; provided, that suitable arrangements are made for the person's duties.

H. Professional leave for a quarter, semester, or school year for professional study may be granted without pay. To be eligible for such leave, the instructional staff member shall have been a District employee for at least three (3) years and shall hold a continuing or professional service contract effective for the period of the leave. The contractual status may be waived at the School Board's option for a program of staff development.

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

LAWS IMPLEMENTED: 1001.43; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.081

History:	Adopted: Revision Date(s): 10/26/10, 6/28/11 Formerly: GCBD

SABBATICAL LEAVE 6.271

POLICY:

For the encouragement of continued professional development and resulting improvement in the quality and level of experience of the teaching staff, sabbatical leaves for periods not less than one (1) semester nor to exceed one (1) school year shall be granted by the Board.

A. Any certified teacher who has satisfactorily completed seven (7) consecutive years of teaching in the School District may apply for sabbatical leave.

B. A sabbatical leave may be granted to permit a certified teacher to engage in study or research.

C. A certified teacher who requests a sabbatical leave for study will be expected to enroll as a full-time student carrying a full load (full-time student as determined by the institution attended) of academic work at an institution of higher education approved by the appropriate accrediting agency.

D. The applications for sabbatical leave, including a plan for study, must be submitted to the Superintendent or designee during the period from February 1st to February 28th preceding the school year for which the leave is granted. Applicants will be notified not later than March 20th as to the disposition of their application. A teacher receiving permission to take a sabbatical leave shall inform the Superintendent in writing of his / her intention to either accept or decline such leave. Such notification shall be given not later than fifteen (15) days after the applicant has been notified of approval of his / her request for leave.

E. Not more than one (1) percent of the certified teachers represented by the Union in this Agreement may be granted sabbatical leave during any one school year.

F. Applications for sabbatical leave will be screened by a committee to be appointed by the Superintendent. Criteria to be considered by the screening committee in reviewing applications for sabbatical leaves will include the needs of the school system, teacher needs, area and plan of study, seniority needs of the school system, teacher needs, area and plan of study, seniority and past contributions to the School District. In all cases a teacher making application for his / her first sabbatical leave shall have preference over one who has previously had sabbatical leave. Upon the termination of sabbatical leave, a teacher shall not be entitled to another sabbatical leave until he / she has completed an additional seven (7) full years of service in the School District.

G. If more than the designated percentage of applications are approved, a list of alternates will be established. The alternates will be ranked according to their precedence, previously established by the committee. Should any of the original choices decline his / her sabbatical leave due to a change in plans or lack of acceptance in a program, the first alternate shall be notified and considered. This process shall continue through the list of alternate-designates until all approved applications have been utilized.

H. The teacher who takes a sabbatical leave shall agree in writing to teach three (3) years in this School District after returning from sabbatical leave. If he / she accepts another position or retires from teaching before the three (3) year period has elapsed, he / she shall repay the School District on a proportional basis, the salary paid him / her while on leave.

I. During the year of absence of a teacher on a sabbatical leave, such teacher shall receive one-half (1/2) the beginning bachelor's degree teacher salary, as if the teacher were to be in actual service. In addition thereto, the Board shall pay the contribution to the appropriate

retirement system required of the person on leave computed on the salary of such person for the year on leave.

J. The teacher, upon returning, will be returned to his / her former position or, upon request by the teacher, to a mutually agreed upon position. Such teacher shall also be advanced to the appropriate position on the salary schedule as if he / she had been in actual service in the District during the period of sabbatical leave.

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

LAWS IMPLEMENTED: 1001.41; 1001.43; 1012.64; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.081

History:	Adopted: Revision Date(s): 10/26/10 Formerly: GCBD

ANNUAL/VACATION LEAVE 6.28

POLICY:

The following schedule shall be used in determining the accrual of annual leave:

I. Employees who are full-time and employed on twelve (12) month basis shall accrue annual leave, exclusive of holidays, with compensation as follows:

A. One (1) day per month cumulative to twelve (12) days per year for less than five (5) years of continuous service in the District.

B. One and one-fourth (1 ¼) days per month cumulative to fifteen (15) days per year for five (5) years or more of continuous service in the District.

C. One and one-half (1 ½) days per month cumulative to eighteen (18) days per year for ten (10) years or more of continuous service in the District.

The term "continuous" shall mean an employee who has rendered uninterrupted service to the School Board in a twelve (12) month position or job. Provided, however, individuals who previously rendered full-time continuous service in a ten (10) month contractual position shall be considered as having continuous service when determining creditable service for annual leave.

II. Annual leave shall accrue at the close of each month. At the beginning of each school fiscal year, no more than sixty (60) days of annual leave may be carried forward. Employees shall be encouraged to use accrued vacation leave on an annual basis.

III. Annual leave may be granted by the Principal/Director upon the written application of the employee and with the prior approval of the employee's

immediate supervisor. Annual leave shall be scheduled for minimum disruption of the school program.

IV. Only full-time employees may earn annual leave.

V. Accrued annual leave may be used in lieu of other types of leave with the Principal's/Director's approval.

VI. Unless the employee is on duty, the winter vacation period, other than legal holidays running consecutively with the vacation period, shall constitute a part of the allowable annual leave. Days determined to be legal holidays, as stated on the school calendar each year by School Board, shall not be charged as annual leave against an employee.

STATUTORY AUTHORITY: 1001.41; 1011.60; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.62; 1012.66, F.S.

History:	Adopted: Revision Date(s): 10/26/10, 6/28/11 Formerly: GCBE; GDBE

TEMPORARY DUTY	**6.29**

POLICY:

A. An employee may be assigned to be temporarily away from his / her regular duties and place of employment for the purpose of performing other educational services, including participation in surveys, professional meetings, study courses, workshops and similar services of direct benefit to the school district. Such assignment may be initiated by the Superintendent or by the individual who desires the temporary duty as days of duty.

B. The Superintendent shall develop procedures and guidelines to implement this policy.

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

LAWS IMPLEMENTED: 1001.32; 1001.43; 1012.27; 1012.66, F.S.

STATE BOARD OF EDUCATION RULE:

History:	Adopted: Revision Date(s): 10/26/10 Formerly: GCQE; GDQB

SALARY SCHEDULES	**6.30***

POLICY:

I. All personnel shall be paid in accordance with salary schedules as adopted by the School Board.

II. All salary schedules and their implementation shall comply with the requirements of Florida Statutes.

III. Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of forty (40) hours in any work week shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1 ½) times the regular rate of pay for the service performed or compensatory time.

IV. Any employee working beyond his / her designated total weekly hours, without prior permission of the Superintendent through the principal or supervisor, may be subject to disciplinary action.

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

LAWS IMPLEMENTED: 1001.43; 1011.60; 1012.22; 1012.27, 1012.55, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.052

History:	Adopted: Revision Date(s): 10/26/10, 2/28/2012 Formerly: GCBA; GCD; GDBA

TERMINAL PAY	**6.31**

POLICY:

A. Any employee, or his / her beneficiary, if service is terminated by death, shall be entitled to payment of accumulated sick leave at the time of termination of employment or normal retirement. The School Board shall provide terminal pay for accumulated sick leave to any District employee. When termination of employment is by the employee's death, any terminal pay to which the employee may have been entitled may be paid to his / her beneficiary in accordance with the provisions of 1-5 below.

To be entitled to terminal pay benefits, the employee shall have been under contract to render services and shall not be under suspension from duty or have any charges pending which may have resulted in dismissal from employment. Such terminal pay shall not exceed an amount determined as follows:

1. During the first three (3) years of District service, the daily rate of pay shall be multiplied by thirty-five percent (35%) times the number of accumulated sick leave days.

2. During the next three (3) years of District service, the daily rate of pay shall be multiplied by forty percent (40%) times the number of accumulated sick leave days.

3. During the next three (3) years of District service, the daily rate of pay shall be multiplied by forty-five percent (45%) times the number of accumulated sick leave days.

4. During the next three (3) years of District service, the daily rate of pay shall be multiplied by fifty percent (50%) times the number of accumulated sick leave days.

5. After the twelfth (12) year of District service, either (a) or (b). In the event that termination is by death, the provisions of (c) shall be followed.

   a. The daily rate of pay multiplied by fifty percent (50%) times the number of accumulated sick leave days.

   b. For retirement with full benefits under an approved Florida retirement system, then the daily rate of pay shall be multiplied by one hundred (100%) percent times the number of accumulated sick leave days.

   c. In the event termination is by death of the employee, payment of the terminal leave benefits to the employee's beneficiary shall be at the daily rate of pay multiplied by one hundred percent (100%) times the number of days of accumulated sick leave.

Normal retirement as used herein means an employee has applied for and is eligible to receive retirement benefits at the beginning of the next calendar month.

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

LAWS IMPLEMENTED: 1001.43; 1012.61, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.052

History:	Adopted: Revision Date(s): 7/28/09 Formerly: GCBBA; GDBBA

TERMINAL ANNUAL (VACATION) LEAVE PAY 6.311

POLICY:

I. Any employee of the Board whose employment is terminated shall receive a lump sum payment for his/her accrued annual (vacation) leave. Payment shall not exceed a maximum of 60 days.

For unused annual leave accumulated before July 1, 2001, terminal payment shall be made in accordance with the policy in effect on June 30, 2001, which was at 100% of the employee's daily rate times the number of accumulated annual leave days.

Payment shall be made at the employee's base rate of pay at the time of termination. If service is terminated by death, payment shall be made to the employee's beneficiary.

II. Deferred Retirement Option Program

Employees electing to participate in the Deferred Retirement Option Program (DROP) shall be eligible for terminal payment of annual leave as described in Policy 6.216.

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

LAWS IMPLEMENTED: 1001.43; 1012.56, F.S.

History: Adopted: 10/26/10
Revision Date(s):
Formerly:

HEALTH INSURANCE PREMIUMS 6.321

POLICY:

I. The School Board may pay an employee's normal health insurance contribution as provided herein:

A. The health insurance premium for one (1) month may be paid when an employee enters a non-pay leave status. The employee shall be provided an opportunity to continue the total health insurance payment, after the School Board's one (1) month contribution, for a period not to exceed twelve (12) months while on non-pay leave status.

B. The health insurance premium may be paid when an employee enters a non-pay leave status involving a worker's compensation claim.

C. The normal contribution shall be paid until the employee is released to return to work or a settlement is reached in the worker's compensation case through regular channels.

D. Any employee who is on unpaid sick leave or unpaid approved family leave will receive up to a maximum of twelve (12) weeks of Board portion of health insurance per insurance fiscal year. This rule is in compliance with the Family and Medical Leave Act of 1993. Twelve (12) weeks will equal six (6) cumulative Board portions which will occur when missing six (6) paychecks with Board portions.

E. School Board members and employees who are a Florida resident and a member of the Florida National Guard or a reserve in any branch of the United States military and who are

called into active military duty are entitled to health insurance pursuant to the provisions and conditions prescribed in Section 250.341, Florida Statutes.

F. The School Board shall not pay the contribution for dependents who are included in the employee's health insurance premium. This contribution shall be paid by the employee.

G. Retired Suwannee School Board personnel and their eligible dependents may continue to participate in the current group health insurance program of the District provided the person enrolls immediately upon retirement from active employment with the School Board and continues without interruption. Retirement shall mean application for and receipt of retirement benefits under any Florida Retirement System plan. An employee who retires under the Public Employee Optional Retirement Program (PEORP) shall be considered a retiree if he/she meets the age and service requirements defined in 112.0801, F.S. The health insurance coverage shall be identical to that offered to School Board employees. Health insurance premiums for continued participation shall be paid by the retiree unless eligible for an employee contribution as stipulated in the collective bargaining agreement.

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

LAWS IMPLEMENTED: 112.0801; 250.341; 1001.43, F.S.

History:	Adopted: Revision Date(s): 10/26/10, 4/25/2023 Formerly: GCBC; GDBC

LUMP-SUM PAYMENT OF VACATION LEAVE 6.33

POLICY:

A staff member who is employed on a regular or full-time basis for twelve (12) calendar months may be entitled to a lump-sum payment for his / her accrued vacation leave upon termination of employment, transfer to less than a twelve (12) month position within the District or upon retirement from the District. In the case of an employee's death, his / her beneficiary shall be entitled to the lump-sum payment of the accrued vacation leave.

A. The employee may receive a lump-sum terminal payment of accrued vacation leave with the final salary warrant or extend his / her employment status through the last day of accrued vacation leave.

B. Payment shall be the daily rate of pay at the time of termination, transfer, retirement, or death.

C. The employee shall have been employed by the District at the time of termination, retirement or death.

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

LAWS IMPLEMENTED: 1001.43; 1012.65, F.S.

History:	Adopted: Revision Date(s): Formerly: GCBD; GDBD

SICK LEAVE BANK 6.34

A. Purpose
In order to provide employees emergency sick leave for illness or injury beyond that available under provisions governing sick leave, the SICK LEAVE BANK has been established.

B. Eligibility
Any full time employee shall be eligible for voluntary participation in the sick leave bank after one (1) year from the date of initial employment with the school system, provided that such employee has accrued a minimum of six (6) sick days. Enrollment in the sick leave pool program will be accepted during September 1 through the 15th of each school year. Employees must wait thirty (30) days after initial enrollment before being eligible to withdraw days from the sick leave bank.

C. Contributions
During initial enrollment period, new participating members shall contribute one (1) day of sick leave during the enrollment period. Each participating member shall contribute one (1) day each time the bank is depleted to 10 days. Said contributions shall be made one (1) month following the depletion occurrence, at which time members will be notified of the need for an additional day and be given the option to contribute the day, withdraw from the bank or shall be allowed to contribute one day immediately when a sick leave day is earned. The Sick Leave Bank Committee shall not grant days in excess of the balance of days in the bank. Sick leave days donated to the bank by an employee will not be returned to the employee except as provided for in this policy.

D. Any sick leave days withdrawn from the bank by a participating employee must be used for said employee's personal illness, accident, or injury of a medically catastrophic nature. The employee must make application to the sick leave bank in order to receive sick leave benefits. Employees must provide medical documentation stating illness and lack of ability to perform

assigned duties. Employees not properly certificated to perform duties shall be ineligible to draw from the sick leave bank.

E. No employee shall be eligible to draw more than forty-five (45) days from the bank for any one illness or injury or complications thereof. The number of hours will be equal to the hours that make up an employee's work day. Fragmentary sick leave days in excess of sick leave will not be honored by the Sick Leave Bank Committee unless the request is for the same illness, accident or injury. After an employee's accumulated sick leave has been exhausted and any donated by a family member also has been exhausted, the employee will be eligible to draw from the bank only for approved absences of ten (10) continuous days or more.

F. Any employee withdrawing sick leave days from the bank shall not be required to replace those days except as a regular contributing member of the pool.

G. A participating employee who chooses to no longer participate in the Sick Leave Bank shall not be eligible to withdraw any sick leave already contributed to the bank.

H. Should the membership in the bank fall below ten (10), the Sick Leave Bank shall be automatically dissolved. Such days remaining shall be equally proportioned to the remaining participating members, provided that no participating member may receive more than the days he/she contributed.

I. All requests for withdrawal of days from the Sick Leave Bank shall be addressed to the Sick Leave Bank Committee on an official form provided for this purpose. The decision of the committee shall be final.

J. The Board, after consulting with the Association, shall establish procedures for identifying and recording contributions to the pool and for complying with applicable governmental regulations and/or associated record keeping.

K. A notification letter will be sent to applicants informing them of their acceptance or rejection into the sick leave pool. Participating members will also be notified when they are no longer a member of the pool.

L. Sick Leave Bank Committee

The Sick Leave Bank Committee (SLBC) shall have four (4) members. The Association shall select two (2) members and the Board shall select two (2) members. The Superintendent or designee and the Association President or designee shall be members of the SLBC. Teacher members shall hold Continuing Contract or Professional Services Contract status. Education Staff Professionals shall hold non-probationary status. Vacancies on Sick Leave Bank Committee shall be filled by the party for whom the vacancy exists.

M. Committee Responsibilities

1. The Sick Leave Bank Committee, by majority vote, shall determine the Rules and Procedures of the Sick Leave Bank and shall have the authority to amend them when necessary.
2. The Sick Leave Bank Committee shall review all withdrawal applications. It will approve or deny each request.
3. Denials will be fully explained in writing.
4. A minimum of three (3) committee members' signatures will be required for all approvals or denials.

Alleged abuse of the use of the Sick Leave Bank shall be investigated by the Superintendent with the assistance of the Sick Leave Bank Committee. Any finding of wrongdoing shall result in the employee being required to repay all sick leave credits drawn from the bank. Refusal on the part of the employee to repay said credits shall be grounds for termination. Other appropriate disciplinary action may be taken by the Board even if the employee provides repayment to the pool.

CHAPTER 6.00 – PERSONNEL

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

LAW(S) IMPLEMENTED: 1001.43, 1012.61, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.052

History:	Adopted: 10/26/10 Revision Date(s): Formerly:

USE OF SICK LEAVE BY FAMILY MEMBERS OR EMPLOYEES 6.35

POLICY:

I. Any district employee may authorize the use of his/her accrued sick leave as follows:

   A. As provided by any existing Sick Leave Bank provision.

   B. All accumulated days by his or her spouse, child, parent, or sibling who is also a district employee.

   C. All accumulated days less 5 days per section III, by any other District employee who meets the requirements of section IV.

II. Sick leave donated as provided in I.B. or I.C. cannot be used until all his or her sick leave has been depleted; excluding sick leave from any existing Sick Leave Bank, if the recipient participates in a Sick Leave Bank

III. An employee who donates sick leave to another employee, other than a family member as specified in I.B., must maintain a minimum of five (5) sick days in their own district account.

IV. Any recipient of donated sick leave, other than a family member as specified in I.B., must provide medical documentation from the treating physician of the illness or injury for which the leave of absence is requested.

V. Any unused sick leave shall be returned to the donor.

VI. Donated sick leave shall have no terminal pay value.

VII. In the event of an employee's death, his or her sick leave may be transferred to his or her family member per Section I above.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.61, F.S.

History: Adopted: 11/20/01
Revision Date(s): 7/28/09, 5/22/2018
Formerly:

PROFESSIONAL ETHICS 6.37*

I. An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. The Board shall also expect all administrative, instructional and support staff members to adhere to the *Principles of Professional Conduct for the Education Profession in Florida*, the Code of Ethics for Public Officers and Employees, and the standards set forth in F.S. 112.313.

II. Administrative and instructional personnel, as defined by Florida Statute, shall be required to complete training on these ethical standards. All other employees shall be encouraged to participate in training related to professional ethics.

III. The Superintendent and School Board members shall complete annual ethics training as required by law.

IV. All employees shall be responsible for reporting misconduct by School Board employees that affects the health, safety or welfare of a student.

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. Standards of Ethical Conduct

A. Administrators (means 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 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 a 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 titles 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 judgment.

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 judgments 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 scope 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 otherwise, direct or indirect; engage in any business transaction or professional 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 judgment of the administrator would be influenced thereby.

6. All District administrative staff members shall adhere to the ethical and disciplinary principles enumerated above.

CHAPTER 6.00 – PERSONNEL

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 112.312, 112.313, 112.3142, 1001.42, 1012.01, 1012.22, 1012.23, 1012.27, 1012.796, F.S.

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

History: Adopted: 11/18/08
Revision Date(s): 1/28/2014, 6/28/2016, 12/9/2025
Formerly: New

REPORT OF MISCONDUCT 6.39*

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

I. Mandatory Reporting of Misconduct

A. It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student that would be violation of s. 800.101, or that would be a disqualifying offense under s. 1012.315 F.S., or any allegation of sexual misconduct with a student. Failure of an employee to report such misconduct shall result in disciplinary action. Further, an employee who knowingly or willfully fails to do so, or who knowingly or willfully prevents another person from doing so, commits a misdemeanor of the first degree. An employee who knowingly or willfully coerces or threatens another person with the intent to alter his or her testimony or written report regarding a violation of s. 800.101 F.S. commits a misdemeanor of the first degree.

B. Educational support employees, instructional personnel and school administrators shall report alleged misconduct of other educational support, instructional personnel or school administrators who engage in or solicit sexual, romantic, or lewd conduct with a student.

C. If the prohibited conduct occurs while the employed by the district, the School Board and Superintendent must report the employees or personnel and the disqualifying circumstances to the department of education for inclusion on the disqualification list maintained by the department pursuant to section 1001.10(4)(b), F.S.

D. A law enforcement agency shall, within 48 hours, notify the district school superintendent when its employee is arrested for

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

II. Investigation

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

A. An employee who is alleged to have committed such misconduct shall be reassigned to a position not requiring direct contact with students pending the outcome of the investigation.

B. Information related to the alleged misconduct shall be considered confidential during the investigation until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding.

C. The Superintendent shall report alleged misconduct to the Department of Education as required by Florida Statutes. The Superintendent shall report alleged misconduct of educational support employees, instructional personnel or school administrator who engage in conduct that would be considered disqualifying pursuant to Section 1012.315, F.S. or any allegation of sexual misconduct with a student. Failure to report such conduct to the department or law enforcement forfeits the Superintendent's salary for up to one year.

D. The School District shall notify the parents of a student affected by an educator's violation of the district's Standards of Ethical Conduct. This notice must be provided to the parent within thirty (30) days of knowledge of the incident and inform the parent of:

1. The nature of the misconduct,
2. If the District reported the misconduct to the department in accordance with Section 1012.796, F.S.,
3. The sanctions imposed against the employee, if any, and
4. The support the school district will make available to the student in response to the employee's misconduct.

III. Legally Sufficient Complaint

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

IV. Resignation or Retirement in Lieu of Termination

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

V. Employment Reference

The Board, Superintendent, or any other representative of the School

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

VI. Notification

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

VII. Protection from Liability

A. Any individual who reports in good faith any act of child abuse, abandonment or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil or criminal liability that might result from such action.

B. An employer who discloses information about a current or former employee to a prospective employer, at the employee's request or at the prospective employer's request, shall be immune from civil liability for such disclosure as provided by Florida Statute.

VIII. False or Incorrect Report

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

History: Adopted: 11/18/08
Revision Date(s): 1/28/2014, 6/28/2016, 9/25/2018, 10/26/2021, 8/23/2022, 1/23/2024
Formerly: New

RELATIONSHIPS WITH STUDENTS 6.391

I. Definitions

A. *Employee* means all administrative, instructional, educational support professionals and all other employees of the School Board of Suwannee 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 Suwannee 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 2.161 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: 10/26/2021
Revision Date(s):
Formerly: New

VIOLATION OF LOCAL, STATE, AND/OR FEDERAL LAWS 6.40

POLICY:

I. Anyone known to be violating a local, state, and / or federal law on School Board property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to State Statutes and School Board Policies and rules.

II. Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action by the Superintendent or Board up to or including dismissal.

III. As required by the provisions of State Board of Education Rule 6A-10.081, The Principles of Professional Conduct of the Education Profession in Florida and Florida Statutes, professional employees and noninstructional and contractual personnel who have direct contact with students or who access to or control of funds are required to self-report within forty-eight (48) hours to the Superintendent any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance, or any disqualifying offense. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal; administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty- eight (48) hours after the final judgment.

IV. It is the duty of all employees to report to the Superintendent any misconduct by any School Board employee that affects the health, safety or welfare of a student in accordance with School Board policy.

V. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(45)(c) and 943.059(4)(c), Florida Statutes.

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

LAW(S) IMPLEMENTED: 887.13, 943.0585, 943.059, 1001.41, 1001.42, 1001.43 1006.145, 1012.22, 1012.27, 1012.465, F.S.

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

History:	Adopted: Revision Date(s): 12/14/99, 7/28/09, 6/28/2016 Formerly: GBCB

CONFLICT OF INTEREST IN PURCHASING 6.401

I. No employee of the District shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods, or services from any business entity of which the employee or the employee's spouse or child has a material interest. No business in which an employee holds ownership or material interest shall provide either directly or indirectly purchase, rent, or lease any realty, goods, or services to the District, subject to Florida Statutes and provisions herein.

