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**FLORIDA STATE UNIVERSITY
SCHOOLS**

**POLICY
HANDBOOK**

As of December 5, 2023

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL

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BOLD BLACK

Indicates FSU policy to be followed by FSUS unless otherwise indicated.

BOLD BLUE

Indicates policy recommended by PAEC that FSUS does not currently show in the FSUS policy manual.

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FLORIDA STATE UNIVERSITY SCHOOLS

POLICY MANUAL

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380 **RECORD OF CHANGES TO BOARD RULES NOTES:**

381 The following symbols are used with certain policies to indicate special
382 information about the policy.

383 *** (ASTERISK) DENOTES POLICIES WHICH ARE REQUIRED BY**
384 **STATUTES OR OTHER REGULATIONS.**

385 **+ (PLUS) SIGN DENOTES THAT PLANS OR OTHER DOCUMENTS**
386 **MUST BE DEVELOPED.**

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SCHOOL PHILOSOPHY

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CHAPTER 1.0

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL PHILOSOPHY
CHAPTER 1.0

1.10

SCHOOL PHILOSOPHY

FSUS Vision

Excellence is Our Standard

FSUS Mission Statement

In collaboration with the College of Education at the Florida State University, the mission of Florida State University Schools is to advance Florida's K-12 education through exemplary teaching, research, and service.

FSUS Core Beliefs

- Students learn and make good decisions when they are engaged in the learning process and have appropriate opportunities for success.
- Having a safe and caring environment promotes student learning.
- A student's self-esteem is enhanced by fostering mutual respect and collegiality among and between students and staff.
- Team work and communication are essential elements of a successful school system.
- Collaborative research and reasoned inquiry enables us to advance knowledge and contribute to best practices in education.
- The educational experience will enable students to be successful in life's pursuits.
- Each student is a valued individual with unique academic, social, creative, physical, and emotional needs.

434 **REFERENCED MATERIALS:** **FSUS Strategic Plan**

435

436 **STATUTORY AUTHORITY:** **1002.32, 1001.41; 1001.42, F.S**

437

438 **LAWS IMPLEMENTED:** **1002.32, 1001.41; 1001.43, F.S.**

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HISTORY:

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ADOPTED:

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REVISION DATE(S):

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FORMERLY: 1.01

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477 **FLORIDA STATE UNIVERSITY SCHOOLS**

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BOARD GOVERNANCE AND ORGANIZATION

CHAPTER 2.0

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
BOARD GOVERNANCE AND ORGANIZATION
CHAPTER 2.0

2.10*

SCOPE OF THE SCHOOL

(1) The Board of Directors of the Florida State University Schools, Inc. serves as the School Board and is responsible for the control, operation, organization, management, and administration of the school pursuant to the provisions and minimum standards prescribed by Florida Statutes and State Board of Education rules.

(2) Florida State University Schools is part of the state system of public education and includes all classes and courses of instruction and all services and activities directly related to education.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.; 1002.32 F.S.

LAWS IMPLEMENTED: 1001.32; 1001.33; 1001.43, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 1.02

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
BOARD GOVERNANCE AND ORGANIZATION
CHAPTER 2.0**

2.11A

SCHOOL BOARD PARTICIPATION IN TRAINING ACTIVITIES

Florida charter school law requires the training of the charter schools’ governing board members. Participation in planned orientation training and other board development activities that include Department of education approved training in government in the sunshine, conflicts of interest, ethics, and financial responsibility meets this requirement.

1. Each member of the Board of Directors of the Florida State University Schools, Inc. is encouraged to participate in the activities and programs conducted by state, regional, and national associations of the school board including charter school organizations.
2. The Director 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 of Directors chooses.
3. Any reimbursement for Board member travel outside of the state of Florida must be approved in advance by the Board

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAWS IMPLEMENTED: 1001.41, 1001.43, 1002.33(9)(k)4, F.S.
HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

552 FLORIDA STATE UNIVERSITY SCHOOLS
553 POLICY MANUAL
554 BOARD GOVERNANCE AND ORGANIZATION
555 CHAPTER 2.0

556 2.18

557 **RESPECT AND CIVILITY IN SCHOOLS AND DISTRICT OFFICES**
558
559

560
561 I. The School Board is committed to maintaining orderly educational and
562 administrative processes in keeping schools and administrative offices free from
563 disruptions and preventing unauthorized persons from entering school/District
564 grounds. Staff will take the necessary actions to protect students' and other
565 employees' personal safety and positive work environment.