II. This policy is not intended to prohibit the School Board from authorizing purchases or other related activities from or with a business or individual related to an employee who provides an acceptable bid or quote for such services or goods and, when all other conditions are equal or comparable. This policy does not prohibit reimbursements to employees for purchases made in connection with their employment.

III. Any employee who is found to have violated the provisions of this policy shall be subject to the provisions of policy 6.37.

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: 10/26/10
Revision Date(s): 11/22/2016
Formerly: New

NEPOTISM 6.41

POLICY:

I. No employee may be appointed, employed, promoted, or advanced, or recommended or advocated for appointment, employment, promotion, or advancement in or to a position in the District in which another employee or official of the District is serving or over which the official exercises jurisdiction or control of an employee who is a relative of the employee or public official. An employee may not be appointed, employed, promoted, or advanced in or to a position in the District if such appointment, employment, promotion, or advancement has been recommended or advocated by another employee or public official, serving in or exercising jurisdiction or control in the District who is a relative of such employee or if such appointment, employment, promotion, or advancement is made by a collegial body of which a relative of the employee is a member.

II. In the event that an employee working at a school or other administrative unit within the District is related to a person who would customarily exercise supervision and control over said employee or with respect to whom the employee would customarily be subject to evaluation and recommendation for retention, appointment, employment, promotion, or advancement with respect to the same or another position in the District and said person is a relative of the employee, the supervision and control over said employee and evaluations and recommendations for retention, appointment, employment, promotion, or advancement shall be made by another non-related supervisor or superior and said other non-related supervisor or superior shall report to and be subject to the authority, control and supervision of the Superintendent or his/her designee who shall also be responsible for evaluations and recommendations with respect to such non-related supervisor or

superior. The Superintendent shall report to and make a recommendation approving such employment and supervisory arrangements to the Board for appropriate action.

III. Two or more close relatives may not work in the same administrative unit except upon recommendation by the Superintendent and approval of the Board subject to the provisions of paragraph (II).

IV. An "official" or "employee" in a position to supervise, appoint, recommend, or advance another employee shall mean someone in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in the District, including the authority as a member of a collegial body to vote on the appointment, employment, promotion, or advancement of individuals.

V. "Relative," for purposes of this Policy, with respect to a public "official" or "employee" means an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.
LAWS MPLEMENTED: 112.3135; 1001.43; 1012.22, F.S.

History:	Adopted: Revision Date(s): 4/27/10 Formerly: GB

RECORDS AND REPORTS 6.42*

POLICY:

All School Board employees shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education Rules, and School Board Rules, or as the Superintendent may deem necessary for the effective administration of the District school system. Such records and any 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.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.53, F.S.

History: Adopted:
Revision Date(s): 8/23/2022
Formerly: GB

USE OF SOCIAL MEDIA 6.43

The Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning.
The Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy (5.24) Technology Acceptable-Use Policy for Students.

The Superintendent is charged with designating the District-approved social media platforms/sites, which will be listed on the District's website.

The Board understands that employees may engage in the use of social media during their personal time. The District neither encourages nor discourages employees' use of social media for personal purposes. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school district employees. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication.
All school employees must comply with Board Policy when communicating with individual students through electronic means, such as through voice, email, or text-messaging.

The Board is committed to ensuring that all stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner.

CHAPTER 6.00 – PERSONNEL

I. Definitions

A. Social Media. Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Snapchat, Instagram, Facebook, Twitter, Instagram, YouTube, Google+, and Flickr.

B. Professional Social Media. Professional social media is a work-related or professional social media activity where the employee identifies their profession, work responsibilities, and could include the use of district names/logos/brand. This includes platforms such as LinkedIn. As this form of social media is maintained personally, it follows the same rules as Personal Social Media.

C. Personal Social Media. Personal social media use is a non-work-related social media activity. Personal social media activity is as a private citizen and cannot reference employment with the District in any manner.

D. District Social Media Platform. District Social Media is any social media page, feed, or entry formally maintained by the District, school, department, or class for official purposes. It includes sites and/or services such as Facebook; Twitter; Snapchat; Instagram; YouTube; and similar applications.

II. District Social Media Use

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The District's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are

limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public).

A. Communication on a district social media space should be handled in the same manner as communication in a classroom and/or workplace. The same standards expected in the District's professional settings are expected on professional social media sites.

B. All such communication must be consistent with the educational objectives of the District and cannot be used for personal or non-District purposes.

C. Employees shall exercise caution, sound judgment, and common sense when using professional social media sites.

D. No personally identifiable student information may be posted by employees on social media sites (including but not limited to district, professional, and personal social media accounts) without permission from the parent/guardian.

E. The Board reserves the right to direct the removal of postings and/or disable a page, of professional social media sites that do not adhere to the law or do not reasonably align with the goals of the District without prior notice to the poster.

F. The District's social media sites may not be used for commercial, religious, political, or for-profit activities and/or communication. The District's social media entries and communications are prohibited from including links to third-party sites with a commercial, political, and/or religious purpose. Links to sites selling products; advertising goods and/or services; and/or containing language, images and/or materials that are in violation of District policy are strictly prohibited.

G. A post, or comment, that contains vulgar, profane, or racists words; is discriminatory, harassing, threatening; is a violation of privacy; or is a

violation of this Policy will be deleted in its entirety without notice to the poster/commenter.

H. Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

III. Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Electronic Systems Responsible Use Policy, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent.

In order to maintain a professional and appropriate relationship with students, employees shall not communicate with students who are currently enrolled in schools on personal social media sites. School employees' communication with current students via personal social media is subject to the following exceptions:

A. communication with relatives or friends and

B. if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees'

private lives that would be inappropriate to discuss with a student at school.

IV. Expected Standards of Conduct on District-Approved Social Media

A. Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

B. District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

C. The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

D. Employees shall not use the district's logo or other copyrighted material of the system on a personal social media site without express, written consent from the District.

V. Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes.

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

VI. Any postings, on district, professional or personal social media sites, of the following nature are prohibited:

A. Create a harassing, demeaning, or hostile working environment for any employee.

B. Disrupts the smooth and orderly flow of work, or the delivery of services to the staff or students.

C. Harm the goodwill and reputation of staff, students or the community at large.

D. Erode the public's confidence in the district.

E. Involve any kind of criminal activity or harms the rights of others, may result in criminal prosecution or civil liability to those harmed, or both.

VII. Consequences

The District may monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

VIII. Social Media Use Agreement

The Superintendent will ensure that staff receives a copy of this policy annually and that Use of Social Media is included in the Electronic Systems Responsible Use Agreement.

STATUTORY AUTHORITY: Chapter 119, 1001.41, 1001.42, 1001.43 F.S.

LAW(S) IMPLEMENTED: 1002.221, F.S.6A-10.08 F.A.C. 20 U.S.C. 1232g 34 C.F.R. Part 99 Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

History: New, Replaces Policy 6.371, Adopted:4/26/2022
Revision Date(s):
Formerly: Employee Use of Social Media and Electronic Communication

TELEPHONE CALLS, ELECTRONIC COMMUNICATIONS AND FACSIMILES 6.44

POLICY:

District communication equipment shall be used for designated purposes and shall not be used for personal or non-school purposes.

I. An employee shall not make a personal long distance call or send a facsimile or other electronic transmission at School Board expense. An employee who violates this rule shall be required to pay for the call or facsimile. Such action shall be reported to the Superintendent at the principal or District department head's discretion.

II. All long distance telephone calls, facsimiles, or other electronic transmissions that relate to extracurricular activities of the school, including athletics, shall be paid from the school's internal funds collected for the specific activity.

III. Prior authorization for all long distance calls and facsimiles shall be given by the principal or District department head.

IV. Employee use of District cell telephones shall be to the extent possible, limited to business use only. The District shall be reimbursed for any personal calls made by the employee. Procedures for implementing this provision shall be developed.

V. The expenditure of public funds for cellular phones or service, personal digital assistants (PDAs), or other mobile wireless communication devices or service shall be consistent with the provisions of Florida Statutes.

VI. Any long distance telephone call made by a School Board member which is charged to the District Office shall be paid by the School Board, provided the purpose of the call was to conduct School Board business.

VII. The principal or District department head shall review telephone and facsimile bills and shall refer excessive or questionable bills to the Superintendent or designee for consideration.

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

LAWS IMPLEMENTED: 1001.43; 1011.09, 1012.22, F.S.

History:	Adopted: Revision Date(s): 2/23/2010 Formerly: GBCB

ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES 6.4401

Unless a provision of law enacted after July 1, 2000, specifically prohibits the use of an electronic record for the specified purpose, the School Board hereby authorizes the acceptance and distribution of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. Additionally, the School Board further authorizes District staff to create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures.

The Superintendent shall consult with the state of Florida's Agency for Enterprise Information Technology (Agency) regarding the District's authorized acceptance and distribution of electronic records and electronic signatures. After giving due consideration to security, the Agency may specify the following:

A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes.

B. If electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met, by any third party used by a person filing a document to facilitate the process.

C. Control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and audibility of electronic records.

D. Any other required attributes for electronic records which are specified for nonelectronic records or reasonably necessary under the circumstances.

III. The Superintendent shall require District staff to comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, communicating, storing, process, using, and relying upon electronic records. Further, the Superintendent shall require District staff and other persons who use electronic signatures to do so in compliance with State law.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 668.002; 668.006; 668.50 F.S.

History:	Adopted: 12/15/2015
	Revision Date(s):

EMPLOYEE USE OF TECHNOLOGY 6.441

POLICY:

A. Suwannee County School District employees shall not conduct a private enterprise on school time. District equipment or supplies, including technology, computers, and other equipment such as copiers and facsimile machines, may not be used for a private business or personal gain of the employee, or for the benefit of private, "for profit", or "not for profit" organizations, unless expressly authorized by the Superintendent or the Superintendent's designee.

1. All employees shall abide by the "Code of Ethics of the Education Profession in Florida". Employees shall become familiar with and abide by Florida Administrative Code Sections 6B-1.001 and 6B-1.006.

2. The District authorizes employees to use District computer technology resources and databases for assigned responsibilities. These resources shall be used by employees to enhance job productivity as it relates to District business. These resources shall be used for District-related purposes and not for personal use or gain or for the benefit of private, "for profit" or "not for profit" organizations.

B. Employees shall adhere to the standards established by all applicable laws, regulations and acceptable use guidelines when using District technology resources, databases, other equipment and supplies.

1. Any information generated through a computer, stored on hard disks, electronically mailed, or handled as E-Mail is the same as any written document and is subject to all rules governing public information, and Chapter 199, Florida Statutes.

2. The willful and knowing unauthorized use, alteration or destruction of information technology resources and databases is a computer-related crime punishable under Chapter 815, Florida Statutes.

3. All employees who have access to or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Protection of Pupil Privacy Acts, Florida Statutes, and other applicable laws and regulations, as they relate to the release of student information for personal gain.

4. Internet Resources and E-Mail shall be used by employees to enhance job productivity as they relate to District business and shall not be used to send abusive, threatening or harassing messages. Employees shall refrain from communications where the meaning of the message, or its transmission or distribution, would be illegal, unethical or irresponsible.

C. All software on computers must be licensed. Employees are responsible for using software in compliance with restrictions which pertain to those licensing agreements. Employees shall not make or facilitate the distribution of unauthorized copies of software. Modifications cannot be made to the software that are not authorized by the copyright holder. The copyright legend or notice shall not be removed from the software or any of its documentation.

D. Any employee failing to comply with these policies, procedures and guidelines may be subject to disciplinary action as well as civil liability or criminal charges.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 112.313; 199.011, F.S.

History:	Adopted: 12/15/98 Revision Date(s):

EMPLOYEE USE OF CELLULAR TELEPHONES 6.442*

POLICY:

I. It is the policy of the School Board to provide selected employees cellular telephones in support of fulfilling their assigned duties. The expenditure of public funds for cellular phones or service shall be consistent with the provisions of Florida Statutes. In order to ensure that cellular telephones are used only for the benefit of the School District, the following conditions shall exist:

A. Use of a cellular telephone shall not be authorized unless determined by the Superintendent to be needed by the employee to satisfactorily perform his/her job duties, and other more cost-efficient methods have proven unsatisfactory. Cellular telephones may be issued to individuals or to departments only when authorized by the Superintendent.

B. Except for emergencies, cellular telephones shall be used only for school district business and costs incurred for personal use shall be billed to the individual employee.

C. Detailed billing for district owned cellular telephone plans shall be forwarded to the individual cost center and shall:

a. be verified for authorized calls;
b. have payment attached for any personal calls (Personal calls will become the responsibility of the user with payment made to the district.);
c. be approved by the individual's Supervisor;
d. be submitted to the Finance Department for final payment in a timely manner on a monthly basis;
e. be audited by the District staff as determined by administrative procedure.

D. Individuals or departments requesting cellular telephones shall submit a written request to the superintendent or his designee. This request shall contain, but not be limited to, the following information:

a. Name of person requesting cellular telephone
b. Name of school/department using the cellular telephone
c. Justification for use
d. Proper coding to appropriate budget
e. Signature of individual submitting request
f. Supervisor's signature granting approval
g. Finance Department approval/signature
h. Superintendent's or designee's signature

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1011.09, 1012.27, F.S.

History:	Adopted: 03/24/2008 Revision Date(s): 2/23/2010 Formerly: New

ALCOHOL- AND DRUG-FREE WORKPLACE 6.45

POLICY:

I. No employee shall possess, consume or sell alcoholic beverages or manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 CFR 12001.11 through 1300.15 or Florida Statutes, Chapter 893.

II. "Workplace" is defined as the site for the performance of work done in connection with the duties of an employee of the School Board. That term includes any place where the work of the school district is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

III. The appropriate use of legally prescribed drugs and nonprescription medication is not prohibited. However, it is the employee's responsibility to inform the physician of the employee's job duties and to ask the prescribing physician to determine whether or not the prescribed drug may impair the employee's job performance. It is the employee's responsibility to remove himself/herself from service if unfit for duty.

IV. An employee in a safety sensitive position must obtain a written release from the prescribing physician if he/she has prescribed any substance that carries a warning label indicating that mental functioning, motor skills or

judgment may be adversely affected. The release must state that the employee is able to perform safety sensitive functions.

V. As a condition of employment, each employee will:

A. Abide by the terms of this policy, and

B. Notify the appropriate director, principal or supervisor of any criminal drug statute arrest or conviction for a violation occurring on the premises of the School Board, at the workplace, or during the conduct of any official activity related to the School Board within forty-eight (48) hours. Identified employees must be in compliance with Policy 6.40, sections II and III.

VI. The School Board shall:

A. Notify the appropriate agency within ten (10) days after receiving such notice from an employee or otherwise receiving actual notice of such conviction; and,

B. Take one of the following actions, within thirty (30) days of receiving such notice, with respect to any employee who is so convicted:

1. Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; or,

2. If the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the School Board; or,

3. Take appropriate personnel action against such an employee, up to and including termination.

C. Offer assistance and information on drug abuse in order to maintain an alcohol and a drug-free workplace. Employee assistance will be available through the Human Resources Department or referral to a program which will provide assistance. The School Board shall also conduct periodic workshops on drug and alcohol abuse in the workplace to inform employees and supervisors of the dangers of substance abuse and of the provisions in this policy.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23; 1012.27; 893.01, F.S.

LAWS IMPLEMENTED: 440.102; 1001.41; 1001.43; 1012.795, F. S.
Drug Free Workplace Act of 1988; 34 CFR Part 85, Subpart F

History:	Adopted: Revision Date(s): 2/28/2012 Formerly: GBEB

POLITICAL ACTIVITIES OF EMPLOYEES 6.46

POLICY:

A. School Board employees shall not solicit support of any political candidate, partisan or non-partisan, during regular work hours.

B. A School Board employee who offers himself / herself as a candidate for public office shall notify the Superintendent immediately in writing upon qualifying for election. He / she shall conduct his / her campaign so as not to interfere with his / her responsibilities.

1. Personal leave without pay may be taken during the campaign period.

2. Such candidate shall adhere strictly to Florida Statutes governing political activity on the part of public officials and public employees.

3. A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or School Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

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

LAWS IMPLEMENTED: 104.31; 106.15; 1001.43, F.S.

History: Adopted:
Revision Date(s):
Formerly: GBG; GCBD; GDBD

PROFANE OR OBSCENE LANGUAGE 6.47

POLICY:

Under no conditions shall any School Board employee be permitted to use profane or obscene language in his/her relationship with students. Any employee who uses profane or obscene language while speaking to, communicating with, or in the presence of students shall be deemed guilty of misconduct.

A. Any employee who violates this provision shall be reported immediately to the Superintendent who shall investigate the complaint and report his/her findings in writing to the School Board. An administrator who fails to report any known violation of this rule to the Superintendent shall be subject to suspension or dismissal for willful neglect of duty as provided in Section 1012.33, Florida Statutes.

B. The Superintendent may suspend employees from duty as provided in Section 1001.51, Florida Statutes, when an investigation clearly indicates a violation has occurred.

C. Any employee who violates this rule shall be subject to suspension from duty or dismissal from employment or both. Any suspension from duty or dismissal from employment shall be pursuant to Florida Statute.

D. Employees who use approved materials in regular classroom assignments or special school activities shall not be subject to prohibitions or penalties in this policy.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.51; 1012.795; 1012.796, F.S.

History: Adopted:
Revision Date(s): 01/22/02
Formerly: GBCB

COMPLAINT PROCEDURE FOR PERSONNEL 6.50*

POLICY:

Whenever an employee 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 School Board rule or established practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes shall be resolved through the grievance procedure in the collective bargaining agreement.

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 shall normally be completed during non-work time. However, if the School Board elects to carry out such provisions during work time, the complainant shall lose no pay.

IV. Complaint Procedures:

A. Informal discussion - If an employee believes there is a basis for complaint, he / she shall discuss the complaint with his / 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 five (5) days of the occurrence of the alleged violation; except in cases involving harassment or discrimination in which sixty (60) days will be allowed.

B. Level one - If the complainant is not satisfied with the informal resolution he / she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his / her immediate supervisor or alternate. The supervisor or alternate shall communicate his / 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 / 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 or designee shall indicate his / her disposition in writing to the complainant.

D. School Board Appeal - If the complainant is not satisfied with the resolution by the Superintendent, he / she shall have the right to appeal the Superintendent's decision to the School Board; provided a request for placement on the School Board agenda is filed within ten (10) days.

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; 1012.33, F.S.

LAWS IMPLEMENTED: 447.401, 1001.41; 1001.49; 1012.22; 1012.27; F.S.

History:	Adopted: Revision Date(s): 3/26/02, 9/25/2018 Formerly: GBM

COMPLAINTS AGAINST EMPLOYEES 6.51

POLICY:

A. In order to comply with the Florida Educational Equity Act regarding nondiscrimination on the basis of race, national origin, sex, disability, or marital status in educational programs or activities, the Suwannee County School Board has developed grievance procedures through which employees and applicants for employment may air their grievances.

B. Any complaint involving serious charges brought by or against a School Board employee or applicant for employment shall be referred to and investigated by the Superintendent.

C. Any formal complaint brought by or against an employee or applicant for employment which involves serious charges shall be in writing and shall bear the signature of the person filing the complaint.

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

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.796, F.S.

History:	Adopted: Revision Date(s): Formerly: GBM

SUSPENSION AND DISMISSAL 6.52

POLICY:

I. No employee may be suspended from duty except by the Superintendent or the School Board. The Superintendent may suspend, with pay, a member of the staff during an emergency for a period extending to and including the next meeting of the School Board.

II. In the case of a suspension without pay by the School Board, an affected employee shall be entitled to a hearing on the charges as to why he / she should be suspended without pay. Said hearing shall be upon reasonable notice by the School Board.

III. If any dismissal proceeding in which the substantial interest of the employee is affected, or in which the employee has a property interest, the employee shall be entitled to a hearing on the merits of the case in accordance with the provisions of Chapter 120, Administrative Procedures Act.

IV. In the event an employee is entitled to a hearing, the Superintendent shall notify the affected employee in writing of his / her right to a hearing at the time a petition for suspension or dismissal is filed. The petition for suspension or dismissal must set forth the charges against the employee. The petition shall further notify the employee that in the event a written request for a hearing is not received by the Superintendent, within fifteen (15) days after receipt of said notice, if the employee is under annual or professional service contract or thirty (30) days after receipt of said notice if the individual is under continuing contract, that the employee waives his / her right to a hearing. In the event no such notice is sent by the Superintendent, the employee shall be deemed to have requested a hearing.

V. In the event a hearing is required as prescribed by law, pursuant to this policy, a written notice of hearing shall be furnished to the employee in a timely manner according to law stating the date, place and time of the hearing.

VI. No member of the staff may be dismissed except by action of the School Board.

VII. Any suspension or dismissal shall be as prescribed by law.

VIII. Non-renewal of employees during their contractual probationary period or upon expiration of a time-limited contract shall not be considered as dismissal and shall not be subject to this policy.

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

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27; 1012.33, 1012.335, F.S.

STATE BOARD OF EDUCATION RULES: 6A-5.056

History:	Adopted: Revision Date(s): 2/28/2012, 10/23/12 Formerly: GCD; GCP; GCPD; GDPD

SUSPENSION WITH PARTIAL OR NO PAY 6.53

POLICY:

The School Board hereby delegates authority of employee suspension to the Superintendent under the following narrowly-defined circumstances in order to facilitate personnel management, to maintain an orderly and productive work environment, to avoid public embarrassment to employees, and to eliminate minor disciplinary action from the School Board's agenda.

A. The suspension shall not exceed five (5) days.

B. The suspension may be wholly or partially without pay.

C. Suspension shall be authorized only if the Superintendent finds that the employee has:

1. Been absent without leave;
2. Been insubordinate;
3. Endangered the health or well-being of a fellow employee or of a student(s);
4. Willfully neglected duty;
5. Been intoxicated, consumed an alcoholic beverage, or used a controlled substance, unless prescribed by a physician, while working; or,
6. Violated School Board rules to the extent that disciplinary action is required, but the violation is not severe enough for dismissal.

D. An employee who is suspended under the authority of this rule shall be granted all due process rights accorded by the Florida Statutes.

E. This rule grants the Superintendent authority in addition to that provided by Florida Statutes. It shall not be construed to limit the Superintendent's statutory powers.

CHAPTER 6.00 – PERSONNEL

STATUTORY AUTHORITY: 1001.43; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.27; 1012.33, F.S.

STATE BOARD OF EDUCATION RULES: 6A-5.056

History:	Adopted: Revision Date(s): 10/23/12 Formerly: New

STAFF TRAINING	**6.60**

POLICY:

I. The School Board recognizes that proper training of employees and volunteers is essential to maintaining a safe, effective and efficient workforce. State mandates, federal requirements, and local conditions require certain training for all employees and other training of selected employees, depending upon their work assignments.

II. The Superintendent is to provide appropriate training to all employees and volunteers of the District.

III. Training for employees should minimally include
A. Identifying and reporting child abuse and neglect;
B. All nondiscrimination provisions;
C. Sexual harassment guidelines;
D. Handling hazardous materials and toxic substances including blood borne pathogens, chemicals, and petroleum products;
E. District policies and procedures related to HIV/AIDS disease, communicable diseases, alcohol and drug free facilities, use of tobacco products, possession of weapons, and *Code of Student Conduct*; Suicide awareness and prevention; and
F. Other topics as deemed appropriate by the Superintendent or required by law, rule, or other governing provision.

IV. The Superintendent shall annually provide the Board a report of the type training provided employees and volunteers.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, 1013.12, F.S.
LAW(S) IMPLEMENTED: 1001.43, 1006.07, 1012.22, 1012.27, 1012.38, 1012.583, 1012.98, 1012.985, F.S.

History: Adopted: 9/28/2010
Revision Date(s): 10/26/10, 3/22/11, 10/24/2017
Formerly: 6.60 Option 1

WHISTLEBLOWER PROTECTION 6.65

I. This policy shall be known as the Whistleblower Protection Policy.

II. Definitions

A. *Employee* – Any person hired by the School Board after completing the personnel procedures required by the School Board.

B. *Independent Contractor* – Any person or company other than a School Board employee, who provides goods and/or services to the School Board and enters into a contractual agreement with the School Board.

C. *Adverse personnel action* – Discharge, suspension, transfer, demotion, reprimand, warning, withholding or reduction of salary or benefits of employee, or any other adverse action taken against an employee within the terms and conditions of employment by the School Board; or debarment, suspension, cancellation of contract of an independent contractor.

III. Prohibited Action

A. Neither the School Board, Superintendent, department heads nor principals shall take or recommend to the School Board to take adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy.

B. Neither the Superintendent nor the School Board shall take any adverse personnel action that affects the rights or interests of an independent contractor in retaliation for the contractor's disclosure of the information under this policy.

C. The provisions of this policy shall not be applicable when an employee or independent contractor discloses information known to be false.

IV. Disclosure of Information

A. The information disclosed under this section shall include reporting of any violation or suspected violation of federal, state or local laws, School Board policy or administrative directive by a School Board member, employee, or independent contractor which presents a substantial and specific danger to interests of the School Board. Additionally, information disclosed, which indicates acts or suspected acts of malfeasance, misfeasance, gross waste of funds or neglect of duty committed by an agency, shall be included.

B. The information shall be disclosed to the appropriate entity having the authority to investigate, police, manage, or otherwise remedy the violation or act.

V. Protection

A. This policy protects employees and other persons who disclose information on their own motive in a written and signed complaint, or who are requested to participate in an investigation, hearing or other inquiry conducted by the Superintendent, School Board, state agency or federal government.

B. Any employee who is subject to adverse personnel action has a right to file a grievance pursuant to the applicable collective bargaining agreement or School Board policy. An independent contractor may appeal to the School Board for administrative review.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 112.3187, 1001.32, 1001.43, F.S.

History: Adopted: 10/26/10
Revision Date(s):
Formerly: New

NURSING MOTHERS	**6.70+**

I. Under the provisions of the Fair Labor Standards Act, the District shall provide reasonable unpaid breaks for an employee to express breast milk for her child for up to one (1) year after the birth of the child.

II. A private area, free from intrusion, shall be made available to the employee.

III. A nursing mother shall be responsible for notifying her supervisor of her intent to exercise her right under the Fair Labor Standards Act.

IV. The Superintendent shall develop procedures for the notification of employees and for the implementation of this policy.

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

LAW(S) IMPLEMENTED: 383.015, 1001.43, 1012.23, F.S.
Fair Labor Standards Act of 1938 (29 USC 207, Section 7)

History:	Adopted: 3/22/11 Revision Date(s): Formerly: New

NAME AND ADDRESS OF EMPLOYEE 6.75

I. Any employee who changes his/her name or address shall notify the human resources department within ten (10) days after a change of name or address.

II. Any employee who is required to have a Florida Educator Certificate or other license or certificate shall maintain the license or certificate in his/her legal name.

III. Any employee who is a certificated educator is responsible for maintaining his/her current name and address with the Department of Education. The Department of Education shall be notified in writing or electronically of any changes of name and/or address.

IV. Any employee whose directory information is exempt from public inspection in accordance with Florida Statutes must inform the District of the basis of such exemption and must request that the information be withheld.

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

LAW(S) IMPLEMENTED: 1001.43, 1012.561, F.S.

History: Adopted: 10/26/10
Revision Date(s):
Formerly: New

SOCIAL SECURITY NUMBERS	**6.78***

POLICY:

I. Collection

A. Social Security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.

B. The District shall collect the Social Security number of each applicant and employee for the following reasons:

1. Identification and verification;
2. Benefit processing;
3. Data collection, reconciliation, and tracking;
4. Tax reporting;
5. Criminal background checks;
6. Billing and payments;
7. Payroll administration;
8. Garnishments;
9. State and Federal educational and employment reporting;
10. Financial aid programs;
11. Vendor applications;
12. Independent contractors; and
13. Employment and volunteer applications.

C. The District may also use the Social Security number for search purposes.

II. Notification

The District shall notify each applicant, student and employee of the reasons for which his/her Social Security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

III. Review

The Superintendent shall review the collection of Social Security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

IV. Confidentiality

A Social Security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social Security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

V. Release to Commercial Entities

A. Social Security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the Social Security numbers.

B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

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

LAW(S) IMPLEMENTED: 119.071, 1001.43, 1012.23, F.S.

History:	Adopted: 10/28/08 Revision Date(s): 4/27/10 Formerly: New

PERSONNEL FILES 6.80

POLICY:

The term "personnel file," as used in this Rule, shall mean all records, information, data, or materials maintained by the District in any form or retrieval system whatsoever, with respect to any employee, which is uniquely applicable to that employee.

A. A personnel record shall be maintained by the Superintendent on each employee. The record shall include:

1. Application for employment
2. References
3. Annual evaluations
4. Letters of commendation, reprimand, etc.
5. Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)
6. Teaching certificate, if applicable
7. Any other pertinent data.

B. Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be placed in the personnel file.

C. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment.

1. No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days, exclusive of the summer vacation period, of the administration becoming aware of the facts reflected in the materials.

2. Additional information related to such written materials previously placed in the file may be appended to such materials to clarify or amplify as needed. A copy of such materials to be added to an employee's personnel file shall be provided to the employee either by certified mail or by personal delivery.

3. The employee's signature on a copy of materials to be filed in the employee's personnel file signifies receipt and does not necessarily indicate agreement with its content. The employee will be afforded every right as outlined in Florida Statutes.

4. 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 an 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.

D. Personnel files, regardless of their location in the school system, are open to inspection pursuant to chapter 119, Florida Statutes, except as follows:

1. Any complaint and any material relating to the investigation of a complaint against an employee shall be confidential until the conclusion of the preliminary investigation, or until such time as the preliminary investigation ceases to be active as defined in Florida Statutes.

2. Employee evaluations prepared pursuant to Florida Statutes, or rules adopted by the State Board of Education, or a local School Board under the authority of said sections, shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluations prepared prior to July 1, 1983, shall be made public.

3. No material derogatory to the employee shall be open to inspection until ten (10) days after the employee has been notified pursuant to this Rule.

4. The payroll deduction records of the employee shall be confidential.

5. Employee medical records, including medical claims, psychiatric and psychological records, shall be confidential; provided however, at any hearing relative to an employee's competency or performance, the hearing officer or panel shall have access to such records.

6. Any information in a report of injury or illness filed pursuant to Florida Statute that would identify an ill or injured employee

7. Agency personnel information that is excluded under the provisions of 119.071, F.S.

E. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be open to inspection at all times by

School Board members, the Superintendent and the principal or their respective designees, in the exercise of their respective duties.

F. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

STATUTORY AUTHORITY: 1001.43; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 112.08(7); 119.07, 119.071, 1001.43; 1008.24, 1012.31, F.S.
34 CFR 99 (FERPA), 49 CFR 164 (HIPAA)

History:	Adopted: Revision Date(s): 12/15/98, 10/26/10, 7/23/13, 1/27/2015, 10/26/2021 Formerly: GBL

ASSESSMENT OF EMPLOYEES 6.81

POLICY:

Each employee of the School District shall receive at least one annual evaluation by his / her immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments.

A. The Superintendent shall establish procedures for the assessment of all employees of the School District as required by law.

B. The principal and / or administrator supervising personnel shall arrange for the assessment of all employees under his / her supervision as required by law and use the procedures and forms contained in the District Plans as approved by the School Board.

C. The employee shall be informed as to the criteria and procedures to be used prior to the implementation of the assessment process.

D. The assessment of all employees shall be conducted in accordance with the approved procedures and based on observations of the individual's work by his / her immediate supervisor and shall be made at least once each year prior to reappointment. Evaluation of instructional personnel and school administrators shall include indicators of student learning growth.

E. A copy of each employee's evaluation report shall be filed in the District Personnel Office on the designated date.

F. An employee may respond to an assessment in the manner provided by law or other approved procedures.

G. The District School Board shall establish a procedure annually for reviewing employee assessment systems and making necessary changes and revisions.

STATUTORY AUTHORITY: 1001.41; 1008.22, 10112.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1008.36; 1012.22; 1012.27; 1012.34 F.S.

History:	Adopted: Revision Date(s): 10/26/10, 2/28/2012, 1/27/2015, 8/25/2015 Formerly: GCN; GDN

INSTRUCTIONAL EMPLOYEE PERFORMANCE CRITERIA 6.811*

POLICY:

I. The Superintendent or designee shall develop and present, for School Board approval, instructional employee performance criteria and/or measures. Such performance criteria and/or measures shall be consistent with statutory requirements, but may include additional elements as deemed appropriate. Student performance data shall be used in the evaluation of instructional personnel.

II. Instructional personnel shall be informed of the criteria for assessment including the use of student performance data and indicators of student learning growth.

III. The Superintendent shall submit the instructional performance appraisal system to the Department of Education for approval.

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

LAWS IMPLEMENTED: 1001.43; 1008.22; 1008.36; 1012.22; 1012.27; 1012.34, F.S.

STATE BOARD OF EDUCATION RULE: 6A-5.030, 6A-5.0411

History: Adopted:
Revision Date(s): 11/21/00, 1/27/2015, 10/24/2017
Formerly: GCN

SCHOOL BOARD EMPLOYEES WITH HIV, AIDS, OR OTHER COMMUNICABLE DISEASES **6.90**

POLICY:

I. It is the School Board's intent to protect employees and students from exposure to infectious diseases, to risk occasioned by infectious diseases, and to provide reasonable accommodations to infected School Board employees.

II. Policy 3.201 contains procedures related to employees and students.

III. All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.

STATUTORY AUTHORITY: 1012.12; 1001.13; 1012.22; 1012.23; 1001.41; 440.56, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.27; 1012.61; 1012.66; 1013.12, F.S.

History: Adopted:
Revision Date(s): 10/26/10, 3/22/11
Formerly: GBE

AIDS, BLOODBORNE PATHOGENS AND ENVIRONMENTAL HAZARDS **6.91**

POLICY:

The Board shall adopt appropriate procedures and guidelines consistent with federal and state regulations regarding the training and methods of handling and ameliorating the potential risks of exposure to bloodborne pathogens, other communicable diseases, and environmental hazards, such as asbestos, lead in drinking water, and radon gas.

STATUTORY AUTHORITY: 440.56; 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.27; 1012.61; 1012.66; 1013.12, F.S.

History: Adopted:
Revision Date(s): 7/23/13, 7/22/2014
Formerly: GBE; GCL

SCHOOL BUDGET SYSTEM 7.01

POLICY:

I. Through the budget process the School Board intends for its budget to be prepared in a needs responsive, fiscally sound manner, with an emphasis on providing additional resources at the school level with any increase in recurring operating revenues.

II. In accordance with this philosophy, the School Board intends the following guidelines to be adhered to in the preparation of the annual operating budget:

A. Balanced Budget – The budget should be prepared to ensure that the operating fund recurring revenue budget for the fiscal year shall be equal to or greater than the recurring expenditure budget.

B. Fund Balance Reserve – An adequate fund balance reserve is necessary to cover unforeseen events (including, but not limited to, revenue shortfalls and student enrollment under- projections.) The adopted annual operating fund budget shall include, if feasible, a fund balance reserve, which is at least 5% of the recurring expenditure budget.

C. Fund balances shall be classified and reported in accordance with the Governmental Accounting Standards Board (GASB) Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

D. The budget system shall be related to the goals and objectives of the district and its programs. To assure equity among schools and program elements, personnel and other resources

shall be allocated to the schools on a formula basis or by other means as determined by the Board.

E. The Superintendent shall prepare an annual district budget in the form prescribed by the Commissioner of Education. In formulating the budget, the Superintendent shall take into consideration the immediate and long-range needs of the district's school system and student achievement data obtained pursuant to Florida Statutes. The Superintendent shall submit the proposed annual budget to the School Board for review.

III. It is the Board's intent that the guidelines enumerated above shall be controlling unless unusual circumstances dictate otherwise. In such instances, any variances from the guidelines will be highlighted and explained prior to the adoption of the budget by the Board.

IV. The tentative budget, the adopted budget, and any amended budget(s) shall be posted on the District's official website as required by law.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1008.385; 1010.01; 1010.04; 1011.01 – 1011.18, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.002, 6A-1.004; 6A-1.006; 6A-1.007; 6A-1.0071

History:	Adopted: Revision Date(s): 11/20/01, 12/17/02, 12/14/10, 2/28/2012, 2/25/2020 Formerly: New

EDUCATIONAL ENHANCEMENT FUNDS 7.011*

POLICY:

I. Lottery Trust Fund Allocations (Enhancement funds) received from state proceeds will be used to provide educational opportunities based on the needs of students, as determined by the School Board, and consistent with proviso language included in the annual state appropriation bill or other state requirement.

II. Enhancement funds may be utilized to:

A. Maintain approved programs.
B. Develop and implement school improvement plans.
C. Supplement school funding through the expansion of existing programs.
D. Enhance equipment or facilities as permitted by state law.
E. Provide financial awards for School Recognition.
F. Provide such other services or programs as may be required or permitted by state law or regulations. Such services or programs shall be identified during the annual budget adoption process by the Board.

III. Enhancement funds provided directly to schools shall be subject to annual audit to assure compliance with state law and sound business practice.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1011.62, F.S.
Annual State Appropriations Act

History: Adopted:
Revision Date(s): 11/20/01, 12/14/10
Formerly: DBJ

PROCEDURES FOR ADMINISTERING THE DISTRICT BUDGET 7.02

POLICY:

The Superintendent shall ensure that all District obligations and expenditures are within the appropriation allowed in the District school budget.

I. The Superintendent shall propose a budget amendment for the School Board's consideration if a budgetary appropriation is insufficient to meet District needs. No obligation in excess of the original appropriation shall be made until the School Board has officially adopted a budget amendment.

II. The Superintendent or designee is authorized to tentatively approve budget amendments for school budgets. Such amendments shall be consolidated each month and presented for School Board approval.

III. The School Board authorizes an expenditure which exceeds the amount budgeted by function and object, provided the amount is within the budgeted amount of the function and object's cost center and the School Board subsequently approves the expenditure and amends the budget at its next scheduled meeting.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43; 1001.51; 1010.01; 1010.04; 1011.05 - .07; 1011.60, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.006; 6A-1.007

History:	Adopted: Revision Date(s): 12/14/10 Formerly: BD (1)(2)(3)

FACSIMILE SIGNATURES 7.021

POLICY:

I. In accordance with Section 116.34(3), Florida Statutes, the Superintendent and the Chairperson of the School Board, after filing with the Department of State their manual signatures certified under oath, may execute or cause to be executed with a facsimile signature:

A. Any public security as permitted by Florida Statutes.
B. Any instrument of payment.
C. Any official order, proclamation, instrument of conveyance, or resolution, provided, however, that the same has been authorized by said School Board and such authorization is reflected in the minutes thereof.
D. Contracts with school personnel.

II. Definitions as used in this policy are as follows:

A. Public security means a bond, note, certificates of indebtedness, or other obligation for the payment of money, issued by the Board.

B. Instrument of payment means a check, draft, warrant, or order for the payment, delivery, or transfer of funds.

C. Instrument of conveyance means an instrument conveying any interest in real property.

D. Facsimile signature means a reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.

III. The Vice-Chairperson shall have no authority to sign warrants or school documents except when he/she is required to assume the duties of the Chairperson; in which case he/she shall be legally empowered to sign warrants and other legal documents as the Chairperson would be empowered to sign, but the Vice-Chairperson may not use a facsimile signature.

CHAPTER 7.00 – BUSINESS SERVICES

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 116.34; 1001.43, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.0421

History:	Adopted: Revision Date(s): 12/15/98, 12/14/99, 12/14/10 Formerly: DB (1) (2) (3)

LEASE AND LEASE-PURCHASE OF LAND AND/OR FACILITIES 7.03

POLICY:

The Superintendent shall make recommendations to the School Board regarding any offer received from a person or entity for the lease or lease-purchase of any land owned by the District.

I. The lessee shall state in writing how the land will be used for educational purposes.

II. The Superintendent's recommendation shall include:

A. The location and description of the land and its present use.

B. The long-range plan for its use.

C. The stated use of the land by the prospective lessee.

D. The fair market value of the parcel, as determined pursuant to State Board of Education Rules, when the land is to be released by a lease to purchase agreement.

E. The terms and value to be received from the prospective lessee.

III. Prior to final action on the proposal for a lease or lease-purchase agreement, the School Board shall hold an open and public hearing on the issue after due notice is given as required by Florida Statutes. At this meeting the proposed agreement, in its final form, shall be made available for inspection and review by the public.

The Superintendent may recommend the acquisition of land and facilities, under lease or lease-purchase agreements under provision of Florida Statute through competitive bids or proposals.

IV. The Superintendent's recommendation shall include:

A. Such acquisition is in the best interest of the District;

B. Length and terms of such agreements;

C. Procedures for developing and approval of agreements;

D. Estimated annual costs and sources of funding;

E. Proposed schedule for any required public advertisements and hearings;

F. All required written documents necessary for the execution and maintenance of agreements;

G. Agreements do not constitute a debt, liability, or obligation of the State or Board, or pledge the faith and credit of the State or Board.

STATUTORY AUTHORITY: 1001.42; 1001.51, F.S.

LAWS IMPLEMENTED: 1001.44; 1013.15; 1013.19, F.S.

History:	Adopted: Revision Date(s): 12/14/10 Formerly: New

BONDED PERSONNEL	**7.04**

POLICY:

Each Board member, the Superintendent and any employee of the School Board who is responsible for school funds or property shall be placed under a bond or insured in an amount to be determined by the School Board as provided in State Board of Education rules.

STATUTORY AUTHORITY: 112.08; 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 112.08; 1001.43; 1010.07, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0692

History:	Adopted: Revision Date(s): 12/14/10 Formerly: DB

INTERNAL FUNDS **7.05**

POLICY:

I. Internal funds are defined as all monies collected and disbursed by school personnel within a school for the benefit of the school or a school-sponsored activity. Internal funds shall be considered as unbudgeted public funds under the control and supervision of the School Board (as used in this rule, school shall also mean a district department and principal shall mean a department head).

II. Administration. Internal funds shall be classified in accordance with the several activities of the school having funds. Depositories may be established using any institution authorized to hold public funds. When a depository balance exceeds the insurance protection or other legal collateral limits as set by Federal law, an additional account or accounts shall be opened in another institution.

III. Responsibilities.

F. The School Board will:

Require that written procedures and rules governing the receipt, use, and accounting of internal funds be developed and approved by the Board.

1. Require that internal funds are administered in accordance with procedures established by the adopted State Manual of Accounting and SBE Rule 6A-1.085.

2. Require that its written policies relating to internal funds be enforced.

3. Require that internal funds be used for legal public purposes.

4. Provide fidelity bonds for employees responsible for such funds.

5. Provide for an annual audit of internal funds by a qualified certified public accountant.

B. The Superintendent shall administer all rules and policies established by the School Board relating to internal funds.

The principal shall:

1. Be held accountable for the handling of all phases of internal accounting in his / her school.

2. Use a uniform system of accounting as directed by the Superintendent

3. Submit to the Superintendent monthly and annual reports of internal funds.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1011.07; 1011.18, F.S

STATE BOARD OF EDUCATION RULE: 6A-1.001; 6A-1.085; 6A-1.087; 6A-1.091

History:	Adopted: Revision Date(s): 12/14/10 Formerly: DJF

SECURITY OF FUNDS	**7.051**

POLICY:

A. No money shall be kept in any school or department over five (5) working days except authorized petty cash. Daily deposits are encouraged.

B. The principal or department head shall make arrangements to place funds collected during late afternoon or evening activities in a night depository. Sponsors or other individuals shall not be responsible for protecting funds and shall be instructed to place such funds in a night depository. Under no circumstances shall funds collected in this manner be left on the School Board premises. Any employee who fails to turn in funds each day shall be held personally liable for any loss.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

History:	Adopted: Revision Date(s): Formerly: DM

SCHOOL FOOD SERVICE PROCUREMENT POLICY AND FUNDS 7.06*+

POLICY:

The School Board adopts the following Procurement Policy that will govern all purchasing activities related to any aspect of the National School Lunch and Breakfast Programs. This policy provides guidance to school personnel and vendors on acceptable and required procurement practices. The Superintendent shall develop written procedures for conducting the District's Food Service Program(s) and include purchasing thresholds to ensure compliance with all federal, state, and local procurement policies. The School Board recognizes the importance of complying with the procurement rules, regulations, and policies set forth in 7 CFR 210, 2 CFR 200, and Chapter 5P-2, Florida Administrative Code. As required by 7 CFR 210 and 2CFR 200 the School Board incorporates the following elements:

I. Buy American. The School District adheres to 7 CFR 210.21(d) and USDA Policy Memo SP 38-2017 to ensure compliance with the Buy American provision requiring the District to purchase, to the maximum extent practicable, domestic commodities or products. This Buy American provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture.

A. There are two limited exceptions when non-domestic foods may be purchased. These exceptions, as determined by the District, are:

1. The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
2. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.

B. In the event a non-domestic agricultural product is to be provided, the vendor must obtain advanced, written approval to use the product from the District.

II. Comparability. To ensure true competition takes place, the District will maintain reasonable product specifications adequately describing the products to be

purchased and the volume of planned purchases based upon pre-planned menu cycles.

III. Competition. It is the goal of the District to ensure its goods and services are procured in an openly competitive manner. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

IV. Unnecessary and Duplicative Items. The District strives to avoid unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis is made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

V. Documentation. The District will maintain all procurement records and any other significant materials to detail the history of all procurement efforts for the current year and the preceding five years. At a minimum, the following documents will be maintained:
   A. Written rationale for the method of procurement;
   B. A copy of the original solicitation, including informal requests for quotes;
   C. Proof of public announcement, if applicable;
   D. All questions received from potential vendors;
   E. All answers provided to potential vendors;
   F. Proof of public posting of questions and answers, if applicable;
   G. All quotes, bids, and proposals received from potential vendors;
   H. Proof of the public bid opening, if applicable;
   I. All quote comparisons, bid tabulations, and proposal evaluations; including all determinations for responsible and responsive vendors and all disqualifications of potential vendors.
   J. The basis for vendor selection;
   K. Any resulting contracts, including all amendments;
   L. All receipts, invoices, and records of payment; and
   M. Any claims of vendor noncompliance with a contract.

VI. Code of Conduct. This program is governed by the District's Code of Conduct, and applies to all personnel, employees, directors, agents, officers, volunteers, or

any person(s) acting in any capacity concerning procurement for the food service program(s).

VII. Procurement Review Process. On an annual basis an internal program review will be conducted by a staff person who is not associated with the food service procurement process. This review is be summarized in written form and kept with the other required program documentation.

VIII. Contract Administration. Purchases are checked or verified by designated staff to assure that all goods and services are received, and prices verified. All invoices and receipts are signed, dated, and maintained in the documentation file.

IX. Small, Minority, Women owned Business and Labor Surplus. The District has taken steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used, when possible, as required in 2 CFR 200.321 and F.S. 287.057. These steps include:

A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
D. Establishing delivery schedules, where the requirement permits, to encourage participation by small and minority businesses, and women's business enterprises; and
E. Using the services and assistance, as appropriate, of such organizations as the U.S. Small Business Administration and the Florida Department of Management Services' Office of Supplier Diversity's MyFloridaMarketPlace Certified Vendor Directory.