566
567 The School Board believes that a staff member should be able to work in an
568 environment free of threatening speech or actions. This policy promotes mutual
569 respect, civility and orderly conduct among district employees, parents, and the
570 public. This policy is not intended to deprive any person of his/her right to
571 freedom of expression, but only to maintain, to the extent possible and
572 reasonable, a safe, harassment-free workplace for staff members.

573
574 Any individual who disrupts or threatens to disrupt school/office operations;
575 threatens the health and safety of students or staff, willfully causes property
576 damage; uses loud and/or offensive language which could provoke a violent
577 reaction; or who has otherwise established a continued pattern of unauthorized
578 entry on School District property, will be directed to leave school or School
579 District property promptly by the site administrator or designee, or shall be
580 escorted from the property with the assistance of other staff or a law enforcement
581 officer.

582

583 Pursuant to this policy, when an individual is directed to leave, the site
584 administrator or designee shall inform the person that he/she may be subject to
585 prosecution under Florida law. If an individual refuses to leave upon request or
586 returns before the applicable period of time, the site administrator or designee
587 may notify law enforcement officials. An incident report should be completed for
588 the situations and submitted to the Executive Director/Superintendent.

589

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

596

597 **II. Expected Level of Behavior**

598

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

601

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

605

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

607

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

610

611 A. Exhibiting behavior which interferes with or threatens to interfere
612 with the operation of a classroom or school related on-campus or off-

613 campus activity, an employee's office or office area, and all areas of a
614 school or facility.

615

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

618

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

623

624 D. Damaging or destroying school or Board property.

625

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

628

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

631

632 IV. **Parent Recourse**

633

634 Any parent who believes s/he was subject to unacceptable/disruptive behavior
635 on the part of a staff member should bring such behavior to the attention of their
636 immediate supervisor.

637

638 V. **Authority of School Personnel**

639

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

642

- 643 1. disrupts or threatens to disrupt school or District operations;
644 2. threatens to or attempts to do or does physical harm to
645 Board personnel, students, or others lawfully on a school or Board
646 premises;
647
648 3. threatens the health or safety of students, Board personnel,
649 or others lawfully on a school or Board premises;
650
651 4. intentionally causes damage to school, Board property, or
652 property of others lawfully on a school campus or Board premises;
653
654 5. uses loud or offensive language; and/or
655
656 6. is without authorization to come on a school or other Board
657 facility may be directed to leave the school or Board premises by a
658 school's principal or assistant principal, or in their absence a person
659 who is lawfully in charge of the school; any District level
660 administrator including the Superintendent/Executive Director, a
661 director; the District's Safety Specialist, a facility security officer, or
662 the District staff person in charge of a meeting or function where
663 uncivil behavior occurs.

664
665 If the person refuses to leave the premises as directed, the
666 administrator or other authorized personnel shall seek the
667 assistance of law enforcement and request that law enforcement
668 take such action deemed necessary. If the offender threatens
669 personal harm the employee may contact law enforcement.

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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.

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

STATUTORY AUTHORITY: 1001.41, 1001.43, F.S.
LAWS IMPLEMENTED: Fla. Const. Art. IX, Section 4; 1006.145
F.S.
20 U.S.C. 1681 et seq., 29 U.S.C. 621 et seq.,
29 U.S.C. 749 et seq., 42 U.S.C. 12101 et seq.,
42 U.S.C. 2000e et seq. Civil Rights Act, 41 U.S.C. 1983

HISTORY: New
ADOPTED: 9/13/22
REVISION DATE(S):
FORMERLY: NEW

744 FLORIDA STATE UNIVERSITY SCHOOLS
745 POLICY MANUAL
746 GOVERNANCE AND ORGANIZATION
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748 2.20
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751 **RESPONSIBILITIES AND AUTHORITY OF THE BOARD**
752

- 753
754 (1) The School Board is responsible for the organization and control
755 of the Florida State University Schools and is empowered to
756 determine the policies necessary for the effective operation and
757 the general improvement of the school.
- 758 (2) The School Board operates in accordance with state law and
759 regulations and is responsible for organization and operation of
760 Florida State University Schools.
- 761 (3) The School Board, desiring to operate under the highest ethical
762 standards and recognizing that the public interest and the respect
763 of the people in their government must be of foremost concern,
764 adopts the following code of ethics in addition to standards of
765 conduct set forth in state law.

766 The School Board shall:

- 767 (a) Observe the regulations and policies of the school and all laws,
768 rules and regulations governing education;
- 769 (b) Act responsibly in all matters relating to the Florida State
770 University Schools, with proper decorum and respect for others;
- 771 (c) Communicate to the School Director expressions of public
772 reaction to policies and school programs.
- 773 (d) Maintain confidentiality of privileged information;

774 (e) Seek to examine issues with objectivity, basing personal
775 positions on the evidence; and

776 (f) Represent the entire community without fear or favor.

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

785 **LAWS IMPLEMENTED:** 1001.31; 1001.363; 1001.372(1); 1001.395;
786 1001.41;1001.43; 1003.02, F.S.

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HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.01

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796 **FLORIDA STATE UNIVERSITY SCHOOLS**

797

798 FLORIDA STATE UNIVERSITY SCHOOLS
799 POLICY MANUAL

800 BOARD GOVERNANCE AND ORGANIZATION

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802 2.22*

803 **BOARD OF DIRECTORS' MEETINGS**
804
805
806

807 All official Florida State University Schools Board meetings shall be open to the
808 public and all informal meetings and conferences involving Board members shall
809 be conducted as public meetings unless specifically exempted by Florida Statutes.

810 (1) The Board of Director's meetings shall be noticed in accordance with
811 Florida Statutes, and agenda items are to be posted on the school
812 Web Site. Information shall be provided about how the public may
813 provide comment to the Board as set forth in section 2.22(7) below.

814 (a) The Board Chair or a majority of the Board members may
815 hold emergency meetings at any time. An emergency
816 meeting shall be called in compliance with notification
817 procedures; Board members shall be given a tentative agenda
818 with the notification.

819 ■ The Director or designee shall prepare and distribute an
820 agenda prior to the emergency meeting.

821
822 ■ The agenda, the need for the emergency meeting, and the
823 results of the emergency meeting shall be available to the
824 public within twenty-four (24) hours of said meeting.

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

827 (2) Regular, special, and emergency meetings of the Board of Directors
828 shall be held in a school meeting room, unless otherwise noticed.

829 When such a meeting is scheduled or re-scheduled at a location other

830 than the regular meeting place, the Director or designee shall take
831 such action to give public notice as required by Florida Statutes.

832 (3) All Board meetings shall be conducted in accordance with Robert's
833 Rules of Order.

834 (4) A majority shall constitute a quorum for any Board meeting. No
835 business shall be transacted unless a quorum is present. Unless a
836 majority is present, no meeting can be convened.

837 (5) A vote shall be unanimous if all members audibly vote "yes" or
838 otherwise indicate an affirmative vote.

839 When a split vote occurs, the minutes shall show the vote of each
840 member on the question. Each member who is present shall vote on
841 each decision, ruling, or official act that is taken or adopted by the
842 Board, unless there is or appears to be a conflict of interest under the
843 provisions of Florida Statutes. In such cases the member may
844 abstain, but shall file a memorandum pursuant to requirements of
845 Florida Statutes.

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

851 (7) Members of the public shall have an opportunity to address the School
852 Board at a public meeting regarding any proposition before the Board.

853 Speakers shall adhere to the rules established by the Board in accordance
854 with Florida Statutes. Persons who desire to speak before the Board may
855 call or email the Board Clerk at least 24 hours prior to the scheduled start
856 time of the Board meeting to advise of their intent to address the Board
857 and, if applicable, the particular agenda item to which they wish to speak.
858 Each speaker shall complete a Speaker Appearance Form, which is
859 available on the school's website and at the Board meeting. The Speaker

860 Appearance Form must be submitted before the Board meeting. The
861 Board Clerk shall keep an accurate and complete list of persons who wish
862 to address the Board. Written comments may be provided to the Board,
863 but must be submitted before the start of the Board meeting. Such
864 comments shall be sent to the Board Clerk. Timely written comments will
865 not be read during the Board meeting, but the Board Clerk will provide
866 written comments to the Board prior to the Board meeting. Written
867 comments not received prior to the Board meeting are not considered
868 timely and will be considered at the next regularly scheduled Board
869 meeting. Matters involving day-to-day school operations, student
870 discipline other than expulsion, grades, or personnel issues are typically
871 not within the purview of the Board. Each statement made by a
872 participant shall be limited to three (3) minutes duration, unless extended
873 by the Presiding Officer. Persons will be recognized in the order in which
874 the requests were received. A person may not yield his or her time to
875 another speaker.