X. Food Service Director Duties. The Food Service Director or authorized staff member(s) shall:

A. To work with staff and students in developing acceptable menus for breakfast and lunch.
B. To keep program menus up to date by testing and using new products and seeking feedback from staff and program participants.

C. To conduct a cost analysis for any goods or services anticipated to determine the total annual expenditure so the correct procurement method will be followed.

D. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week, or month).

E. To place and confirm orders with vendors or make plans to purchase the required items.

F. To follow all applicable federal, state, and local procurement policies or ensure that all applicable federal, state, and local procurement policies are followed when purchasing is conducted by a procurement agent.

G. To work with vendors on a fair and equal basis.

H. To conduct an in-house procurement review once per year to ensure program compliance and to seek guidance or technical assistance when necessary.

I. To submit Capital Expenditure Requests to FDACS prior to any capital expenses being paid and equipment purchases being made when over $10,000 per unit.

XI. School food service funds shall be considered part of the District School Fund and shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing.

A. Daily deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board.

B. Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. This includes income from sale of bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash. Income from sale of cans may be used for activities relating to the food service personnel organization.

C. All payments from school food service funds shall be made by check or wire transfer.

D. School food service funds shall be used only to pay regular operating costs.

E. Any loss of records, cash, or supplies through theft or otherwise shall be

reported immediately to the Superintendent's office. Such losses shall be itemized and a copy of the report submitted with the regular reports.

F. Funds shall be collected and expended in compliance with United States Department of Agriculture regulations.

G. The Board shall annually adopt prices charged to students and adults who participate in the food services program.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 287.057570.981, 1001.43, 1010.05; 1010.20,7 CFR 210; 2 CFR 200, F.S.

STATE BOARD RULE: 6A-1001, 6A-1.012, 6A-1.087

FL DEPT OF AGRICULTURE AND CONSUMER SERVICES RULE: 5P- 1.003

History:	Adopted: Revision Date(s): 7/28/09, 10/23/12, 7/23/13/ 6/24/25 Formerly: EF, EFC

FINANCIAL RECORDS 7.07

POLICY:

The financial records and accounts of the School Board shall be kept by the Superintendent on forms prescribed by State Board of Education Rules. If such forms are not prescribed by State Board of Education Rules or Florida Statutes, a uniform system shall be established by the School Board.

A. Complete and accurate records of all financial transactions, including records of all school and student activity funds, shall be kept by the principal on forms furnished by the School Board. The principal's monthly financial report on internal accounts shall be made promptly for each calendar month. The September report shall include all activity relating to those accounts for the period from July 1 through September 30. The monthly report shall be filed with the Superintendent by the tenth (10th) of the following month and shall be delinquent after the fifteenth (15th) of such month.

   1. The financial report shall be a cumulative report and the last report shall constitute the annual report.

   2. A financial statement(s) of the income and the expenditures by activity shall be prepared and submitted with the principal's monthly financial report. For each activity, the previous month's balance, total receipts for the month, total expenditures for the month, and the balance in the fund at the end of the month shall be included.

B. The Superintendent shall prepare and submit to the School Board a monthly financial statement for the school fiscal year. The form of the statement shall be approved by the School Board and shall include a cumulative report to date of all receipts and expenditures for the school fiscal year.

CHAPTER 7.00 – BUSINESS SERVICES

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 101.42; 1001.43; 1001.51; 1011.62, F.S.

STATE BOARD OF EDUCATION RULEs: 6A-1.001; 6A-1.0011

History:	Adopted: Revision Date(s): Formerly: DIC

INVENTORIES AND PROPERTY RECORDS 7.08

POLICY:

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all requirements of Florida Statutes and the rules of the Auditor General. School inventories shall be verified by the District administration at the Superintendent's direction.

I. All tangible property shall be listed that has a value of cost as established by Florida Statutes or State Board of Education rules. 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 principals' duty to designate a person to make an annual inventory of all school property within his / her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be filed with the District Office either at the time designated in writing by the property control officer or at the time of any principal's resignation.

III. An incoming principal and the property control officer shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the District Office to identify any shortages or discrepancies.

IV. The principal shall also be responsible for taking inventories of properties not covered in section I. herein such as student furniture, library books, films and tapes, and other materials as deemed appropriate. 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. The principal shall keep an inventory of all equipment in his/her school on forms provided by the property control officer. The equipment purchased shall be reflected on this record by adding items to the prior year's inventory. Equipment disposed of shall be deducted from these records.

VII. The Superintendent shall report to the School Board any property that has been lost or stolen if recovery is not made by the next regular School Board meeting after the discovery of the loss or theft. Such report shall include recommendation for inactivation of the property record and information concerning possible personal liability which may be appropriate as the circumstance of the loss or theft may indicate.

VII. 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.

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. Transfer of property within the District shall be pursuant to procedures established by the Superintendent or designee.

STATUTORY AUTHORITY:	1001.42, F.S.
LAWS IMPLEMENTED:	1001.43, F.S.
STATE BOARD OF EDUCATION RULE:	6A-1

History:	Adopted: Revision Date(s): 2/16/99, 4/19/11, 6/29/2023 Formerly: DID

MANAGEMENT OF TEXTBOOKS AND RELATED INSTRUCTIONAL MATERIAL 7.081

POLICY:

The principal shall be responsible for the proper care and storage of textbooks. The following shall be observed by the principal.

A. Students shall be informed that textbooks are on loan from the District and that proper care of the book and an accounting for the book will be required.

B. All textbooks received by the school shall be properly accounted.

C. If a book is lost or damaged beyond normal usage, the student shall be assessed the cost of replacement or the estimated damage. Lost or damaged books shall be paid per this schedule:

1. A new book (issued first time) - total purchase price;

2. A book in use less than two (2) years - 75% of purchase price; or,

3. A book in use for more than two (2) years but suitable for distribution and in current adoption - 50% of purchase price.

When a book has been damaged beyond normal usage and the above rules do not apply, the principal shall calculate the value of the book on the basis of its condition at the time of issuance.

D. The principal shall not delay the transfer of a student's permanent record for a lost or damaged textbook or library book or failure to pay the assessed amount.

E. Textbooks lost or damaged beyond use for which no collection is made shall be charged against the school's allocation on the basis of the schedule for distribution.

F. Additional library or textbooks shall not be issued to a student who fails to pay the amount assessed for a lost or damaged book until the obligation has been met or set aside. Exceptions may be granted when extenuating circumstances exist.

G. Under no condition shall a report card or progress report card be delayed or grades be withheld from the permanent record for failure to pay assessment for destroyed, lost, or damaged books or for any other reason.

H. Teachers shall periodically check to determine whether books are being cared for properly and to determine that each student can account for the books issued to him / her.

I. The School Board shall hold the principal responsible, the principal shall hold the teacher responsible, and the teacher shall hold the student responsible for textbooks.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0955

History:	Adopted: Revision Date(s): Formerly: EDBA

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY 7.09

POLICY:

I. Acquisition:

A. All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District purchasing procedures.

B. All property, including vehicular equipment, shall be under the full control and name of the School Board.

C. All property with a value consistent with the provisions of Policy 7.08-I, acquired through internal accounts or donations, shall be reported immediately by the principal to the Property Records Office on the prescribed forms.

D. Principals and District department heads shall be responsible for determining that all property is identified and accounted.

II. Exchange:

Each principal and District department head shall determine the property needs for his / her school or department. The principal or department head shall declare surplus any property which is not needed and may requisition additional property through proper procedures.

A. Surplus property shall be reported on proper forms to the Property Records Office which shall be responsible for acquiring and storing the surplus property.

B. Property items with a value as established by I-C above may be exchanged between schools and District departments when approval is granted by the Property Records Office and subsequently by the appropriate District department head.

Notification of each approval shall be filed in writing with the Property Records Office to adjust property records of schools and District departments.

C. School Board equipment may be used by employees away from School Board property under certain conditions when prior approval is obtained from the principal or District department head. These conditions include familiarization with the equipment for instructional purposes or improvement of job performance.

D. School Board equipment shall not be used for gainful outside employment or private use of employees or by any outside group or organization.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 237.02; 274.02; 1001.43; 1011.06, F.S.

History:	Adopted: Revision Date(s): 12/14/99, 12/14/10 Formerly: New

ACQUISITION OF LAND FOR SCHOOL USE 7.091

POLICY:

I. A determination by the School Board that real property is needed for school use shall be based on approved master planning data with concurrence of the Florida Department of Education. Two (2) or more proposed locations shall be considered for each such acquisition unless extenuating conditions preclude such considerations. Extenuating circumstances shall be as follows:

A. Availability of alternative locations because of prior land use commitments; the need to acquire land adjacent to an existing school site for purposes of expanding said site; or for the purpose of establishing a new school center adjacent to an existing school center for implementation of programs that may be suitably conducted through common use of facilities for more than one (1) school.

B. Joint use of land, as part of a master plan, for educational purposes and community recreational and cultural purposes.

II. The Superintendent or designee and the School Board Attorney may negotiate with the owner to determine the purchase price of the land if it is determined to be in the best interest of the School Board. It is the School Board's intent to have such negotiations conducted amicably and brought to a final settlement to avoid court action whenever possible.

III. If it is determined to be in the School Board's best interest or required by Florida Statutes, two (2) independent, qualified real estate appraisers shall be appointed to provide a standard narrative form of appraisal complete with supporting data. Final settlement shall not exceed the amount allowed by Florida Statutes.

IV. The School Board may exercise its right of eminent domain when negotiations with the owner are unsuccessful. Proceedings shall be immediately filed in a court of competent jurisdiction and a date of value established on which to base the market value of the property.

V. Topographical surveys and legal descriptions shall be obtained including meets and bounds description for all real property considered for purchase.

VI. A title search shall be initiated by competent, legal consultants or a title search company upon the School Board's decision to acquire real property. A policy of title insurance shall be required subsequent to acquisition proceedings secured by surety satisfactory to the School Board.

STATUTORY AUTHORITY: 1001.41, F.S.

LAWS IMPLEMENTED: 1001.41-44, 1013.14, 1013.12. 1013.36, F.S.

STATE BOARD OF EDUCATION RULE: 6A-2.039

History:	Adopted: Revision Date(s): 12/14/10 Formerly: FEE

DISPOSING OF INSTRUCTIONAL AND OTHER MATERIALS 7.10*

POLICY:

A. Any surplus or unusable textbooks, instructional, or other materials shall be disposed of as provided herein:

1. Giving or lending the materials to other public education programs within the district or state, to the teachers to use in developing supplementary teaching materials, to students or others, or to any charitable organization, governmental agency, private school or state.
2. Selling the materials to used book dealers, recycling plants, pulp mills, or other persons, forms, or corporations upon such terms as are most economically advantageous to the School Board.

B. If disposal cannot be accomplished as prescribed above, then the instructional materials may be destroyed. The Textbook Manager shall submit a listing of the obsolete and unusable textbooks or instructional materials to the Superintendent and upon his/her approval the textbooks or instructional materials shall be destroyed.

C. All monies received by reason of sale, exchange, or other disposition of instructional materials shall be deposited in the District School Fund and added to the District Appropriation for Instructional Materials.

D. Funds derived from the sale of any salvageable materials belonging to the School Board are to be properly receipted and deposited in the District's general fund.

E. The provision of the State Board of Education Rules shall prevail whenever any provision of these rules conflicts.

CHAPTER 7.00 – BUSINESS SERVICES

STATUTORY AUTHORITY:	112.08; 1001.42, F.S.
LAWS IMPLEMENTED:	237.01; 1001.43; 1006.41; 1011.06; 1013.28, F.S.
STATE BOARD OF EDUCATION RULE:	6A-1.087

History:	Adopted: Revision Date(s): 12/17/02 Formerly: DN

DISPOSAL OF REAL PROPERTY 7.101*

POLICY:

A. Real Property may be disposed of only after having been officially declared unnecessary or unsuitable for school purposes by School Board resolution. Any monies resulting from the sale of real property shall accrue to the District General Fund, except in cases where deed restrictions prohibit.

1. When such property, in the opinion of the School Board, has an estimated value of less than twenty-five thousand dollars ($25,000.00), the School Board shall determine the procedure to be followed for disposal, which may be by public sale, private sale, or negotiation.
2. When such property, in the opinion of the School Board, has an estimated value in excess of twenty-five thousand dollars ($25,000.00), the School Board shall dispose of the property by public sale in the manner prescribed by State Board of Education Rules.
3. Notwithstanding the provisions of Subsections (1) (a) and (1) (b) herein, the School Board may transfer any real property, regardless of value, to another governmental unit for whatever consideration the School Board determines to be in the best interest of the District.

B. Tangible personal property shall be disposed of in the manner prescribed by Chapter 274, Florida Statutes. Based on a recommendation of the Superintendent items estimated to have a value of $500.00 or more may be consigned to public auctions arranged by either private or public entities.

C. The School Board shall reserve all mineral rights to any land acreage legally owned and controlled by the School Board, if and when such property is disposed of in any manner.

CHAPTER 7.00 – BUSINESS SERVICES

STATUTORY AUTHORITY: 112.08; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1013.28; Chapter 274, F.S.

History:	Adopted: Revision Date(s): Formerly: DN

LOST OR STOLEN PROPERTY 7.11*

POLICY:

A. The principal or designee shall notify the following individuals when any school property has been vandalized, stolen, or lost:

1. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;

2. The District Office by telephone; and,

3. In writing with a copy of such notice being sent to the Superintendent.

B. The custodian of the property records shall prepare a written report and recommendations to the Superintendent if the property is not recovered within thirty (30) days.

C. The School District of Suwannee County does not insure personal property of students, staff, teachers or the public brought on school property. Property of this nature stolen, damaged or lost is the sole responsibility of the owner.

D. Property loaned to the School District, to be put under the care, custody, and control of the School District of Suwannee County, must have a very specific educational purpose. Such property (to be held on campus for more than 10 school days) can be insured only if procedures established by the Business Department have been followed.

CHAPTER 7.00 – BUSINESS SERVICES

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.087

History:	Adopted: Revision Date(s): Formerly: NEW

AUDITS	**7.12***

POLICY:

A. District Audits.

1. Periodic audits shall be made of accounts, records, financial practices, and program elements of the District pursuant to Florida Statutes and State Board of Education Rules.

2. The School Board may contract with an independent auditor to perform audits of the District when the Auditor General advises a financial audit will not be completed within the twelve (12) month period immediately following the fiscal year or if otherwise deemed needed by the School Board.

   a. Selection of the auditor shall be pursuant to provisions in Section 11.45, Florida Statutes. Other auditors may be selected as permitted by law.

   b. The certified public accountant who coordinates the financial audit shall have completed twenty-four (24) hours of in-service training in government or governmental auditing as approved by the Board of Accountancy within the last three (3) years.

   c. At the conclusion of the audit field work, the preliminary findings shall be discussed with the School Board Chairperson or designee and the Superintendent. The auditor's comments shall reflect items which are intended to be included in the final audit report.

B. Audits of Internal Funds

1. The Superintendent shall require an annual audit of internal funds maintained at each school or department. Such audits shall

be performed by a certified public accountant in accordance with generally accepted auditing standards and government auditing standards.

2. Each principal or department head shall report in writing to the Superintendent within ten (10) days of receiving an audit report. The written report shall address the audit report and any discrepancies cited therein.

3. The Superintendent may direct an audit of a school's internal funds without prior notification. Such audits may be conducted by a qualified internal auditor employed by the School Board.

4. Audits shall be presented to the Board for acceptance.

C. Non-financial audits shall be conducted by persons or entities qualified to conduct audits of the program, functions, or service to be audited.

D. Results of all audits shall be provided to the School Board for information and appropriate action consistent with law if action is required.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 11.45; 1001.42; 1001.43; 1008.35, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.087

History:	Adopted: Revision Date(s): 11/20/01 Formerly: New

ANTIFRAUD **7.121**

POLICY:

H. The School Board of Suwannee County will not tolerate fraud or the concealment of fraud.

II. This policy applies to any fraud, suspected or observed, involving District employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School Board and any other persons or parties in a position to commit fraud on the School Board.

III. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to personally benefit or to induce another to act to his/her detriment.

Actions constituting fraud include but are not limited to:

A. Falsifying or unauthorized altering of District documents
B. Accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.
C. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the District in order to give any entity, person or business an unfair advantage in the bid process.
D. Causing the District to pay excessive prices or fees where justification is not documented.
E. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.
F. Using District equipment or work time for any outside private business activity.

IV. Any perceived fraud that is detected or suspected by any staff member or other person shall be reported immediately to Human Resource Services for guidance as to whether pursuit of an investigation is warranted. The obligation 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: 12/14/10
Revision Date (s): 2/28/2012, 6/28/2016
Formerly: New

PETTY CASH FUNDS	**7.13***

POLICY:

The Superintendent may establish petty cash funds for his / her office, each District department, and each school. Petty cash funds shall be used for operating expenses in accordance with State Board of Education Rule and provisions described herein.

I. A principal or District department head may establish a petty cash fund by submitting a request to the Finance Division for approval. Approval shall be obtained prior to issuing any checks.

II. The Superintendent or designee shall reimburse the funds from the budgetary accounts of schools and District departments when petty cash is exhausted.

III. Petty cash funds shall be accounted for separately from all other funds maintained at each school and District department. The amount of petty cash funds shall not exceed three hundred dollars ($300.00) for the Superintendent's Office, each District department and two hundred dollars ($200.00) for each school.

IV. An itemized receipt for each expenditure shall be kept to receive reimbursement.

STATUTORY AUTHORITY: 1001.42; 1006.21, F.S.

LAWS IMPLEMENTED: 1001.43; 1011.07, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.087

History:	Adopted: Revision Date(s): 12/14/10, 2/28/2012 Formerly: DJB

PURCHASING POLICIES AND BIDDING 7.14*

POLICY:

School District funds which are used for purchasing supplies, materials, equipment, and services and entering into temporary employment contracts shall be the responsibility of the Superintendent or designee. Florida Statutes, State Board of Education Rules, and School Board Rules shall be carefully observed when making any purchase. The District shall recognize purchasing terms as defined by law and rule.

The following provisions shall govern purchasing and bidding procedures:

I. Authorization to Execute Purchase Orders

The Purchasing Agent shall be authorized to sign purchase orders.

II. Development of and Adherence to Specifications

Purchases through bids and quotations procedures shall be based upon justification and specifications which are clear, definite, and certain as to character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services, or equipment desired. Such specifications shall be conducive to securing the most economical price for the highest quality product which best meets the needs of the educational program. Specifications shall be as open as possible and it shall be made clear in the invitation to bid that use of a trade name does not give exclusive rights to that product. Preferential bidding shall not be permitted.

III. Requirements for Competitive Bids

Sealed bids shall be requested for any purchase of materials, equipment, or service above limits set by State Board of Education rules unless the item is purchased on the basis of an established state contract, through approved online procurement, under the provisions of sections IX. or X. herein, or is otherwise exempted from bidding by Florida Statutes or State Board of Education rules.

IV. Standard Bid Procedures

A. The Purchasing Agent shall maintain a list of all potential bidders by category of commodity or service and shall include the names of all persons or firms that requested placement on the list. The Purchasing Agent shall mail each request for bids to each person and firm on the list for that particular commodity and may mail the request for bids to other known persons or firms that are capable of providing the requested commodity.

1. The Purchasing Agent may remove the name of any person or firm from the list upon failure to respond to three (3) consecutive requests for bids.

2. The Superintendent or designee may remove the name of any unqualified or unreliable person or firm from the list. Provided, however, the person or firm may apply to the Purchasing Agent for reinstatement to the vendor list after being removed for one (1) year.

B. Bid Receipt, Opening, and Tabulation

Sealed bids shall be received in the purchasing office at the time and date designated in the request for bids. All bids shall be opened publicly in the presence of at least one (1) School Board employee. The Purchasing Agent shall read aloud the name of the bidder and the amount and shall make recommendations to the Superintendent who shall make a recommendation to the School Board. The tabulation shall be signed by the Purchasing Agent and School Board employee in attendance. Bids received after the designated time shall not be accepted or considered.

C. Award of Bids

1. Each bid shall be awarded on the basis of the lowest and best bid which meets specifications with consideration being given to the

specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor. In case of a tie, the recommendation shall be made by casting lots. Samples of products may be requested when practical. The School Board shall reserve the right to reject any or all bids.

2. 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.

D. Public Inspection of Bids - 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 and may be copied, the fee for photocopying shall be in accordance with the School Board Policy 3.07, Copying of Public Records. Original bids and quotations and the transmittal envelopes shall not be removed from the purchasing office.

E. Award to Other Than Low Bidder - Any bid recommendation other than the low bid shall be accompanied by a written statement signed by the Purchasing Agent giving the reasons and justification for such action as provided in section IV.B. herein. Single or combination items may be considered in determining the recommendation.

F. Bid Withdrawal - A bidder may withdraw a bid before the designated time for opening bids by submitting a written request to the Purchasing Agent and identifying the reason(s) for the desired bid withdrawal. A bidder shall not be permitted to withdraw a bid for any reason after the designated time for opening bids unless mutually agreed upon by both parties.

V. Emergency Situations

A. 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 with at least two (2) vendors 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.

B. 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.

VI. Requisitions

Each purchase 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. Under extreme emergencies, the Purchasing Agent or designee may grant permission for a purchase without a requisition; provided, however, any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions.

VII. Informal Quotations on Purchases

Quotations shall be obtained from at least three (3) sources, except as provided in section X. herein, prior to issuing a purchase order for materials, services, or equipment as established and required by state law or regulation.

VIII. Purchase of Foods and Non-Food Items for the Food Services Department. The Superintendent or designee shall develop and prescribe a Competitive Procurement Plan for purchasing food and non-food supply items for the school food services program.

A. The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.

B. The Plan shall provide for various types of selection procedures as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this Rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of milk shall comply with State Department of Agriculture and Consumer Services rules.

C. 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 CFR 210, 2 CFR200 and Chapter 5P-2, Florida Administrative Code.

D. Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases described herein.

IX. Purchases Under Federal Awards

Purchases under Federal awards must meet 2 CFR 200.317--200.327 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 District 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 District 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 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 applicable Department Director is responsible for this primary contract administration role with the assistance as necessary by support staff.

3. Prior to releasing any purchase order covered under these procedures, applicable Department Director 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.

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 employees 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.

X. Government and Agency Bids

A. Subject to provisions of law, the Superintendent may authorize purchase bids approved by the State of Florida, other government agencies, or educational consortium.

B. Subject to provisions of law, the Superintendent may authorize purchase

bids approved by the state of Florida, other government agencies, or educational consortia.

XI. 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, construction manager, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project shall be in accordance with the School Board Policy 7.141, Selecting Professional Services.

B. Contracts or commitments for educational or professional services shall be approved by the School Board if such contracts or commitments exceed amounts permitted without School Board approval by state laws or regulations.

XII. 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.

XIII. 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

i. The Superintendent or School Board member has any financial interest whatsoever;

ii. A spouse or child of the Superintendent or School Board member has an employment relationship or material interest as defined by Section 112.312, Florida Statutes; or,

iii. A School Board employee has an employment relationship or material interest as defined by Section 112.312, Florida Statutes.

B. No School Board employee may directly or indirectly purchase or recommend the purchase of goods or services from any business organization in which his/her spouse or child has a material interest as defined by Section 112.312, Florida Statutes.

C. School Board employees or officials may not use bid prices or school prices or receive gifts or any preferential treatment in making personal purchases.

A School Board employee shall not be prohibited from participating in any activity or purchasing program that is publicly offered to all School Board employees or in District surplus sales provided there is no preferential treatment.

XIII. Multi-Year Purchase Agreements.

No obligation shall be created by contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument which exceeds a period of twelve (12) months. The Superintendent shall develop and prescribe a uniform termination clause which shall be incorporated in and made a part of any multi-year obligation agreement or contract.