876 (8) Workshops may be scheduled by the School Board as deemed
877 appropriate. No formal action may be taken by the School Board during
878 such workshops.

879

880 Agendas

881 (1) The Director shall be responsible for setting the agenda for meetings of
882 the Board in consultation with the Board Chair.

883

884 (2) At least 4 days prior to each regular meeting of the Board, the Board
885 Clerk shall send a copy of the agenda, including (insofar as is practicable)
886 copies of all reports and other written materials to be presented to the
887 meeting to each Board member.

888 (3) Agendas shall be publicly available and shall list the items in the general
889 order they are intended to be considered. Items may be considered out of
890 their stated order at the discretion of the Board Chair.

891

892 (4) Any Board member seeking to have a matter considered for inclusion as
893 a Board meeting agenda item may contact the Director to request that the
894 matter be considered for inclusion as an agenda item or may raise the
895 proposed agenda item matter during the next Board meeting under the
896 Announcements/Requests for Information agenda item of the Board
897 meeting. The Director and the Board Chair shall consider including the
898 requested item on a subsequent Board agenda. If the requested agenda
899 item does not appear on a Board agenda after a reasonable period of time,
900 the Board member may request a status update from the Director or from
901 the Board Chair during a regularly scheduled Board meeting under the
902 Announcements/Requests agenda item of the Board meeting.

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

907 **LAWS IMPLEMENTED:** CHAPTER 112; 120.525; 120.53;

908 286.0105; 286.011; 286.0111; 286.0113; 286.012; 447.605; 877.13, 1001.32, 1001.37,

909 1001.372(1),(2),(3),(4), 1001.41, 1001.42, 1001.43, 1006.145, F.S.

910 **HISTORY:**

911 **ADOPTED:**

912 **REVISION DATE(S):** 11/12/13;

913 12/14/21

914 **FORMERLY:** 2.16, 2.41

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918 **FLORIDA STATE UNIVERSITY SCHOOLS**

919 FLORIDA STATE UNIVERSITY SCHOOLS
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922 CHAPTER 2.0

923 2.23*

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925 **SCHOOL BOARD RULES**
926

927 The Florida State University Schools Board intends that within these rules, the
928 term “rule” and “policy” shall have the same definition.
929

930 All rules of Florida State University Schools may be amended, repealed, or a new
931 rule adopted as hereinafter prescribed. The term “rule” is defined in Florida
932 Statutes; it does not include “curricula by an educational unit”, thereby, removing
933 the development or prescription of curriculum by a School Board from the
934 procedural requirements established for rule making.
935

936 (1) Unless an emergency exists, any proposal relating to a rule
937 amendment, the repeal of any rule, or the adoption of a new rule
938 shall be presented in writing to the Florida State University Schools
939 including a written explanation of the proposal.
940

941 (a) The Director or designee shall give immediate and proper
942 written notice to the public pursuant to the provisions of
943 Florida Statutes, when the School Board has determined that
944 it will give due consideration to the proposal for adoption,
945 amendment, or repeal of a rule. The notice of a public hearing
946 shall be advertised twenty-eight (28) days prior to the date of
947 the hearing. The notice shall include a brief and concise
948 explanation of the proposed rule’s purpose and effect, the

949 estimate of economic impact to all individuals affected by the
950 proposed rule or rule amendment, the specific legal authority
951 for the School Board's action, and the location where the text
952 of the proposed change may be obtained.

953
954 (b) Any person who is substantially affected by a proposed rule,
955 rule amendment, or the repeal of a rule, may within twenty-
956 eight (28) days following notice of intent to adopt or repeal
957 such rule, file a written request with the School Board seeking
958 an administrative determination as to the validity of the
959 proposed rule action.

960
961 (c) The Director or designee shall file immediately in his/her
962 office a copy of any new rule, rule amendment, or repeal of
963 rule adopted by the School Board; policy handbooks shall be
964 amended accordingly.

965
966 (d) Such rules shall become effective upon adoption by the School
967 Board unless a time certain date is specified therein.

968
969 (2) Any person substantially affected by an existing School Board rule
970 may petition the Division of Administrative Hearings, Florida
971 Department of Administration, to conduct a hearing on the rule
972 validity pursuant to Florida Statutes. Any hearing examiner's
973 decision that is adverse to the School Board may, upon the School
974 Board's appeal, be judicially reviewed. Any hearing examiner's
975 decision that is adverse to the person substantially affected may,
976 upon that person's appeal, be judicially reviewed.

977

978 (3) The School Board may determine that the public health, safety, or
979 welfare is endangered and that immediate action is required to
980 protect the public interest. When this occurs, the School Board, at
981 any meeting in which a quorum is present, may adopt emergency
982 rules, without complying with the waiting period as provided in
983 subsection (1) herein for public hearings and other similar
984 requirements. The Director or designee shall properly record the
985 effective date for any such emergency rule. Any emergency rule
986 shall not be valid in excess of ninety (90) days from the adoption or
987 effective date.

988 (4) A copy of the compiled rules shall be available for inspection in the
989 Director or designee's office, the Administrative Staff's office, and in
990 the library at the school.

991 (5) Copies of the School Board rules shall be assigned to various positions
992 within the school as determined by the Director or designee.

993
994 (a) A copy of any rule change shall be made available by the
995 Director or designee to each holder of the compilation who
996 shall be responsible for entering all changes immediately
997 upon receipt.

998
999 (b) A copy of the School Board rules manual shall be available to
1000 all staff members either in the Administrative Staff's office or
1001 school library. The school Administrative Staff shall keep the
1002 compilation current.

1003
1004 (a) The Administrative Staff shall inform his/her staff members
1005 of the location of the School Board rules and any changes.

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1007 **STATUTORY AUTHORITY:** **1001.41, 1001.42 F.S.**

1008 **LAWS IMPLEMENTED:**

120.52 - .72, 1001.43 F.S.

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1038 **FLORIDA STATE UNIVERSITY SCHOOLS**

**HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.17**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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2.24

COLLECTIVE BARGAINING AGREEMENTS

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 policy conflicting with the agreement. The School Board policy shall be deemed to be amended during the term of the agreement. If such agreement expires prior to ratification of a subsequent agreement, the provisions of the expired agreement shall be in effect until ratification of a subsequent agreement or approval by the legislative body by a Resolution of Impasse.

STATUTORY AUTHORITY: 1001.41, 1001.42 F.S.
LAWS IMPLEMENTED: 447.309(3), 1001.43 F.S.

HISTORY:
ADOPTED: 1/8/2013
REVISION DATE(S):
FORMERLY:

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1075 2.26

1076 **SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY**
1077

1078 The Florida State University Schools shall be responsible for school and student
1079 performance and for developing, approving, implementing, and maintaining a
1080 system of school improvement and education accountability pursuant to Florida
1081 Statutes and State School Board of Education rules. Florida State University
1082 Schools is considered the individual school as the unit for education accountability
1083 and shall conform with the provisions of planning, budgeting, and reporting as
1084 required by Florida Statutes.

1085
1086 The system shall include, but not be limited to, the following components:
1087

- 1088 I. School improvement plans that are adopted for the elementary, middle,
1089 and secondary schools of the Florida State University Schools. Each section
1090 shall develop and present to the Director or designee, by the date set by the
1091 Director or designee, an individual school improvement plan for
1092 consideration by the School Board. The approved plan shall be
1093 implemented the next school year.

- 1094
1095 A. The plan shall be designed to achieve the state education goals and
1096 student performance standards and shall be based on a needs
1097 assessment conducted pursuant to data collection requirements in
1098 Florida Statutes.

1099 B. The plan shall address school progress, goals, and indicators of student
1100 progress, strategies, and evaluation procedures including adequate
1101 measures of individual student performance. Also included shall be
1102 specific school safety and discipline strategies.

1103

1104 C. The plan for the school shall be approved annually and shall be
1105 implemented as a new, amended, or continued school improvement
1106 plan.

1107

1108 D. School employees, in conjunction with the School Board shall develop
1109 the plan.

1110

1111 E. A communication program, to inform the public about student
1112 performance and educational programs in school reports.