XIV. Bid Protest

A. A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by Section120.57(3), F.S. for resolution. For bids solicited by the purchasing department, the notice must be filed with the purchasing department. For bids solicited by the facilities department, the notice must be filed with the facilities department or such persons as the Superintendent designates.

B. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to F.S. 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Suwannee County School Board in an

amount equal to one percent (1%) of the total estimated contract value, but no less than $500 nor more than $5000. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protester in the administrative hearing in which the action is brought and if in the administrative process and any appellate court proceedings, the District prevails, it shall recover all costs and charges which shall be included in the final order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. If the protester prevails, he/she shall recover from the District all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

C. Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 112.312; 119.071,120.57; 212.0821; 255.04l; 274.02, 287.017, 287.057, 287.133, 1001.421, 1001.43; 1010.01, 1010.04, 1013.47, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.012; 6A-1.085; 6A-1.087
STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): 5P-1.003

History:	Adopted: Revision Date(s): 11/20/01, 12/17/02, 10/23/12, 6/29/2023, 4/22/25, 6/24/25 Formerly: DJF Reviewed in Workshop: 12/08/09

SELECTING PROFESSIONAL SERVICES 7.141

POLICY:

When it is determined that the School Board may need to contract for the professional services of an architect, professional engineer, or registered land surveyor, the procedures prescribed herein shall be followed:

I. Definition – The term "firm" means any firm, partnership, corporation, association, individual, or other legal entity entitled to practice architecture, engineering, or land surveying in the State of Florida.

II. Pre-qualification – The Superintendent shall, by letter, inform not less than five (5) firms of the type of service desired by the School Board and shall determine whether or not such firms have an interest in qualifying to render such services when needed. The Superintendent shall continue his / her efforts until at least three (3) firms have indicated an interest. There shall be a list of prequalified firms for each of the specialized areas of professional services enumerated in Florida Statutes.

A. Upon receipt of notice of interest, the Superintendent shall request the firm to furnish the following information:

1. A full and complete statement of qualifications and capabilities;
2. Number of years in business;
3. Location of firm's office nearest the county seat;
4. The membership of the firm's staff and the special qualifications of the person or persons who would render the type of service desired; and,

5. The names and addresses of at least three (3) school boards or other agencies for whom similar services have been performed within the last five (5) years and the date and the specific service rendered in each case.

B. Within thirty (30) days following indication of interest, the Superintendent shall complete the file on each firm. In addition to the information filed by the agency or firm, the Superintendent shall obtain a written evaluation from at least three (3) agencies for which such service has been rendered. Any firm which pre-qualifies under this rule shall file an annual statement of qualifications and performance data and thereby keep its file current.

C. Any firm which has furnished the information prescribed in this subsection shall be sent a copy of the legal notice when service in the firm's area of specialty is to be contracted.

III. Public notice and applications – Where the Board by official action determines that it will enter into a contract for such professional services, the Superintendent shall cause to be published once each week for three (3) successive weeks, in a newspaper having wide local distribution, a public notice stating the type of professional services desired, giving a general description of the project, and stating how an interested firm may apply and the deadline for application.

A. Each firm which pre-qualifies, as provided in Subsection (2) of this rule, shall be sent a copy of the public notice together with a request that an application be filed if the firm desires to be considered.

B. Each firm which files an application and which has not pre-qualified shall be required to complete the information required in Subsection (2) of this rule within ten (10) days following the deadline for making application.

IV. Rating of applicants – Based on the data filed by each applicant firm and the follow-up data obtained by the Superintendent, the School Board will determine the order in which the applicants will be arranged for negotiation purposes.

A. To facilitate the selection process, the Superintendent shall prepare a full and complete summary report on each applicant firm.

B. Based on data available and its best judgment, the School Board will select the three (3) firms most qualified to perform the desired professional services and will rate them as first, second, and third most qualified for negotiation purposes.

V. Negotiations – Subsequent to the above determination, the School Board will notify the firm rated as first most qualified and establish a date for the firm to make its presentation and to enter into negotiations with the Board for the professional services.

A. If the Board cannot obtain a fair, reasonable and competitive price for which the professional services will be rendered by such firm, negotiations shall be formally terminated by the Board. The Board will then undertake negotiations with the firm rated second most qualified. If an accord cannot be reached with this firm, negotiations will be formally terminated, and the Board will then undertake negotiations with the firm rated third most qualified.

B. If the Board is unable to negotiate an acceptable contract with any one (1) of the first three (3) firms, it will select from among the remaining applicants in the order of competence and qualifications and continue its negotiations, provided that such firms are considered competent to perform the services desired.

VI. Special assistance – Where the professional service contract will require a fee in excess of twenty-five thousand dollars ($25,000.00), the

Department of Transportation or the Department of General Services will be requested to provide assistance in selecting a consultant for professional services; provided that the School Board after three (3) attempts has not obtained a reasonable, fair, and competitive price.

VII. Contracts – Any contract entered into by the School Board for professional services, as provided herein, shall include a prohibition against contingent fees.

VIII. Single Source Contractual Services – a contractual service that is available from a single source may be exempted from requirements for competitive solicitation provided that the District posts notice of its intent to enter a single source contract.

IX. 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.

X. The Superintendent or designee may authorize outside consultants to provide professional reviews, assistance or training.

XI. Full or part-time employees of the Board shall not contract for additional service to the board as consultants.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 287.055; 1001.43; 1001.51; 1011.06, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.06A-2.0010

History:	Adopted: Revision Date(s):12/14/10, 9/24/2024 Formerly: New (Opt 2)

BID PROTEST RESOLUTION **7.142**

POLICY:

The following procedures shall govern the resolution of protests from contract bidding procedures prior to initiation of formal or informal proceedings pursuant to Chapter 120, Florida Statutes.

I. The School Board shall provide notice of its decision or intended decision concerning a bid solicitation or contract award as follows:

A. For bid solicitation, notice of a decision or intended decision shall be sent by United States mail or by hand delivery.

B. For any other Board decision relating to contract bidding procedures, notice of a decision or intended decision shall be given either by posting the bid tabulation at the location where the bids were opened, or by certified mail, return receipt requested. This notice shall contain the following statement: "Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

II. Any person who is affected adversely by the Board decision or intended decision shall file with the Board a notice or protest in writing within 72 hours after the posting of the bid tabulation or after receipt of the notice of the Board's decision or intended decision, and a formal written protest within ten (10) days after the date he filed the notice or protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

III. Upon receipt of a notice of protest which has been timely filed, the Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final School Board

action, unless the Board sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay to avoid an immediate and serious danger to the public health, safety or welfare.

IV. The Board, on its own initiative or upon the request of a protestor, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days of receipt of the formal written protest.

A. If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is not disputed issues of material fact, an informal proceeding shall be conducted pursuant to Section 120.57(2), Florida Statutes, and Section 1.105(3) of these rules.

C. If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is a disputed issue of material fact, the Board shall refer the matter to the Division of Administrative Hearings of the Department of Administration for a formal hearing pursuant to Section 120.57 Florida Statutes.

V. Construction bids protested shall be in accordance with the policy on the topic found in the section of these policies dealing with construction.

STATUTORY AUTHORITY: 1001.42; 1001.43, F.S.

LAWS IMPLEMENTED: 120.53(2); 120.57, F. S.

History:	Adopted: 11/21/2000 Revision Date(s): 12/14/10, 1/27/2015 Formerly: New

PAYMENT OF VOUCHERS 7.15

POLICY:

The School Board Chairperson and Superintendent shall be authorized to issue warrants or wire transfers for vouchers and invoices of approved purchases. The Superintendent shall submit, to the School Board at their regular meetings, a list of such warrants which were paid under this rule's provision. The list, upon ratification, shall be recorded in official School Board records.

Payment for construction purchases and construction services shall be made in a timely manner as set forth in Chapter 218, Florida Statutes.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 218.72 – 218.75; 1001.43; 1001.51; 1011.06, F.S.

History:	Adopted: Revision Date(s): 11/20/01 Formerly: New

PAYROLL PROCEDURES 7.16

POLICY:

A. Payrolls shall be submitted for all School Board employees and shall be properly signed by a designated administrative employee. Such payrolls shall be supported, where applicable, by time records.

B. Payroll checks or warrant distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes.

C. No payment shall be made except to properly authorized and approved personnel.

D. Payment shall be based on the duly adopted salary schedule for each position. From time to time, payments in the form of a bonus or other legally authorized payment may be made.

E. Full-time and part-time regular, probationary, and temporary employees shall be paid at the regular established pay period except in unusual circumstances as approved by the Superintendent.

F. Principals shall be responsible for submitting accurate payrolls in accordance with the payroll time schedules and procedures.

G. Salary adjustments shall be paid at subsequent payroll periods. A person whose services are terminated shall be paid the full salary balance at the regular pay period following termination. Any exceptions shall be approved by the Superintendent or designee.

H. A payroll deduction for an employee beyond those required by Florida Statutes shall have the Superintendent's approval and shall be made only upon the written request of the employee.

I. Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees or other groups designated by law may be entitled to a payroll deduction for membership dues. The organization may be billed annually for the cost of deducting and transmitting such dues to the organization.

J. No payments shall be made for overtime services without prior approval of the Superintendent or designee.

K. Employees who are subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who are required to work in excess of forty (40) hours in any work week shall be compensated for hours in excess of forty (40) at the rate of one and one-half (1-1/2) times the regular rate of pay for the service performed. Prior to authorizing overtime, the employee's supervisor shall report to the Superintendent the need or reason for overtime and shall obtain the Superintendent's approval. Compensatory time may be granted to a non-instructional employee in lieu of overtime pay if agreed to prior to performance of work. Administrative personnel shall not earn compensatory time or overtime pay but shall be eligible for relief time as approved by the Superintendent.

L. There shall be no payroll deduction permitted in violation of Section 106.15, Florida Statutes.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 106.15; 1001.43; 1011.60; 1012.22, F.S.

History: Adopted:
Revision Date(s): 11/20/01
Formerly: DL

AUTHORIZED TRAVEL EXPENSES 7.17*

POLICY:

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

I. In-District Travel

A. Travel by an authorized officer or employee within the District may be reimbursed at the maximum Federal standard rate per mile, provided, however, that no reimbursement shall be made for travel between an employee's home and his / her official headquarters.

II. Out-of-District Travel

A. One-day Trips. Expenses by officers or employees on authorized school business which require less than one (1) day may be reimbursed for travel and meals at the maximum Federal standard rate.

B. Overnight Trips. Expenses by officers or employees on authorized trips which requiring absence overnight or in excess of twenty-four (24) hours may be reimbursed for travel, lodging and meals at the maximum Federal standard rate. Travel shall be by the most economical route or method.

III. Mileage shall be computed as follows:

A. In-District: In accordance with the District's mileage schedule or the odometer reading from the point of departure to the destination.

B. Out-of-District. Pursuant to the mileage chart established on the official state road map.

IV. Travel shall be pooled, if practical, when more than one (1) traveler is going to the same destination at approximately the same time. If, for personal reasons, travelers choose not to car-pool, mileage reimbursement shall be pro-rated, between drivers, based on the number of travelers transported.

V. A purchase order shall be issued and processed through the District office when a common carrier is used. Air travel shall be used when practical, using airlines on state contracts if available.

VI. Reimbursement may be requested for tolls, taxies, and registration fees when properly documented. No reimbursement may be authorized for gratuities. However, reimbursement for registration fees shall be reduced by the value of any lodging or meals included.

VII. All out-of- state travel by School Board members shall have prior approval of the School Board. The official headquarters of each School Board member shall be his / her place of residence and all in-district travel, including travel to and from School Board meetings, shall be computed on this basis. Travel reimbursement for Board members shall be authorized in accordance with 1001.39.

VIII. An employee in a position which requires travel to perform his / her duties may be paid for the use of his / her personal car while used in travel on school business at the maximum Federal standard rate per mile for travel within the District.

IX. All persons requesting out-of-state travel authorization, except for travel to Georgia, shall have prior authorization from the superintendent, or his designee. The superintendent will publish a monthly report to be made part of the monthly Board meeting Consent Agenda, which will outline the location, individual(s) attending, purpose, and dates of all out-of-state travel that was authorized for the respective month. All out-of-state travel requests shall be accompanied by a statement of benefits to the District with the leave request. To pay expenses from public funds, there shall be a showing

of benefits flowing to the District by reason of his / her having attended such a meeting.

X. The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.

STATUTORY AUTHORITY: 1001.42, F.S.

LAW(S) IMPLEMENTED: 112.061, 1001.39, 1001.43, 1011.09, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.056

History: Adopted: 09/25/07
Revision Date(s): 08/28/07, 2/23/10, 8/23/11, 2/28/12, 9/22/2015, 5/22/2018, 3/22/2022
Formerly: DLC

INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD 7.18

POLICY:

Any school employee shall be personally liable for creating any bill of indebtedness against a school or against the School Board unless authority exists under duly adopted policy of the School Board or unless authorized in writing by the Superintendent. Any person violating the provisions of this Rule shall be subject to cancellation of his contract or dismissal from employment.

STATUTORY AUTHORITY: 1001.41; 1001.42; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; F.S.

History:	Adopted: Revision Date(s): 12/14/10 Formerly: New

FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES 7.19

POLICY:

All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

I. Money derived from any school fund-raising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School Board Rules and State Board of Education Rules.

II. Each school shall continuously evaluate its fund-raising projects and extracurricular activities of the school program, the promotion of education experiences, the time involved for students and teachers, and the additional demands made on the school community.

III. The determination of the fund-raising projects and activities for a school shall be the principal and the staff's responsibility, and shall conform to the following conditions and any directives by the Superintendent.

A. Fund-raising activities and projects within all schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full justification of the need and explanation of the manner in which the funds will be expended.

B. A written request for fund-raising projects and activities shall be submitted by the principal to the Superintendent or designee for approval.

C. Merchandising projects shall be kept to a minimum and door-to-door solicitation prohibited for students below the seventh (7th) grade.

IV. A parent-teacher association or any other organizations connected with the school may sponsor fund-raising activities provided school work and time are not adversely affected. Such activities shall be conducted in accordance with School Board Rules. Unlawful activity shall be prohibited by any school group or on School Board property.

V. A student shall not sell raffle tickets on the school grounds during the school day. Students may not sell any other item on the school grounds without first having the principal's approval.

VI. Individuals and business agencies shall not be subject to excessive annoyances from the solicitation of funds by school groups or school personnel. The solicitation of funds away from school shall require the Superintendent or designee's approval. When possible, all necessary money shall be raised for school needs without recourse to any solicitation away from the school. The Superintendent shall approve a solicitation activity only when funds cannot be raised otherwise. This Rule does not preclude private or volunteer contributions for athletic or other purposes.

VII. Food and beverage services which are available to students shall be provided only during the school day by the food and nutrition service program. Provided, however, school organizations approved by the School Board shall be permitted to sell food and beverage items to students in secondary schools even though the sale of such items is in competition with the food and nutrition service program.

A. School organizations are authorized to conduct the sale of food and beverage items only one (1) hour following the close of the last lunch period.
B. Food sold by school organizations shall comply with the provisions of State Board of Education Rule.

VIII. The school principal may enter into a contract for individual student pictures, school yearbooks, or other products or rentals for use by students with a company which is qualified to perform this type of work

or provide such products or rentals. The contract shall not cover a period in excess of one (1) school term.

A. The contract with the company shall include the price to the student, commission to the school, the contents of the package to be furnished, or product to be provided, and such other items as the principal deems necessary and desirable.

B. The contract shall not permit the company or its agent to sell or promote the sale of items other than the initial package of pictures or additional packages thereof or the product to be provided.

C. The principal shall exercise due caution to protect the rights and interests of the students in enforcing the terms of the contract.

IX. Pictures for press releases and publicity purposes may be taken with the permission of the principal.

X. All activities scheduled in conjunction with fund-raising; student pictures; yearbook production, sale and distribution, or provision for individual student use products shall minimize infringement upon instructional time for students.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 218.415; 1001.32; 1001.43; 1011.09 , F.S.

History:	Adopted: Revision Date(s): 12/14/10 Formerly: JP; IGDF

INVESTMENT OF FUNDS 7.20

POLICY:

I. The Superintendent shall invest temporarily idle funds to earn the maximum return for the period available while assuring minimum risk to principal. The investment objectives shall include safety of capital, liquidation of funds and investment income. Funds may be placed in the following types of investments:

A. Bids from qualified depositories;

B. Financial deposit instruments insured by the Federal Deposit Insurance Corporation (FDIC);

C. Time deposits;

D. Securities of the United States Government;

E. State managed cooperative investment plans, or

F. Other forms of authorized investments. Should the District choose to enter into third-party custodial agreements, master purchase agreements or security purchase agreements, it shall do so in accordance with Section 218.415, Florida Statutes. The District shall not invest in derivative products.

II. The principal shall invest temporarily idle internal account funds in qualified depositories at the best available return while assuring minimal risk to principal and in accordance with this policy.

III. The Board shall provide for appropriate training of those persons managing its investments.

CHAPTER 7.00 – BUSINESS SERVICES

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.32; 1001.43; 1011.09; 218.415, F.S.

History:	Adopted: Revision Date(s): 11/21/2000, 11/20/01, 2/23/10 Formerly: DFAA

RISK MANAGEMENT INSURANCE 7.21

POLICY:

The Superintendent shall recommend annually to the School Board insurance programs, including appropriate school transportation coverage, that are in the best interest of the District. When considering the risk management programs, the Superintendent shall evaluate all options available as provided in state statutes. Insurance settlements of one thousand dollars ($1,000.00) or less may be accepted and processed for the School Board by the Superintendent.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1001.51, F.S.

History:	Adopted: Revision Date(s): Formerly: EEBC; EI

ELECTRONIC RECORDS, ELECTRONIC SIGNATURES AND ELECTRONIC FUNDS 7.22+

I. Electronic Records, Electronic Signatures and Electronic Funds

A. Unless a provision of law enacted after July 1, 2000, specifically prohibits the use of an electronic record for the specified purpose, the School Board hereby authorizes the acceptance and distribution of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. Additionally, the Board further authorizes District staff to create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures.

B. The Superintendent shall consult with the State of Florida's Agency for State Technology (Agency) regarding the District's authorized acceptance and distribution of electronic records and electronic signatures.

C. The issuance or acceptance of an electronic signature by the Board 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.

II. Electronic Fund Transfers

A. The Board authorizes electronic fund transfers (EFTs) for any purpose including direct deposit, wire transfer, automatic clearinghouse (ACH), withdrawal, investment, or payment, provided such EFTs are consistent with the provision of Chapter 668, Florida Statutes. Upon the recommendation of the Superintendent, the Board shall approve:

1. The financial institutions that are authorized to receive monetary transactions through electronic or other medium.

2. Written agreements with financial institutions with whom EFTs will be made.

B. 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, and the employees authorized to initiate EFTs shall be contained therein;

3. a requirement that the District maintain documentation signed by the initiator and authorizer of the EFTs to confirm the authenticity of the EFTs;

4. 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;

5. 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 Director of Finance. 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. Independent auditors, as part of the District's financial audits, will review the system of internal controls and compliance with the operational procedures and with this policy.

IV. Scope

A. 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 e-payables; and

5. payroll and other payroll related direct deposit payments.

V. Outgoing Electronic Funds Transfers

A. Wire transfers are established by the accounting personnel, with the District's financial institution, using secure banking software which is password protected. These wire transfers, with the District's financial institutions, require the transfers to be initiated by one staff member and released by another staff member.

B. Wire transfers from investment accounts can only be transferred to the District Control Bank Account. All transfers will be reviewed by the Director of Finance or designee when made. Wire transfers will be traced from the bank statement to the respective authorizations on a monthly basis as part of the bank reconciliation process.

C. ACH transactions are allowed for the following transaction types:

1. ACH debit transactions require funds to be paid from a Board bank account by the counterparty's financial institution and are prohibited unless the counterparty to the transaction is another

governmental entity or the transaction is required by a Board approved contract, including credit card processing fees.

2. ACH credit transactions require funds to be deposited directly to the Board bank account. ACH credit transactions are acceptable when required based on contractual obligations or when this method of depositing/receipting is advantageous to the Board as determined by the Executive Director of Finance and Budgeting or equivalent position.

3. Direct deposit payments of employees' wages or other direct payments will be initiated by payroll/accounting personnel in compliance with established accounting procedures and in accordance with F.A.C. 6A-1.0012(2).

4. Individuals performing ACH and wire transfers cannot both initiate and approve one of these transactions.

5. Other methods of electronic funds transfers as established by the District's financial institution may be permitted, as long as transfers follow similar procedures as outlined above.

STATUTORY AUTHORITY: 668.01 et seq., 668.50, 1010.11, 282.0041, F.S.
F.A.C. 6A-1.0012

History:	Adopted: 10/26/2021 Revision Date(s): Formerly: New

HOSPITALITY FUNDS 7.25

The Superintendent may authorize expenditures for purposes of promotion, public relations and parent involvement activities and hospitality, as set forth herein. Such expenditures are restricted as to the source of funds, amount of annual expenditures and conditions for expenditures, as set forth herein and as limited by law or regulations.

I. Expenditures may include promotion and public relation activities and hospitality of business guests provided they will directly benefit or are in the best interest of the District. Expenditures may also include, but are not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of employees, official meetings and receptions, guest speakers, accreditation studies, and other developmental activities, awards or other types of recognition for meritorious performance.

II. Expenditures shall be made from auxiliary enterprises and undesignated donations to the District for promotion and public relations except that federal funds may be used to purchase food when federal program guidelines permit such use.

III. Expenditures for hospitality of business guests shall be limited to the maximum permitted by state law and rule.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1010.08, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0143

History: Adopted: 7/28/2009
Revision Dates(s): 6/26/2018
Formerly: New

GRANT MANAGEMENT 7.30+

I. The Superintendent shall seek grant funds to expand the financial capabilities of the District and provide additional resources to enhance educational opportunities and to support student learning and performance.

II. All grant monies awarded to the District shall be used in accordance with applicable federal and state laws and rules, grantor rules, and School Board policies.

III. For projects utilizing federal funds, the District shall adhere to the requirements of OMB Uniform Administrative Requirements. In the event that state requirements are more stringent that federal requirements, state mandates shall be followed.

IV. The Superintendent shall review grant opportunities, authorize the development of proposals that must be submitted to the Chief Financial Officer (CFO) or Federal Project Specialist, and develop procedures for grant administration that include but are not limited to

A. All grant approvals or requests must be submitted to the Chief Financial Officer (CFO).

B. Procurement of materials and equipment;

C. Standard of conduct including conflict of interest;

D. Property control;

E. Cash management;

F. Record maintenance;

G. Financial reporting;

H. Protection of personally identifiable information; and

I. Internal evaluation of accomplishments as related to program goals.

V. 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, and School District policies and procedures.

B. The Superintendent and/or designee are authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

C. Employee positions established through using grant funding shall terminate when the related grant funding ceases.

D. The department handling each grant will confirm closure of all grants to the Superintendent.

E. 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 progress (whether reimbursement, cash advance, or a combination). When 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.

VI. Financial Management

The financial management of grant funds shall follow 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 the Federal awards and be supported by source documentation including the:

1. authorizations
2. obligations
3. unobligated balances
4. assets
5. expenditures
6. income and interest

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. 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 its 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. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

G. 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

a. Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. The travel authorization paid for with Federal funds must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

b. Transportation costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered under the grant are allowable. Costs that are readily identified with the items involved may be charged directly as transportation costs or added to the cost of such items. Outbound freight, if reimbursable under the terms and conditions of the Federal award, should be treated as a direct cost. When identification with the materials received cannot readily be made, inbound transportation cost may be charged to the appropriate in-direct cost accounts if the non-Federal entity follows a consistent, equitable procedure in this respect.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1008.385, 1010.01, F.S.
2 CFR 200, 20 USC 7906

History: Adopted: 12/15/2015
Revision Dates(s): 4/22/25
Formerly: New

ONLINE EDUCATIONAL SERVICES AGREEMENTS/CONTRACTS 7.40*+

POLICY:

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of 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, 20 U.S.C. Section 1232g(a)(4) and personally identifiable information ("PII") as defined in 34 CFR §99.3, and Section 1002.22, F.S., F.A.C. §6A-1.0955(9) as well as to align the District's data privacy and security practices.

This procedure is required whether or not there is a written agreement governing student use, and whether or not the online educational service is free. This procedure is required even if the use of the online educational service is unique to specific classes or courses. Prior to entering into an online educational services agreement, the following review and approval procedure shall be followed.

1. Definitions:

    a. "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.

    b. "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.

c. Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.

d. "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

e. "Educational agency" means a school district, school, or charter school.

f. "Eligible student" means a student who is eighteen years or older.

g. “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. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.

h. "Parent" means a parent, legal guardian, or person in parental relation to a student.

i. “Personally identifiable information” or “PII” as applied to student data means information that can be used to distinguish or trace a student’s identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student’s or other family member’s name), indirect identifiers (such as a student’s date of birth, place of birth, or mother’s maiden name), and other personal identifiers (such as a student’s social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow

a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. It also includes data as applied to teacher or principal data.

j. "Principal" means a building principal subject to annual performance evaluation review

k. "Release" has the same meaning as disclosure or disclose.

l. "Student" means any person who is or has been in attendance in a district school and regarding whom the District maintains education records.

m. "Student data" means personally identifiable information (PII) from the student records of an educational agency.

n. "Teacher" means a teacher subject to annual performance evaluation review

o. "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release pursuant to 1012.31, F.S.

p. "Third-party contractor/service provider/vendor" means any person or entity, other than an educational agency, whether public or private, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

q. "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

2. Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

a. Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so unless authorized.

b. Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

c. Any agreement for online educational services shall contain an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove.

d. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.

e. If student PII will be collected by the online educational service, the Superintendent shall establish procedures for notifying parents and eligible students of information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

3. Data Protection and Terms of Service

Prior to entering into any online services agreement or contract contemplated by this policy on behalf of the School Board, the Superintendent, or his/her designee shall:

f. Ensure the online educational service's terms of service and privacy comply with state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506, and Section 1002.22, F.S.

g. Ensure the Online Educational Services Agreement contains an explicit prohibition against sharing or selling a student's PII for commercial purposes.

h. Establish procedures for notifying parents and eligible students if student PII will be collected by the online educational service on how it will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

i. Ensure the service or application is inventoried and evaluated, and supports the schools' and districts broader mission and goals.

3. District Data Privacy

The District will protect the privacy of PII by:

a. Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:

b. Improve academic achievement;

c. Empower parents and students with information; and/or

d. Advance efficient and effective school operations.

e. Not including PII in public reports or other public documents.

4. The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

5. Click-Wrap Agreements

Periodically, District staff may wish to use software, applications, or other

technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements".

a. District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third- party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the Superintendent, or designee.

b. The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

6. Notice:

For any online educational service that a student is required to use, the district will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. This notice will include a link to the online educational service's terms of service and privacy policy, if publicly available.

7. Compliance:

The Assistant Superintendent of Instruction is authorized to enter into contracts or other written agreements contemplated by this policy on behalf of the School Board. The terms of such contracts or other written agreements shall be limited exclusively to the data described in this policy. Any contract or other written agreement which includes terms outside of the scope of this policy, including, but not limited to, price, monies, or other remuneration, and executed by the Assistant Superintendent of Instruction shall be invalid and have no effect. Prior to the use of any online educational service, a contract or other written agreement contemplated by this policy must exist between the School Board and the vendor providing the service. An employee's failure to follow this policy may result in disciplinary proceedings, up to and including termination.

8. Parent/Guardian Notice:

a. The use of any non-approved online educational software, web-based

tools or mobile applications on district provided devices may result in the student's PII being disclosed and not protected.

b. Students shall only use School Board approved online educational software, web-based tools or mobile applications on district provided devices. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in disciplinary proceedings, up to and including expulsion.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1001.43, F.S.

LAW(S) IMPLEMENTED: 1001.21; 1001,22; F.S.
20 U.S.C. s. 1232g(a)(4); 15 U.S.C. ss. 6501-6506
34 CFR §99.3; F. A.C. § 6A-1.0955

History:	Adopted: 04/25/2023 Revision Date(s): 1/23/2024 Formerly: New

SAFETY 8.01

POLICY:

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 any firearm, weapon or destructive device into any school board owned facility unless such weapon is required as part of his/her regular job responsibilities and is permitted by law.

V. School Environmental Safety Incident Reporting.

A. The Principal 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.

i. 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.

ii. 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.

iii. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidents 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.

C. The District, and all SCSB personnel shall comply with all statutory school safety requirements. Any SCSB personnel 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 violation involves the school principal, then the report must be made directly to the Superintendent.

i SCSB personnel who knowingly violate the school safety requirements are subject to discipline, including termination.

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.

LAWS IMPLEMENTED: 316.614; 773.06, 1001.43, 1006.062(3); 1006.07, F.S.

History: Adopted:
Revision Date(s):11/21/2000, 2/23/2010, 8/25/2020,10/26/2021, 9/24/2024
Formerly: EB; Opt 2

TOXIC SUBSTANCES IN SCHOOL WORK AREAS 8.02+

POLICY:

The Superintendent shall develop and implement a program to ensure School Board employees are provided information concerning the nature of toxic substances which are used in the workplace. The program shall include, but not be limited to:

i. Notification of School Board employees of where to direct requests for information on such substances in the form of an MSDS which should be available at the work site at all times.

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.

LAWS IMPLEMENTED: 1001.43, 1013.49 F.S.
20CFR 1910.1200

History: Adopted:
Revision Date(s): 7/28/09
Formerly: New

INSPECTIONS **8.03***

POLICY:

I. All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the Florida Department of Education. Such inspection shall be conducted to determine compliance with State Board of Education Rules and shall include, but not be limited to, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, Superintendent, and School Board.

II. Fire safety inspections of all buildings shall be conducted annually by the Division of the State Fire Marshall, or upon approval, a local fire department official who has successfully completed the required training courses and is certified by the Division of the State Fire Marshall as a fire safety inspector.

III. If a serious fire hazard is identified, action may be taken in accordance with Policy 8.31.

IV. The Superintendent shall report to the Florida Department of Health and Rehabilitative Services, the results of initial measurements on the level of indoor radon in all District school buildings and any facility housing students in Kindergarten through Grade 12.

A. Procedures for determining the level of indoor radon shall conform to measurement procedures established by the Florida Department of Health and Rehabilitative Services.

B. Repeated measurements on the level of indoor radon shall be performed and reported to the Florida Department of Health and Rehabilitative Services at five (5) year intervals subsequent to the initial measurement.

CHAPTER 8.00 – AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 404.056; 1001.43; 1013.12, 1013.42, F.S.

STATE BOARD OF EDUCATION RULE: 6A-2.0010

History:	Adopted: Revision Date(s): 2/22/11, 7/22/2014 Formerly: EBA

EMERGENCY EVACUATION DRILLS 8.04*

POLICY:

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 locations may be provided.

II. The principal and instructional and non-instructional school staff shall formulate a base emergency evacuation exit and cover plan which is designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating emergency exits and alternate evacuation routes.

III. The principal shall plan and assign to staff members the responsibility of prompt and orderly evacuation of the school buildings.

IV. The principal shall identify and report to the Superintendent or designee hazardous areas requiring corrective measures. Such written reports shall be sent to the Superintendent's office.

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.

CHAPTER 8.00 – AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

History:	Adopted: Revision Date(s): 11/21/2000, 10/26/2021, 1/23/2024 Formerly: EBC

DISASTER PREPAREDNESS 8.05*

POLICY:

I. The School Board shall participate in emergency management by providing facilities and personnel necessary to staff such facilities during a state or local emergency and upon the request of the local department of emergency management.

A. Prior to June 1 of each year, the Superintendent shall develop, with local emergency management agencies, a list of schools to be used as emergency shelters.

B. The principals of the designated facilities and other personnel shall be available to assist the department of emergency management in the operation of their schools as emergency shelters when requested.

C. The Superintendent may authorize the use of custodians, food service personnel, electricians, maintenance employees, and other School Board employees to assist in the safe operation of the emergency shelter or disaster operation.

II. Transportation assistance provided by the School Board shall be coordinated with the department of emergency management. The Superintendent may authorize the use of bus drivers and assistants as needed to provide emergency transportation services.

III. The Board recognizes that exempt and nonexempt employees who serve on the crisis management teams and who staff 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. Once an emergency has been declared by local, state, or federal government, all personnel will be compensated based on a flat rate of pay.

Personnel contractual obligations for compensation will not apply, compensation will be as follows.

A. While performing duties in an emergency management shelter or at another duty station, non-exempt (hourly) personnel asked to perform emergency related duties once an emergency has been declared by local, state, or federal government, non-exempt (hourly) personnel will be compensated based on a flat rate of pay at the Superintendent's discretion. This level of compensation will assume that the 40-hour work week requirement has been met. All hours worked must be approved by a supervisor or Superintendent and/or designee where applicable.

B. While performing duties in an emergency management shelter or at another duty station, exempt personnel required by the Superintendent and or/designee to work at a shelter or at another duty station will be compensated based on a flat rate of pay at the Superintendent's discretion.

IV. The Superintendent and local emergency management agencies shall develop a shelter operation plan and annual training that will clearly identify staff roles and responsibilities for the safe administration of the school as an emergency shelter and for emergency transportation services.

V. Following the use of district facilities as shelters the Superintendent shall calculate the amount spent during the period the facilities were used for shelter operations that is above and beyond the usual and customary expenses to operate the facilities during that time period for the following:

A. Utilities (such as power, water, and telephone).

B. Generator usage (rental cost and/or fuel required).

C. Shelter Staffing.

D. Costs related to use of buses and other vehicles, excluding operator costs.

E. Food Service costs and all supply costs related to shelter operations.

VI. The Superintendent is authorized to submit the itemized total amount expended by the District for extra compensation for exempt and non-exempt staff, as well as the additional amount expended for the operation of the District Facilities used as emergency shelters to the Federal Emergency Management Agency (FEMA) and /or appropriate state agency for reimbursement. The Board shall be informed of the amount of reimbursement requested and amount received at a regular scheduled Board meeting.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43;1012.23; 1013.372, F.S.

History:	Adopted: 9/27/05 Revision Date(s): 9/27/05, 3/22/2022 Formerly: New

EMERGENCY CLOSING OF SCHOOLS 8.06

POLICY:

In case of an emergency, the Superintendent/designee is authorized to close any school or all schools and to dismiss a school(s) prior to the regular daily dismissal hour. Except that, the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such early dismissal made by the principal shall be reported immediately to the Superintendent's office with a statement describing the reasons for early dismissal. Such report shall be submitted to the School Board at its next regular meeting unless a special meeting is held relating to the emergency.

A. In a declared state of emergency, control of students shall be maintained by school personnel until these students are released from school or in the case of transported students, until they depart from the school bus.

B. The principal shall cooperate with emergency preparedness authorities during a natural or man-made disaster. If a riot or similar situation occurs, the principal shall cooperate with the law enforcement authorities.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1001.51, F.S.

History: Adopted:
Revision Date(s): 12/14/99
Formerly: EBCD

SAFE SCHOOL OFFICERS 8.061*

I. The School District may enter into an agreement with local law enforcement to provide law enforcement and related services to the schools of Suwannee 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 may 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 Suwannee 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:1/25/2022 Revision Date(s): Formerly: New

SECURITY PLAN	**8.07**

POLICY:

All District schools shall develop and implement a school security program to be in effect during school operating hours. The security program shall be consistent with provisions in Florida Statutes and State Board of Education Rules.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1001.44; 1013.10, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.0403

History:	Adopted: Revision Date(s): Formerly: New

VANDALISM AND MALICIOUS MISCHIEF 8.08

POLICY:

The principal or designee shall report any vandalism immediately to the Superintendent and to the proper law enforcement agency giving all available information.

I. A student who willfully damages school property shall be properly disciplined and his / her parent(s) as defined by Florida Statutes, if the student is a minor, shall be requested, in writing, to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme cases the Superintendent and / or School Board. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct. The Code of Student Conduct shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.

II. A civil action against the student's parent(s) or legal guardian may be instituted by the School Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida Statutes if vandalism or theft of school property is known to have been committed by a minor and the parent(s) or legal guardian refuses to restore or replace the property.

III. In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall replace the property or pay the damages in accordance with the true value as determined by the Superintendent.

IV. Each organization which is granted a permit for the use of public property shall be responsible for any damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear

and shall pay for any such damage in accordance with the true value as determined by the Superintendent. Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of damages.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 741.24; 806.13; 1000.21; 1001.43; 1013.10, F.S.

History:	Adopted: Revision Date(s): 2/22/11 Formerly: ECAB

SANITATION AND PREVENTATIVE MAINTENANCE 8.09

POLICY:

The school principal or work site supervisor or designee shall be responsible for maintaining satisfactory standards of sanitation and housekeeping. A formal inspection of all buildings under his/her supervision shall be made at least once each month including all toilet areas, food service areas, storage rooms, sports facilities, locker rooms and other student or staff occupied areas**.**

The Director of Facilities shall be responsible for maintaining satisfactory standards and training for sanitation, equipment use, and housekeeping. The school principal or work site supervisor or designee shall be responsible for conducting a formal inspection of all buildings under his/her supervision at least once each month including all toilet areas, food service areas, storage rooms, sports facilities, locker rooms and other student-occupied areas. Findings and any corrective action for unsatisfactory conditions shall be on file in the principal's office, or the office of the Director of Facilities, for the Superintendent's or the School Board's inspection.

The school principal shall report, in writing, to the Facilities Department any needed repairs to any major equipment, buildings or grounds. Any emergency repairs shall be reported to the Department by telephone and confirmed in writing. Only work detailed in the request shall be completed unless approved by the Director of Facilities.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.42; 1001.43, F.S.

History:	Adopted: Revision Date(s): 2/22/11 Formerly: ECB, Preventative Maintenance 8.09, Sanitation 8.10

INFECTION CONTROL GUIDELINES 8.11

POLICY:

School Board employees who handle students' body secretions shall adhere to the following procedures which emphasize avoidance of direct contact of employees' skin and mucous membranes with blood and other body secretions or wastes of persons who may have a communicable disease.

I. Rubber or latex gloves shall be worn and discarded after one (1) use.

II. Body secretions or blood shall be removed by using a freshly prepared disinfectant solution as prescribed in approved District operating procedures. All soiled surfaces shall be cleaned with this mixture by using disposable towels, whenever possible. Any substitute disinfectant solution shall be approved by the appropriate District officer.

III. All soiled articles shall be disinfected and discarded in red bags pursuant to approved guidelines.

IV. Mops and other cleaning implements shall be thoroughly rinsed in the disinfectant solution.

V. Hands shall be washed thoroughly with soap and water after removing gloves or if bare hands accidentally contact any body secretions.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1001.43; 1012.23, F.S.
STATE DEPARTMENT OF HEALTH RULE(S): 64E-16

History: Adopted:
Revision Date(s): 2/22/11
Formerly: New

PURPOSE AND FUNCTIONS OF THE TRANSPORTATION DEPARTMENT 8.12

POLICY:

I. The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide transportation of students to and from the nearest appropriate school as determined by the School Board and in accordance with Section 234.01, Florida Statutes.

II. The Superintendent or designee shall be responsible for supervising, administering, investigating, and resolving problems of the District's transportation system. This shall include determination that all School Board employees involved with the transportation system are knowledgeable of applicable Florida Statutes and State Board of Education Rules.

III. The District may implement a safe driver toll-free hotline that motorists or other persons may use to report improper driving or operation by a school bus driver. Reports of observed driving violations shall be investigated.

IV. The District shall provide for reciprocal policies and agreements related to transportation services with adjacent districts.

V. The Superintendent or designee shall develop an appropriate Transportation Handbook governing duties and responsibilities; operations; and maintenance of the student transportation program. Such handbook shall be consistent with federal and state laws and regulations and School Board policy. The Transportation Handbook shall from time-to-time be presented for School Board review and approval.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED:1001.43;1006.21;1006.22;1006.23;1011.68, 1012.45 F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.017

CHAPTER 8.00 – AUXILIARY SERVICES

History:	Adopted: Revision Date(s): 2/23/2010, 6/28/2016 Formerly: EE

STUDENT TRANSPORTATION 8.13*

POLICY:

Each student who is transported shall be entitled to free transportation provided he / she abides by the Rules of safety and behavior necessary to operate the District's transportation system. Serious infraction of these rules may result in the loss of the student's privilege. The student's parent(s) as defined by Florida Statute shall be responsible for making sure the student abides by the Rules or for providing the student's transportation. Suspension from a bus shall not affect the attendance laws and rules.

I. Any student who resides two (2) or more miles from his / her designated school by the most directly traveled route is eligible to ride the school bus to and from that school. These students shall be reported for funding purposes. Under the following conditions, students who reside within two (2) miles of the designated school may be eligible to ride the school bus.

   A. Special authorization is granted by the School Board. Authorization may be by groups of students or areas.

   B. An exceptional student not requiring special care may ride a school bus regardless of distance from home to school upon furnishing a statement from the Director of Student Services certifying that the student has a disability and is unable to walk to school.

II. A student eligible for transportation that is beyond the accessibility of a school bus may be provided transportation by payment to the parent(s) as defined by Florida Statute for private automobile or other conveyance for this purpose.

III. Transportation service shall be provided for a student living in another school district provided that the student has permission from the

county of residence and the Suwannee County School Board to attend school in this district. Parents or guardians of out-of-county students must contact the Transportation Department to determine the nearest bus stop within Suwannee County for transportation to school.

IV. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's handbook for that bus shall be permitted to ride such bus while it is being operated on a regular school bus route except upon the written request of the Director of Transportation. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five (5) school days, the Superintendent's approval shall be required. Approval shall not be allowed for:

A. Student visitation, unless duly authorized; and,
B. A student to obtain transportation to his / her regular place of employment.

V. No person shall be eligible for transportation on a field trip or extracurricular school trip unless he/she is authorized by the principal or designee.

VI. Any person who boards, enters, or remains upon a school bus without authorization will be subject to immediate arrest and prosecuted provided there was sufficient notice of the trespass. Sufficient notice includes a clearly posted sign on the bus, or a verbal warning given by the school bus operator, the principal, a school district employee or law enforcement personnel. If a person is taken into custody by the chief administrative officer of a school, or any employee thereof designated by the chief administrative officer to maintain order, a law enforcement officer shall be called to the scene immediately.

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 drivers, 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. Each route shall be planned and adjusted as nearly as possible to the bus capacity. Travel each morning and afternoon shall be considered in planning and establishing bus routes and should not exceed fifty (50) minutes for elementary students and sixty (60) minutes for secondary students when practicable.

X. Periodically student transportation routes and student walking conditions shall be reviewed to determine if hazardous conditions exist. Appropriate requests for designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 810.097, 1000.21; 1006.21; 1006.22; 1006.23; 1011.68, F.S.

STATE BOARD OF EDUCATION RULES: 6A-3.001; 6A-3.017

History: Opt 2 Adopted:
Revision Date(s): 11/21/2000, 6/25/02, 2/22/11, 9/23/25
Formerly: EE; EEAE

AUTOMOTIVE EQUIPMENT 8.14

All automotive equipment owned by the School Board shall be assigned to the Superintendent/designee for proper care and maintenance.

I. Automotive equipment shall be used exclusively for school business. It shall not be used for unauthorized purposes.

   A. The Superintendent shall report any unauthorized equipment usage to the School Board.

   B. Violation of this rule shall be cause for disciplinary action.

II. School District vehicles shall be operated by appropriately licensed drivers who shall adhere to Florida laws and regulations related to driving including the Florida Ban on Texting While Driving Law.

III. Failure of the operator to notify the transportation supervisor as to any mechanical defect of any piece of automotive equipment may be cause for disciplinary action by the School Board.

IV. All mechanical defects of equipment, where repairs are needed, shall be the Superintendent's or designee's responsibility and repairs shall be made immediately; provided that the vehicle may be withdrawn from use by the Superintendent until the repairs are made. The School Board shall not assume any financial responsibility for purchases or contract for repairs unless prior approval is obtained from the Superintendent or designee.

V. The transportation supervisor shall determine that all equipment is inspected at regular intervals. The equipment shall be placed in the District's garage(s) for repairs or service if needed.

VI. Under no conditions shall equipment be repaired by a private shop or private individual without the Superintendent or transportation supervisor's approval.

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: REVISION DATE(S): 7/29/09, 10/21/2014 FORMERLY

BUS ROUTES 8.15

POLICY:

A. Designation of Bus Routes. The School Board shall delegate to the Superintendent the authority to designate the route to be traveled regularly by each school bus. Each such route shall meet the following requirements:

1. The route shall be planned, scheduled, and adjusted to the capacity of the bus to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by Florida Statutes and State Board of Education Rules. The routing and scheduling of buses shall be planned to eliminate the necessity for students to stand while the bus is in motion. In emergency situations where the number of transported students in a bus exceeds the rated seating capacity, the bus shall proceed at such a reduced rate of speed to maximize students' safety.
2. School bus routes which are designated by the School Board shall be restricted to those areas where road conditions, bridge capacities, and the number of transported students allow such service to be economically feasible and practicable.
3. A route shall not be extended for the purpose of accommodating students whose homes are within a reasonable walking distance by a shorter or more economical route which is available to serve the students.
4. School bus routes shall, insofar as possible, be restricted to main routes and county-maintained roads.
5. A suitable turning area shall be available for any route requiring a bus to be turned around.
6. Only one (1) bus shall be assigned students on any given route unless the school schedules necessitate a dual assignment of buses.

5. Student loading and unloading stops shall be established at least one quarter of a mile (1,320 feet) apart; provided, however, stops may be closer than one quarter of a mile when students' safety and welfare is involved.

B. Spur Routes. A spur route shall not be less than one-half (1/2) mile unless:

1. An extremely hazardous condition is present, requiring the bus to deviate from the main trunk, or,
2. An elementary student (grades pre-K - 5) whose parent or guardian's property line is more than one-fourth (1/4th) mile from a regular bus stop and who does not have a twelve (12) year old or older family member who can accompany the younger child to a regular bus stop, provided that;

    a. Students who reside on a spur route, but are less than the required distance from the main trunk route, may be assigned a bus stop on the spur route.
    b. Spur limitations shall not apply to students who have been identified by school authorities as handicapped or pre-kindergarten early intervention and who have been assigned bus transportation.

C. Change in Routes. School bus drivers shall not discontinue stops, begin new stops, or otherwise change a route without prior approval of the Superintendent or designee.

D. Students who are approved to attend a District school which is not located in their assigned attendance area shall be ineligible for transportation provided by the School Board except as permitted by the School Board Rule entitled, "Student Transportation" (8.13).

E. Inclement Weather - The parent(s) or legal guardian shall be responsible for providing necessary protection for his / her children during inclement weather. If inclement weather prevails in the

morning and / or afternoon, the school bus shall pick up and / or deliver all students as close as reasonably possible to their home.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.21; 1006.21, F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.017(1)(d)

History:	Adopted: Revision Date(s): 11/20/01 Formerly: EEAB

TRANSPORTATION LIABILITY 8.16*

POLICY:

The Superintendent is directed to ensure that the School Board liability is protected when transporting students and persons other than students to events or activities in which the School Board or school has agreed to participate or co-sponsor.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.21; 1006.24, F.S.

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

History:	Adopted: 2/22/11 Revision Date(s): Formerly: New

BUS EMERGENCY EVACUATION DRILLS 8.161

POLICY:

I. The director of transportation or designee shall instruct bus drivers in the procedures to be followed while conducting a bus emergency evacuation drill. Initial instruction for bus drivers shall be provided during the first six (6) weeks of school for students.

II. The director of transportation or designee shall direct that each bus serving a school conduct an emergency evacuation drill during the first six (6) weeks of each semester.

A. The Director of Transportation/ designee or principal shall inform the bus drivers as to the day on which any practice emergency evacuation drill is to be conducted. The bus driver shall hold the drill as directed, and the transportation department or the principal shall record the process.
B. A practice emergency evacuation drill shall be held at a location in which the least possible danger exists from traffic.
C. Any bus driver serving more than one (1) school shall report for instruction to the school as determined by the transportation department or designee
D. The record of the drill shall be filed in the appropriate district office.

III. Each school principal or designee shall provide instruction at least twice each year for all transported students in safe practices to board and depart from the school bus. Initial instruction shall be given during the first twenty (20) days of the school year and the second period of instruction shall be held during the second semester of the school year. The principal and his/her instructional staff members shall determine the most effective and practical manner in which to provide such instruction.

CHAPTER 8.00 – AUXILIARY SERVICES

STATUTORY AUTHORITY*:*	1001.41; 1001.42, F.S.
LAWS IMPLEMENTED*:*	1001.43; 1006.21, F.S.
STATE BOARD OF EDUCATION RULE*:*	6A-3.017

HISTORY:	Adopted: Revision Date(s): 11/21/2000, 2/22/11 Formerly: EEAC, 8.16

VEHICLE MAINTENANCE PROGRAM 8.19

POLICY:

I. All transportation equipment shall be maintained in safe operating condition. The Director of Transportation shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include:

A. Instructing bus drivers in methods of anticipating and noting maintenance problems.
B. Inspecting and servicing all vehicles as prescribed in State Board of Education Rules on a periodic basis.
C. Maintaining service and repair records on each vehicle as required by State Board of Education Rules. A checklist shall be devised for use in recording the results of the safety inspection.
D. Planning and scheduling preventive maintenance, through major overhaul and repair of all equipment.
E. Training through in-service activities for all automotive maintenance personnel.

II. The mechanical condition of each school bus shall be determined at least once each thirty (30) working days that the bus is in operation. Any school bus which does not comply with the requirements of Florida Statutes and State Board of Education Rules shall be withdrawn immediately from use until it meets such requirements.

III. Only School Board or governmental owned vehicles may be repaired or serviced in the school bus garage.

STATUTORY AUTHORITY: 1001.42, F.S.
LAWS IMPLEMENTED: 1006.21; 1006.22; 1006.25, F.S.
STATE BOARD OF EDUCATION RULES: 6A-3.017

History: Adopted:
Revision Date(s): 2/22/11
Formerly: EEACB

EXITING THE SCHOOL BUS 8.20

No student shall leave the school bus on his / her way to or from school without the student's parent(s), as defined by Florida Statute and the principal or designee's written authorization except at the customary destination of the bus which shall be either the school or the assigned stop.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1006.21; 1006.21; 1006.22, F.S.

STATE BOARD OF EDUCATION RULES: 6A-3.017

History: Adopted:
Revision Date(s): 2/22/11
Formerly: EEACC

TRANSPORTING STUDENTS IN PRIVATE VEHICLES 8.21

Definitions

1. *Regular transportation* means transportation to and from school or school-related activities which are part of a scheduled series or sequence of events to the same location

2. *Private vehicle* means a motor vehicle owned, leased, or rented by a person or entity other than the school board.

Policy

The District shall use school busses, as defined in Florida Statute 1006.25, for all regular transportation of students, pre-kindergarten through grade 12.

The principal may authorize students to be transported by private vehicles in limited circumstances determined on a case by case basis.

Transportation by Private Vehicle

The transportation of students in private vehicles may be authorized by the principal on a case-by-case basis under the following conditions only:

1. When the transportation is in connection with a school function or event in which the school has undertaken to participate and:

    a. The function is a single event which is not part of a scheduled series or sequence of events to the same location; such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an education program; and,

    b. Transportation is not available, as a practical matter, using a school bus; and,

c. Each student's parent or guardian is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.

Requirements for Private Vehicles

Any private vehicle used to transport student under this policy shall:

1. Be currently registered in the State of Florida
2. Be insured for personal injury protection and property damage liability in at least the minimum amounts required by law; and,
3. Be in good working order

Requirements for Volunteer Drivers

Any board employee, parent, or other adult wishing to transport students in a private vehicle must adhere to the Florida laws and regulations related to driving, including the *Florida Ban on Texting While Driving Law*, and shall request approval by submitting to the principal:

1. Valid drivers license
2. Vehicle registration; and,
3. Insurance Card

The principal shall follow established procedure to determine whether approval of the request to transport students in a private vehicle is appropriate.

Once approved, volunteer drivers must be prepared to show the aforementioned documentation, upon request, to any parent or guardian of children riding in the volunteer's vehicle.

Authorization for Transportation in Private Vehicles

Student transportation in private vehicles may only be authorized by the principal.

Liability

Board employees will be covered by the Board's liability program when they are transporting students as part of their assigned or related duties.

Parents or other adults are not covered by the Board's liability program when they are transporting students, and therefore, must have adequate insurance during the time that the vehicle is being used to transport students.

Emergencies

Notwithstanding any other provision of this policy, in an emergency situation which constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.

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

LAW(S) IMPLEMENTED: **1006.21, 1006.22, 1006.24, F.S.**

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

History:	Adopted: Revision Date(s): 10/21/2014 Formerly: EEAD(6), (8)

USE OF SCHOOL BUSES FOR FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES 8.211

POLICY:

In addition to the transportation of students to and from school, school buses may be used for educational field trips or for special school-connected or school-sponsored events provided any such trip is approved by the principal and is under the supervision of an instructional staff member of the school. Such trips may include educational field trips and extracurricular trips relating to athletics, band, choral music, clubs, and organizations sponsored by the school.

A. Educational Field Trips - Any trip directly related to a unit of instruction being studied by a particular group of students.

1. A field trip scheduled during the school day must be completed in time for the bus to return at least fifteen (15) minutes prior to normal pick-up time.

2. Special educational field trips may be requested through the Superintendent for weekends, or after normal school hours.

3. A list of field trips approved by the School Board shall be on file in the District Office.

4. An educational field trip shall be without cost to the student.

B. Extracurricular Trips - Any trip related to a school-sponsored or school-connected activity; it does not pertain to the instructional program activity.

1. Requests for extracurricular use of school buses shall be made by the school principal to the Superintendent or designee not later than two (2) weeks prior to the time of the scheduled trip.

The Superintendent shall approve or disapprove such use in accordance with this policy and State Board of Education Rules.

2. The Director of Transportation, immediately following any such trip, shall send a statement of the cost to the Director of Business and a copy to the principal of the school. The principal, upon receipt of shall pay to the School Board the amount due within thirty (30) days. Any payment to a bus driver shall be prescribed in State Board of Education Rule 6A-1.052.

3. To assist in scheduling, tentative dates for the use of buses for athletic trips shall be submitted to the Superintendent prior to the season for each sport. The schedule shall be September 1 for football, November 1 for basketball, and February 28 for spring sports.

C. Transportation, when needed by summer school programs, shall be provided upon approval of the Superintendent. The cost of the transportation service shall be paid by FTE or, where not eligible for FTE, by the summer program.

D. All out-of-state trips shall be approved by the School Board at least ten (10) days prior to the trip.

E. No individual school shall be permitted to own and operate a bus. All school buses shall be operated by the School Board through the use of District school bus drivers or a driver duly approved by the School Board and properly qualified to operate a bus.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1001.43; 1006.21; 1006.22; 1006.24, F.S.
STATE BOARD OF EDUCATION RULE: 6A-1.052; 6A-3.017

History: Adopted:
Revision Date(s):
Formerly: EAAD (1 - 5)

USE OF SCHOOL BUSES BY NON-SCHOOL GROUPS 8.212

POLICY:

The following procedures shall be followed when school buses are used by non-school groups or organizations.

A. All applications shall be submitted to the Director of Transportation for tentative approval thirty (30) working days prior to the desired date of use. All applications shall be forwarded to the Superintendent who will:

1. Confer with the Director of Transportation.

2. Make the recommendation to the School Board.

3. Notify the Director of Transportation of the School Board's decision.

B. The Director of Transportation shall notify the requesting agency of the School Board's decision.

C. Driver and mileage charges shall be at a rate determined annually by the School Board. All conditions shall comply with the Contract Agreement between the District School Board of Suwannee County and the Non-instructional Personnel of the United Teachers of Suwannee County.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1001.44; 1006.21; 1006.261, F.S.

History:	Adopted: Revision Date(s): Formerly: EEBE

SAFETY BELTS 8.22

POLICY:

I. The operator and each front seat passenger of a motor vehicle who are conducting School Board business or a school-related activity shall be restrained by a safety belt when the vehicle is in motion. This provision is applicable to all vehicles as defined in section 316.003, Florida Statutes, except for the following:

A. A school bus except as required by law or rule;
B. A bus used for transportation of persons for compensation;
C. A farm tractor or implement of husbandry, if equipped, seats belts shall be worn;
D. A motorcycle, moped, golf cart, 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 be instructed to wear a seatbelt when the bus is in operation.

III. The number of passengers of a pick-up truck shall not exceed the number of safety belts which were installed by the manufacturer.

IV. School bus drivers shall wear a seat belt when operating a school bus.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 316.003; 316.614; 1006.21, F.S.
STATE BOARD OF EDUCATION RULE: 6A-3.0171

History: Adopted:
Revision Date(s): 2/22/2001; 3/22/2022
Formerly: EEB

GENERAL FOOD SERVICE REQUIREMENTS 8.23*

POLICY:

A. The school food service program shall operate according to requirements set forth in Florida Statutes, and State Department of Agriculture and Consumer Services Rules. The school food service program shall include the federally reimbursed lunch program, ala carte food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include the federally reimbursed breakfast program.

B. The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.

C. Foods and beverages available in schools shall be only those which meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Department of Agriculture and Consumer Services rules and approved by the Superintendent.

D. The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Agriculture and Consumer Services.

E. The Superintendent shall cause to be developed a School Food Service Handbook which shall provide guidelines for operation and direction of the District food service program consistent with sound business practice, with federal and state laws and regulations, and with School Board policy.

CHAPTER 8.00 – AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.42; 1001.43, F.S.

LAWS IMPLEMENTED: 570.98, 570.981,1001.43, , F.S.

STATE DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES RULE(S): 5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005

History:	Adopted: Revision Date(s): 11/21/2000, 11/20/01, 10/23/12 Formerly: EF

MEAL PATTERNS	**8.24***

POLICY:

All schools with grades K-12 shall participate in the National School Lunch and Breakfast Programs and serve students meals according to meal patterns established by the United States Department of Agriculture. Schools may participate in other Child Nutrition Programs; meals shall be served to students according to meal patterns established by the United States Department of Agriculture.

STATUTORY AUTHORITY: 1001.42; 1001.43, F.S.

LAWS IMPLEMENTED: 570.981, F.S.

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): 5P-1.001

History:	Adopted: Revision Date(s): 11/20/01, 10/23/12 Formerly: EF

FREE AND REDUCED PRICE MEALS 8.25*

POLICY:

Free or reduced price meals shall be served to all students who are unable to pay the full price of meals and who qualify based on eligibility criteria approved by the School Board.

A. The income Eligibility Guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Education as adopted by the State Board of Education based upon income guidelines prescribed by the United States Secretary of Agriculture.

B. Eligibility criteria shall be applicable to all District schools and shall provide that all students from a family meeting the eligibility criteria and attending any District school are offered the same benefits.

C. Procedures for implementing the free and reduced price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Education and the United States Department of Agriculture.

STATUTORY AUTHORITY: 1001.42; 1001.43, F.S.

LAWS IMPLEMENTED: 1006.06; 1006.0605, F.S.

STATE BOARD OF EDUCATION RULES*:* 6A-7.0421

History: Adopted:
Revision Date(s): 10/23/12
Formerly: EF; EFB

SCHOOL BREAKFAST PROGRAM *8.255*

I. Breakfast shall be available to all students in elementary, middle and high schools.

II. Breakfast programs shall be implemented at alternative educational sites when feasible. Alternative breakfast options may be served at such sites.

III. Students who arrive at school on a school bus less than fifteen (15) minutes prior to the start of school shall be allowed a minimum of fifteen (15) minutes to eat breakfast.

IV. The School Board shall adopt prices for breakfast meals so that the amount paid, state allocations and federal reimbursements defray the cost of the school breakfast program.

V. A breakfast meal may be provided for each student, at no cost to the student or parent, at any school in which eighty percent (80%) of the students are eligible for free or reduced price meals. The Suwannee County School Board may seek an exemption from sponsoring a universal breakfast program as provided by law.

VI. Annually, all students and parents shall be notified about the school breakfast program. Parental notification shall be in writing.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**
LAW(S) IMPLEMENTED: **570.981, 1001.43, F.S.**
STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): 5P-1.001, 5P-1.002, 5P-1.003, 5P-1.00

History: Adopted:
Revision Date(s): 2/23/2010, 9/27/11
Formerly: New
Public Hearings: 7/14/09, 7/21/09, 2/23/10, 8/23/11, *7/3/12 (*6/28/12 agenda), 7/24/12, 8/28/12

RECORDS RETENTION AND DISPOSAL 8.26*

POLICY:

I. The School Board shall establish and maintain a system for the retention and destruction of District school records in order to reduce the space required for record storage and to permit the Superintendent to administer the affairs of the District more efficiently.

II. Pursuant to public records laws and rules of the Florida Department of State, the Management Information Services Office shall develop a records retention schedule for each records series of type of record, including teacher's records on each student's grade and attendance.

III. Records which are designated as permanent in Florida Statutes, and by the Division of Archives, History and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent as having permanent value, may be destroyed after being photographed or reproduced on film, or stored on electronic media and provided applicable audits have been completed for the period covering the dates of said documents. Photographs or 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, documents and stored electronic media over three (3) years old which are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained for five (5) years.

CHAPTER 8.00 – AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 119.01; 257.37; 1001.43; 1001.52, F.S.

History:	Adopted Revision Date(s): 2/22/11 Formerly: EHB

SCHOOL CONSTRUCTION BIDS 8.27

POLICY:

I. All school construction bids shall be the immediate responsibility of the Superintendent or designee. All applicable Florida Statutes, State Board of Education Rules, and School Board Rules shall be observed in school construction bid procedures.

II. The Superintendent or designee shall be responsible for preparing the legal notice for bids and shall determine that such notice meets the requirements of Florida Statutes and State Board of Education Rules and contains the information needed by the prospective bidders to include the following:

A. Date, time and place relating to submitting of bids;
B. Procedures for presenting bids;
C. Conditions and terms for receiving bids;
D. Procedures to be followed in opening and presenting bids to the School Board; and,
E. Conditions for awarding contracts based on bids.

III. Bid bonds may be required on new construction and any renovations or remodeling exceeding twenty-five thousand dollars ($25,000.00).

IV. These provisions shall be followed for construction bids:

A. The bid time and date shall be established by the School Board after the Superintendent's recommendation.

B. Bids shall be opened at the designated time in the invitation to bid. At the designated time, the person presiding shall inquire if all bids have been received; no other bids shall be accepted

and no bid may be withdrawn after the deadline. Negligence on the part of the bidder in preparing the bid shall confer no right for withdrawal after the designated time for opening of bids. Bids by telegram shall not be accepted nor shall any other type of bid be accepted which cannot be classified as a sealed bid. Bids received by mail shall be stamped with the time and date received by the Purchasing Office.

C. All bids shall be opened, read aloud, and recorded in the presence of all persons.

D. Each bid shall be accompanied by a bid bond, if required, a certified check, or a cashier's check in an amount equal to five percent (5%) of the total amount of the bid. Failure to include such bond shall automatically disqualify the bid from further consideration.

F. 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).

F. Unless all bids are rejected by the School Board for valid reasons, the contract shall be awarded to the lowest responsible, or best bidder meeting all requirements and specifications.

G. The School Board shall approve all subcontractors. When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the 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.

V. The specifications for construction bids may not be written to limit any purchase of systems or materials to a specific brand or a single source of supply, unless the School Board, after consideration of all available alternative materials and system, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.

VI. All bid requests shall include a notification to bidders that failure to file a bid protest within the time and in the manner prescribed by School Board rule shall constitute a waiver of any further right to protest such bid award.

CHAPTER 8.00 – AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 255.04; 287.055; 287.057; 288.061, 448.095, 1001.43; 1013.46-.48, F.S.

History:	Adopted: Revision Date(s): 2/22/2011, 9/22/2020, 8/24/2021 Formerly: FEF; FEH

PROTEST OF CONSTRUCTION CONTRACT BIDS 8.271

POLICY:

I. The School Board shall provide notice of its decision or intended decision concerning a bid solicitation or a contract award for construction projects as follows:

A. For a bid solicitation, notice of a decision or intended decision shall be given by United States mail, hand delivery, posted on the District website, or via email.

B. For any other School Board decision, notice of a decision or intended decision shall be given either by posting the bid tabulation on the District website, via email, or United States mail, return receipt requested. The notice required by this paragraph shall contain the following statement:

"Failure to file a protest within the time prescribed in Section 120.53(5), F.S., shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

II. Any person who is affected adversely by the School Board's decision or intended decision shall file a notice of protest in writing with the Superintendent within seventy-two (72) hours after the posting of the bid tabulation or after receipt of the notice of the School Board decision or intended decision and shall file a formal written protest within ten (10) days after the date of filing of the notice or protest. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, F.S. Bid protest shall be accompanied by a bond as prescribed in 337.11(5) (a), F.S.

III. Upon receipt of a notice of protest which has been timely filed, the School Board shall stop the bid solicitation process or in the contract award process until the subject of the protest is resolved by final agency action, unless the

School Board sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public's health, safety, or welfare.

IV. The School Board, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days of receipt of a formal written protest.

A. If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is no disputed issue of material fact, an informal proceeding shall be conducted pursuant to Section 120.57(2), F.S., and applicable agency rules before a person whose qualifications have been prescribed by rules of the agency.

B. If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is a disputed issue of material fact, the agency shall refer the protest to the division for proceedings under Section 120.57(1), F.S.

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

LAWS IMPLEMENTED: 120.53(5); 120.57 (3); 337.11(5)(A); 1001.43; 1013.02; 1013.46-.48, F.S.

History:	Adopted: 11/21/00 Revision Date(s): 2/22/11 Formerly: New

CHANGE ORDERS 8.28

POLICY:

The Superintendent is authorized to approve construction change orders which will not increase the contract amount more than six thousand dollars ($6,000.00) over the original contract amount or the last contract amount (increase or decrease) approved by the School Board and recorded in its minutes.

I. All requested change orders must be in writing and must be approved in writing before the work is done.
If a price quote is received from the school district's contractor for a change order requested or issued by the district for construction services and the price quote conforms to all statutory requirements and contractual requirements for the project, the district must approve or deny the price quote and send written notice of the decision to the contractor within 35 days after receiving the quote. The denial notice must specify the alleged deficiencies in the price quote and the actions necessary to remedy the deficiencies. If the District fails to provide the contractor with a notice, the change order and price are deemed approved and the district must pay the contractor the amount stated in the price quote upon completion of the change order.

II. Requested change orders concerning the same subject shall not be split in the event that the sum total of the initial requested change order increases the contract amount by more than six thousand dollars ($6,000.00).

III. In the Superintendent's absence, the Director of Facilities shall serve as the Superintendent's designee.

IV. Copies of all approved change orders shall be provided to the School Board at its first regular or special meeting following the approval date of the change order.

CHAPTER 8.00 – AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1013.48, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.0010

History: Adopted:
Revision Date(s): 2/22/11, 9/23/25
Formerly: FEF

IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS 8.29

POLICY:

Any group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for approval. Any such improvement or addition shall become the property of the School Board. Permanent structures shall have utilitarian value in the operation of the school or shall be erected in memory of some individual or group that has been associated with the school either as a student or School Board employee or an organization which has made some outstanding contribution to the school or District school system.

A. Articles of equipment donated to schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program. Donors shall be notified that the title of this gift be in the name of the School Board.

B. All property, acquired, moved, or transferred which require alterations to the buildings or grounds for utilization of the facilities, shall be submitted for the Superintendent or designee's approval or disapproval. The request shall include a description and method of financing the property. Any agreement in which District funds are to supplement installation shall require prior written approval. All installations, including air conditioners, shall be in compliance with the overall plan for the building and its maintenance.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1001.42; 1001.43; 1013.37; 1013.371; 1013.372, F.S.

History:	Adopted:
	Revision Date(s):
	Formerly: FK

RENOVATION OR REMODELING OF FACILITIES 8.30

POLICY:

A. The Superintendent when recommending the preliminary school budget, or any amendments thereto relating to capital outlay projects may, after evaluation, recommend to the School Board that suitable projects costing two hundred thousand dollars ($200,000.00) or less be provided on a day labor basis.

B. Parent groups, school staff and civic associations often raise funds to make improvements to various School Board facilities. Such changes are regulated by building codes, Florida State Department of Education rules, School Board rules and Florida Statutes. In addition, these changes often have cost implications on maintenance, energy usage and inhibitions to future site construction. The change or addition always poses questions regarding Board liability for the facilities as any deviation from State Regulations would be a factor in a damage suit, if the change in facility was related to a personal injury.

Therefore, when a project is being considered at any existing facility, the following procedures shall be followed:

1. A description of the proposed project, including an approximation of the expected cost, shall be submitted to the school principal for review and approval on the Request for Change(s) to School Board Facility form.
2. Full funding for the design costs, construction and any other related costs must be identified.
3. If the principal is in agreement, he / she shall request approval from the Superintendent to submit the request.

a. If the project requires funding from the District, the Director of Business must be consulted to determine feasibility and availability of funds.
b. Should a booster club, PTA, or other school affiliated group be supplying the funds, the Superintendent must be informed.
c. All projects must comply with DOE Rules, Chapter 6A-2.
d. If the project will affect the student capacity of the school, approval of the Superintendent is required.

4. Prior to an installation or construction, a detailed design must be submitted to the Facilities Supervisor. The content of this request shall include a detailed project description and a statement regarding the method of funding. Plans and / or specifications will be reviewed by the Facilities and Maintenance Departments.

a. Upon completion of the plans and specifications, such must be submitted for review for compliance with State Board of Education Regulations (Chapter 6A-2.) with consideration given to the impact upon the maintenance and energy usage of the facilities and inhibitions to future site construction. A minimum of ten (10) days is required and must be provided for review of plans and specifications, plus time to prepare an agenda item to present to the School Board if judged appropriate by the Superintendent.
b. After approval by the School Board, plans may require submission to the Department of Education Regulations, Chapter 6A-2. (Department of Education approval will take approximately two (2) to three (3) months.)
c. Upon Department of Education approval, (if required), the project must either be formally advertised and bid, in accordance with State Board of Education Regulations

(6A-2.16) or a minimum of three sealed proposals must be obtained to ensure compliance with the Construction Documents. The bids must contain a work schedule to facilitate inspections by the reviewing department.

(1) Projects funded by booster clubs, PTA or other school affiliated groups, will also be handled by the "respective" group during the bid / proposal process. It is recommended proposals be sealed when submitted and opened at a designated time, in the presence of at least the school principal, the president of the parent group, a representative of the purchasing department, facilities department, or maintenance department, and the designing architect / engineer, if applicable.

d.. In the event the project cost is expected to exceed $10,000.00, a registered architect / registered professional engineer must be engaged to design, prepare, and "Seal" the necessary construction documents in accordance with the State Board of Education Regulation 6A-2.05. The project cost shall include all materials and labor, production design fees, reproductions, testing and surveys.

e. All bids or proposals, including work schedules, must then be submitted to the Facilities Supervisor for review and determination of the low bidder's compliance with the projects' contract documents. The project's originating group must make a recommendation regarding acceptance of the low bidder.

f. When compliance has been established, PTA, booster club, or other school affiliated group will receive written authorization to proceed from the Superintendent.

g. Depending on the scope of work involved, supplemental, periodic inspections may be made by the maintenance department as determined by the facilities supervisor.

h. Upon completion of the work the facilities supervisor must be contacted for final inspection prior to acceptance of the School Board at one of its regularly scheduled meetings.

i. After acceptance by the School Board, the Department of Education (DOE) must be contracted by the facilities supervisor to conduct an occupancy inspection (if the project required DOE approval) and issuance of a Certificate of Occupancy. At this time the project will be considered complete and the following departments will be notified by the facilities supervisor:

- Superintendent
- Risk Management Administrator
- Maintenance Department

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 235.30; 1001.43; 1013.01; 1013.35; 1013.45, F.S.

STATE BOARD OF EDUCATION RULE: 6A-2.0111

History:	Adopted: Revision Date(s): 11/21/2000 Formerly: NEW

FACILITY FIRE SAFETY INSPECTION 8.31*

POLICY:

When an authorized agent under the Florida Fire Prevention code conducts a fire safety inspection as authorized in sections 633.081 and 633.085, Florida Statutes, and it is determined that a serious fire safety hazard exists which poses an immediate danger to the public health safety, or welfare, the authorized agent and Superintendent are permitted to issue a joint order to vacate the facility in question, which order shall be effective immediately. The Superintendent shall immediately notify the School Board members about such an order.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 125.56; 1001.43; 1013.12, F.S. Ch. 633

STATE BOARD OF EDUCATION RULE: 6A-2.0111

History:	Adopted: Revision Date(s): Formerly: NEW

TOBACCO USE IN DISTRICT FACILITIES 8.32

POLICY:

All uses of tobacco products in any form including, but not limited to, synthetic tobacco, use of electronic cigarettes or similar devices, and/or vaping in any form are prohibited in any District-owned facility or vehicle.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 386.201 – 386.209; 1001.43, F.S.

History:	Adopted: Revision Date(s): 3/28/2017 Formerly: NEW

ELECTRONIC SYSTEMS RESPONSIBLE USE 8.33*+

Suwannee County School District provides a variety of electronic communication systems for educational purposes. The electronic communications system is defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, email, and other technology designated for use by students and employees, including all new technologies as they become available. Including any access to the Suwannee County School District electronics system while on or near school property, in school vehicles and at school sponsored activities, and consists of the appropriate use of district technology resources via off-campus remote access.

I. Telephone Service

A. In order to promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems. School personnel shall be informed of this system.

B. Employees are generally not permitted to use the District System to conduct personal business or for other personal purposes. However, limited personal use of the system is permitted, but only to the extent it does not conflict with the user's employment duties and responsibilities. Employees may use the telephone system to make calls on their breaks. Such calls should be brief and infrequent so as not to interfere with the official use of the system.

II. Internet Use

A. The District is required to comply with state and federal data privacy laws. Employees are required to safeguard employee and student data they have access to in the course of performing their duties. They are

required to safeguard their network/system credentials to protect student and employee data from hacks and unauthorized access. The District will provide employees with training in sound email and Internet security practices.

B. As required by the Children Internet Protection Act (CIPA), the School District educates staff and students regarding appropriate online behavior to ensure internet safety, including use of email and internet resources. An internet filter is maintained by the school district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. Suwannee County Public Schools cannot guarantee that access to all inappropriate sites will be blocked. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the internet.

C. Each student, parent as defined by Florida Statutes, and employee of the District will be required to sign an agreement for network responsibility wherein they are acknowledging their obligation to comply with the terms and conditions outlined in this policy.

D. Appropriate Use

1. Students may only open, view, modify, and delete their computer files.
2. Internet use at school must be directly related to school assignments and projects.
3. Students will be assigned individual network accounts and email accounts and must use only those accounts and passwords that

they have been granted permission by the district to use. All account activity should be for educational purposes only.

4. Students must immediately report threatening messages or discomforting Internet files/sites to a teacher.
5. Students must at all times use the district's electronic communications system, including email when necessary, wireless network access to communicate only in ways that are kind and respectful.
6. Students are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

E. Inappropriate Use

1. Wireless hotspots not provided by the School District are prohibited on the School District network.
2. Using the district's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
3. Using a Virtual Private Network (VPN) program to bypass the School District filtering and or monitoring systems.
4. Disabling or attempting to disable any system monitoring or filtering or security measures
5. Sharing user names and passwords with others; and or borrowing someone else's username, password, or account access.
6. Purposefully opening, viewing, using or deleting files belonging to another system user without permission.
7. Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures).
8. Downloading or plagiarizing copyrighted information without permission from the copyright holder.

9. Intentionally introducing a virus or other malicious programs onto the district's system.
10. Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
11. Gaining unauthorized access to restricted information or network resources.
12. Using a computer or the network for illegal purposes.
13. Violating student or staff's rights to privacy.
14. Using profanity, obscenity, or other language which may be offensive to another user.
15. Sending or receiving pornographic text and/or graphics.
16. Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.
17. Sending or receiving copyrighted materials, including computer software, without permission, or material protected by trade secrets.
18. Using for commercial activities, product advertisement, or political lobbying.

F. Special Note: Cyberbullying. Cyberbullying is defined as the use of any Internet-connected (electronic) device for the purpose of bullying, harassing, threatening, embarrassing or intimidating another student or school staff. Including, but not be limited to:

1. Sending abusive or offensive text messages to cell phones, computers, or Internet-connected game consoles.
2. Posting abusive or offensive comments on someone's blog or social networking site (e.g., Facebook, Instagram, Snap Chat, etc.).
3. Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.

4. Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
5. Displaying the victim's personally identifiable information on a site to put them at risk of contact by predators.
6. Sending abusive comments while playing interactive games.
7. Recording and distributing media with the intent to manipulate or embarrass others.

G. Internet Warning. At school, students' access to and use of the network will be under teacher direction and monitored as any other classroom activity. The District is not able to prevent the possibility of user access to material that is not consistent with the education mission, goals, and policies of the School Board when access is obtained outside of the school.

H. User Guidelines.

1. Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the District's intent that the Internet and our communications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be restricted. Serious violations may result in school disciplinary action or legal action. The signature(s) on the acceptable use agreement indicate that the user(s) have read the terms and conditions carefully and understand their significance.
2. Acceptable Use. The use of your account must be in support of education and research that is consistent with the educational goals and policies of the District. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's function; electronic mail, conferences, bulletin boards, data bases, and access to the

Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

3. Privileges. The use of Internet is a privilege. Inappropriate use will result in the restriction of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is "inappropriate use". Their decision is final. An account may be closed by the district at any time deemed necessary or by recommendation of the administration, faculty, or staff. The person in whose name an account is issued is responsible at all times for its proper use.
4. "Netiquette". You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number, or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

I. Warranties: The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage you suffer including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

J. Security. Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

K. Vandalism. Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes the creation of or the unloading of computer viruses on to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

L. E-mail Etiquette. Helpful to your e-mail success are:

1. Preparing text files for uploading before logging on;
2. Making "subject" heading as descriptive as possible.
3. Beginning messages with a salutation; restating the question or issue being addressed in a response;
4. Choosing words carefully to avoid misunderstandings; text does not permit the verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic;
5. Ending messages with your name and your e-mail address to assist getting feedback or clarifications;
6. Logging off before editing and printing downloaded files; and
7. Deleting e-mail files as soon as possible as appropriate under public records law.

M. Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and or assuring students understand that if they misuse the network they will lose their access privileges. Conference moderators are responsible for monitoring the context and tone of posted messages and or taking steps to delete offensive materials and to communicate with authors.

N. Contracts. Parents and students are required to enter into an "Electronics Systems Responsible Use Agreement". Employees are

required to enter into an Employee Electronics Systems Responsible Use Agreement". These forms shall be approved by the School Board.

O. Exception of Terms and Conditions. All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the United States of America, the state of Florida, and the School Board.

III. Employee - Electronic Systems Responsible Use Agreement

School Board Policy 8.33

Please print all information

User's full name:_____

Home Phone:_____ Work Phone:_____

Employee Location:_____

Job Title:_____

EMPLOYEE AGREEMENT

I have read and understand the Terms and Conditions of the Electronic Systems Responsible Use policy (School Board Policy 8.33) and the Use of Social Media policy (School Board Policy 6.43). I agree to comply with these policies and understand that violations may result in losing my access privileges. In addition, violations may result in disciplinary action including termination of employment and/or appropriate legal or criminal action being initiated against me.

Employee Signature:_____ Date_____

Supervisor's Signature:_____ Date_____

IV. Student/Parent Contract

Student/Parent Network Responsibility Contract
School Board Policy ____
Please print all information

User's full name:_____

School:_____Grade_____

STUDENT AGREEMENT

I understand and will abide by the Terms and Conditions of the Electronic Systems Responsible Use Policy. Violations may result in the restriction or suspension of my access privileges. In addition, violations may result in school disciplinary action and/or appropriate legal or criminal action being initiated against me.

Student Signature:_____Date_____

PARENT
(Also required if student is under the age of 18)
As the parent or guardian of this student, I have read the terms and conditions of the Electronic Systems Responsible Use Policy. I understand that this access is designed solely for educational purposes and the School District has taken reasonable precautions to supervise and filter Internet usage. I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold the district responsible for information acquired or contracts made on the network. Further, I accept full responsibility for supervision of Internet usage by my child outside of the school setting. I hereby give permission to establish network privileges for my child and certify that the information contained on this form is true and correct to the best of my knowledge and belief.

Parent Signature_____Date_____

Parent Name (Please print) _____

Parent Work Phone: _____

V. Consequences for Inappropriate Use

A. Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages shall govern student discipline for student violation of this policy.

B. Suspension of access to the district's electronic communications system.

C. Revocation of the district's electronic communications system account(s); and or

D. Termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user

E. Possible criminal charges

F. Employee violation of this policy may result in disciplinary actions including termination of employment.

STATUTORY AUTHORITY: 1001.42, F.S.

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

History:	Adopted: Revision Date(s): Formerly: NEW

MANAGEMENT INFORMATION SYSTEM 8.34

POLICY:

The District shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall assure that compatibility exists with the state comprehensive management information system. Procedures and guidelines shall be developed to assure that adequate management information support needs are met.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.11; 1008.385, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0014

History: Adopted:
Revision Date(s): 2/22/11
Formerly: NEW

CONSERVATION OF RESOURCES 8.50+

The School Board of Suwannee County is committed to the conservation of resources, both natural and material. Resources shall include, but not be limited to, electricity, energy, fuel oil, gasoline, natural gas, propane, and refuse. All conservation initiatives shall be consistent with Florida Statutes and *State Requirements for Educational Facilities*.

I. Resource Conservation Program

The Superintendent or designee shall develop a comprehensive resource conservation program which shall include short and long range plans to conserve resources, procedures to be observed by all staff members, an instructional program to be implemented at all grade levels, and a method of evaluating the conservation program.

II. Curriculum

Resource conservation shall be incorporated into the curriculum at all grade levels and appropriate subject areas. The curriculum shall address the economic, environmental, and social impact of resource conservation.

III. Facilities and Equipment

A. New facilities shall be designed and constructed to be energy efficient. Renovations and additions to existing facilities shall include features to minimize energy consumption. Facilities shall be operated in a manner to keep energy use to a minimum.

B. Life-cycle costs shall be determined prior to construction or renovation of buildings or replacement of major equipment.

C. Equipment to reduce energy consumption and/or costs shall be utilized where economically feasible.

IV. Recycling Program

A. The District shall engage in a recycling program that shall include as many reusable materials as is practical and economically feasible.

B. Each school shall annually report all recycled materials as required by law.

V. Incentives

A. The District shall pursue incentive programs offered by utility companies and other energy providers.

B. Cost savings shall be used to further resource conservation at school sites.

C. An incentive program may be developed to reward schools for resource conservation when cost savings can be attributed to reduced resource consumption and/or energy savings at the particular schools.

VI. Staff Training

Training shall be provided for school and District staff. Training shall include methods of resource conservation at the worksite, curriculum components and instructional strategies.

VII. Effectiveness of Program

Prior and current consumption of energy and other resources shall be determined and used as a baseline for the assessment of curriculum, procedures, equipment, maintenance strategies and facilities design that are implemented in the resource conservation program. The effectiveness of the program shall be evaluated and modifications shall be made based on the analysis of cost savings and utilization of resources.

CHAPTER 8.00 – AUXILIARY SERVICES

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 403.7032, 1001.43, 1013.23, 1013.44, F.S.

STATE BOARD OF EDUCATION RULE(S) 6A-2.0010

HISTORY:	**ADOPTED: 3/22/11** **REVISION DATE(S):** **FORMERLY: Energy Management and Conservation 8.091**

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS 9.01

POLICY:

Each school principal is encouraged to cooperate with parent and school support groups in the District. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

History:	Adopted: Revision Date(s): Formerly: NEW

PUBLIC INFORMATION 9.02

POLICY:

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the School Board:

I. To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs and the planning of the school system and to carry out this policy through its own efforts and the Office of the Superintendent.

II. To seek advice and opinion of the people of the School District.

III. To require each school and the District staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens of the District and which would promote the welfare of the school system; provided, that any news release by a particular school be approved by the principal, and that any release relating to the District as a whole shall be approved by the Superintendent.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1001.51, F.S.

History: Adopted:
Revision Date(s): 2/22/11
Formerly: KB

DONATIONS AND GIFTS	**9.021**

POLICY:

A. Any donation or gift of funds, materials, or equipment with a value of one-hundred dollars ($100.00) to seven hundred fifty ($750.00) shall be accepted and processed by the Superintendent for the District.

B. Any donation having a value in excess of seven hundred fifty ($750.00) shall be presented to the School Board for action.

STATUTORY AUTHORITY: 1001.42; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42; 1001.43, F.S.

History:	Adopted: Revision Date(s): 2/22/11 Formerly: KH

SCHOOL REPORTS	**9.03**

POLICY:

I. Each school shall make available annually to parents and the community, school reports required by federal and state laws and State Board of Education rules.

II. Reports shall follow a uniform District-wide format that is easy to read and understand.

III. Schools may include other information in the report about the school's progress and other related school information.

IV. School reports shall be published on the District website and in the local newspaper.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.11; 1000.21; 1008.25;1008.345, F.S.

History:	Adopted: Revision Date(s): 11/20/01, 2/22/11, 3/25/2014 Formerly: NEW

USE OF FACILITIES 9.04*

POLICY:

School property, facilities, and equipment are intended primarily for school educational purposes and for the benefit of students. No other use shall interfere with these purposes. However, school principal's may approve the use of school property, facilities, and equipment for any group/individual provided herein as long as the group/individual enters into a written shared use agreement with the School Board. Such agreement shall define the roles, responsibilities, terms, and conditions for use of a school-owned facility for recreation or other purposes. The principal shall recommend to the School Board approval or denial of a request for the use of school property, facilities and equipment by groups/individuals, and shall be responsible for safeguarding such property, facilities, and equipment. In addition, the principal shall ensure that School Board rules are observed and that proper forms are executed by the group using the school property, facility, or equipment.

A. Use of School Property Without Charge - School property, facilities, and equipment shall be made available for:

1. Any District educational purpose approved by the principal of the affected school;

2. National youth groups (e.g., scout groups) which are under a county organization and are properly supervised and sponsored. A use agreement shall be executed with all schools or an individual school depending upon the organization's function;

3. School facilities may be used by a non-school connected organization upon approval of the principal/designee, with the approved use of facilities agreement forms and stipulations in place. A non-school connected organization is defined as an organization that operates independently through a local, state, or

national charter or organization, but whose primary aim is to assist in improving the curriculum or extra-curricular program. Examples of non-school connected groups that would potentially operate under a facilities use agreement includes but is not limited to: booster club organizations which sponsor AAU, Pop Warner, Wrestling USA, or other recreational activity functions on school campuses;

4. Civil defense use when notified by the Superintendent or designee;

5. The Board of County Commissioners for voting precincts in any primary, regular, or special election based on prior approval by the principal who shall make arrangements such that the election does not interfere with operating the school; and,
6. Any legal assembly or governmental function based on guidelines established by the Superintendent.

B. Use of School Property with a Charge - The following provisions shall apply:

1. School property, facilities, and equipment may be made available for:

   a. Specific, temporary, short-term purposes to organizations which are civic, religious, or community connected;

   b. County, city, or community organized recreational programs provided activities do not interfere with the school program and proper forms are executed to release the School Board of any liability. The School Board may waive fees for such organizations; and,

   c. Profit motivated groups. Profit sharing shall be arranged with the Superintendent or designee and the principal.

2. The usage fee shall be determined by the Superintendent. In establishing fees, consideration shall be given to the cost of utilities,

custodial services, and other personnel services as required. Such fees shall not be less than the School Board adopted minimum fee schedule.

3. A service fee may be charged to replace broken and obsolete equipment in the facility. All fee charges and expenses shall be paid to the School Board.

4. The principal shall be responsible for ensuring that the building is under adequate custodial services or other personnel services as required; such services shall be paid based on the annually adopted salary schedules with overtime as applicable.

C. Restricted Uses of School Buildings - No school building shall be used for programs involving any form of gambling or illegal activity or violating any School Board rule or shall be made available for any organization or party which directly or indirectly believes in or teaches the overthrow of the United States or of Florida by force or violence.

Written Appeal - Any group or organization which has been denied use of school property, facilities, or equipment may submit a written appeal to the School Board.

D. Governmental Agencies - The development of or the exchange of school facilities with a governmental or civic group shall be through mutual agreement recommended by the principal and Superintendent and approved by the School Board. Such agreements shall be initiated by the principal on the proper agreement forms through the Superintendent.

E. Each user of a school board facility shall provide a certificate of general liability insurance coverage in the amount of at least $1,000,000.00 for each occurrence and $100,000.00 for property damage. The board shall be named on the face of the certificate as an additional insured/certificate holder. This certificate must be filed with the school district and a copy maintained by the facility manager of the facility being used, prior to the use of the facility.

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 106.15; 1001.33; 1001.43; 1001.51; 1013.10; 509.032; 509.232, F.S.

History:	Adopted: Revision Date(s): 5/26/2015, 9/24/2024 Formerly: KB

ADVERTISING IN SCHOOLS 9.05

POLICY:

School facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency; or individual organization; nor shall School Board employees or students be employed in such a manner. Advertising on school buses shall be subject to School Board approval. The following are exceptions:

A. School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.

B. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.

C. The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.

D. Demonstrations of educational materials and equipment shall be permitted with the principal's approval.

E. Schools may utilize fencing or other appropriate locations for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

F. Distribution of free passes and other materials by commercial establishments will be allowed only upon the approval of the principal and the teacher.

G. An employee of the School Board may not use the name of the school district, the name of a school or his official title in the commercial promotion of any product, process or service normally associated with the operation of a school. Moreover, an employee may not aid in the distribution of literature relating to the promotion of any commercial product or service.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

History:	Adopted: 09/25/07 Revision Date(s): 08/28/07, 5/22/2018 Formerly: KJ

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS 9.06

POLICY:

A. Materials originating from sources outside the school system for posting shall not be posted without the written approval of the principal.

B. No material or literature from non-school sources shall be distributed to the homes by students without the Superintendent's, or his designee's written approval.

C. Literature of a denominational, partisan, or sectarian nature shall not be distributed in any school. This restriction does not apply to the development and use of library collections.

D. Commercial advertising shall not be permitted except where reference is only an incidental part of a program or film and is approved by the principal.

E. Literature intended to spread propaganda, to foster membership in an organization, or to solicit funds is prohibited unless it is controlled and supervised by the School Board.

F. Materials pertaining to a school bond or other school elections shall not be distributed to students.

STATUTORY AUTHORITY: 1001.42, F.S.
LAWS IMPLEMENTED: 847.012, 1001.43; 1006.08, F.S.

History: Adopted:
Revision Date(s): 3/25/2014
Formerly: KJA

VISITORS 9.07

POLICY:

The School Board welcomes visits by parents in the school. Community members are encouraged to visit all District schools throughout the school year. Any person, except a School Board employee, who enters the premises of a school shall report to the principal's office to explain the purpose of the visit. This rule shall apply to all visitors, parents, and salesmen; it shall not be disregarded, except in the case of emergency where a special condition exists. The following procedures shall be followed:

A. All visitors shall check in at the school's office. The guest register shall be signed by the visitor.

B. To avoid interrupting the daily program, parents shall request a conference after school dismissal or during planning periods when the teacher has adequate time to confer.

1. The principal shall approve all visitors who wish to enter a classroom during an instructional period.

2. Teachers shall avoid discussing individual students with parents during class session.

C. Visitations by a non-enrolled student unaccompanied by his / her parent(s) or legal guardian is prohibited unless he / she has business with the principal or prior approval has been granted by the principal.

D. Loitering in and around the school premises is prohibited.

E. Unauthorized persons shall not be allowed to interrogate or question a student of this District during the school day without consent of the student's parent(s) or legal guardian, or in his / her presence, or upon the principal's immediate authorization. Instructional, administrative, and supervisory personnel shall not be classified as an unauthorized person.

F. Any person who enters or remains upon District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes.

STATUTORY AUTHORITY: 1001.41, F.S.

LAWS IMPLEMENTED: 1001.42, F.S.

History:	Adopted: Revision Date(s): Formerly: EC (Part 1); KK

COMMUNITY SERVICE 9.15

I. The Superintendent shall develop a program of community involvement to enable students to meet the community service requirement for the Florida Academic Scholars award or other scholarship program.

II. A community service activity shall be a service or benefit provided by the student to meet an identified need in the community. The activity should also provide a learning opportunity for the student.

III. An activity must be

A. Fulfilled in a safe environment;

B. Conducted outside the time allotted for the instructional program on a school day; and

C. Approved in advance by the school principal.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1009.534, F.S.

History: Adopted: 2/23/2010
Revision Date(s):
Formerly: New

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENT

School Concurrency **9.20+**

The School Board shall adopt and maintain a school concurrency system in conjunction with the county and local municipalities. The role of public school concurrency is to ensure that the capacity of schools is adequate to support growth and development at the adopted levels of service. Concurrency provides coordination of the planning and building of new schools with land development.

I. Interlocal Agreement

The School Board shall enter into an interlocal agreement with Suwannee County and the municipalities within the county for school facility planning. The interlocal agreement shall establish specific ways in which School Board and local government plans and processes are coordinated. The agreement shall include but not be limited to the following:

A. Coordinated procedures for implementing school concurrency;
B. A public schools facilities element;
C. Level of service standards to be applied consistently to all schools of the same type by the School Board and local governments with the exception of interim standards that may be adopted for specific schools;
D. School concurrency service areas that utilize available school capacity and make efficient use of new and existing public schools consistent with the level of service standards;
E. A process for the development of setting criteria for the location of public schools;
F. The requirement that the public school capital facilities program meets the financial feasibility requirements of law and rule.
G. A process for determining proportionate-share mitigation to offset the impact of proposed development that would cause the level of service standards to be exceeded;
H. Provision for monitoring and evaluating the school concurrency system; and
I. Provision for amending the agreement.

II. Application for School Concurrency Determination

A. The District shall establish procedures for a developer to submit an application for school concurrency determination. The impact of the residential development on the school system shall be evaluated.

B. The application shall be forwarded to the local government to determine if the proposed project is appropriate in relation to the local government's comprehensive plan and land development regulations.

III. Concurrency Review Fees

A. The School Board shall establish fees to offset the cost of reviewing the impact of proposed residential developments for school concurrency. The nonrefundable fee shall be paid to the School Board of Suwannee County, Florida.

B. The School Board shall establish a fee for negotiation and determination of proportionate-share mitigation.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 163.3164, 163.3177, 163.31777, 163.3180, 1001.43, 1013.33, 1013.35, F.S.

History:	Adopted: 7/28/09 Revision Date(s): 7/23/13 Formerly: New