1113

1114 F. Funds for schools to develop and implement school improvement plans.

1115

1116 II. An approval process.

1117

1118 Initial approval and subsequent annual approvals of school improvement
1119 plans shall be reviewed and approved or disapproved by the School Board.

1120

1121 III. The Director or designee, upon the School Board's approval, may request
1122 waiver of any law, specified in Florida Statutes, or State School Board of
1123 Education rules in order to facilitate innovative practices and to allow local
1124 selection of educational methods in implementing the system for school
1125 improvement and education accountability. The request shall be directed
1126 to the Commissioner of Education and shall include a statement regarding
1127 performance standards for ensuring maximum accountability.

- 1128 IV. A communication program to inform the public about student
1129 performance and educational programs in school reports.
- 1130 V. Funds for Florida State University Schools to develop and implement
1131 school improvement plans.
- 1132 VI. Reporting Procedures
- 1133 A. To provide the Department of Education with annual feedback on
1134 the progress of implementing and maintaining a system of school
1135 improvement and education accountability. Items specified in
1136 section 1001.42, Florida Statutes, shall be included in all feedback
1137 reports.
- 1138 B. To provide parents with the school financial report including the
1139 average amount of money spent per student in the school.

1140

1141 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

1142

1143 **LAWS IMPLEMENTED:** 24.121(5)(C), 1001.10, 1001.42, 1001.43,
1144 1001.452, 1002.20, 1003.413, 1008.33, 1008.345,
1145 1008.385, 1010.01, 1011.01, F.S

1146 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.09981

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1150 **HISTORY:** 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16
1151 **ADOPTED:** 12/13/16
1152 **REVISION DATE(S):** 12/12/17
1153 **FORMERLY:** 2.14

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1162 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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2.261

FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT

1. FSUS administration is encouraged to strengthen family involvement and family empowerment in the school. FSUS administration 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.
2. FSUS administration 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.
3. FSUS administration will communicate parental choices and responsibilities to parents.

- 1193 4. FSUS administration will provide professional development opportunities
1194 for staff members to enhance understanding of effective parent
1195 involvement strategies through the School’s professional development
1196 plan.
- 1197 5. FSUS administration will conduct, with the involvement of parents, an
1198 annual evaluation of the content and effectiveness of this policy:
- 1199 A. To determine the effectiveness in increasing parent participation;
1200 B. To identify barriers to greater parent participation; and
1201 C. To report the findings to the State Board of Education.
- 1202 6. FSUS administration will use the findings of the evaluations in designing
1203 strategies for school improvement and revising, if necessary, the parent
1204 involvement policies.

1205

1206 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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1208 **LAWS IMPLEMENTED:** 1001.01, 1001.10, 1001.42, 1001.51, 1001.54, 1002.20,
1209 1002.23, 1003.33, 1006.07, 1008.25, 1012.72, 1012.98, F.S.

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ADOPTED: 1/8/2013
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2.27

SPECIAL COMMITTEES OF THE BOARD

- (1) Special committees may be appointed by the 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 Board accepts the committee’s final report. Each 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 Board committees shall be open to the public.
- (2) Special committees or individuals that serve on special committees shall take no action that is binding upon the Board.

STATUTORY AUTHORITY: 230.22(2); 230.23(17), F.S.

LAWS IMPLEMENTED: 230.22(5); 230.23005(10), F.S.

**HISTORY:
ADOPTED: 3/28/01
REVISION DATE(S):
FORMERLY:**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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2.28

SCHEDULE FOR LEGAL ADVERTISEMENTS

- (1) The Florida State University Schools 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.
- (2) Notification to all appropriate agencies and individuals to amend, adopts, or repeal a policy shall be given proper notice prior to the date of intended action.
- (3) Annually the tentative budget shall be posted on the School’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): 1/10/12
FORMERLY: 2.02**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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2.40

LEGAL COUNSEL - BOARD

The Board shall obtain an attorney, from outside its own membership, who shall act as legal advisor to the Board and the Director. 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 Board.

STATUTORY AUTHORITY: **230.22(2); 230.23(17), F.S.**

LAWS IMPLEMENTED: **230.22(1)(4); 230.23005(6),(10) F.S.**

**HISTORY:
ADOPTED: 3/28/01
REVISION DATE(S):
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**FLORIDA STATE UNIVERSITY SCHOOLS
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2.41

LEGAL COUNSEL - DIRECTOR

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

STATUTORY AUTHORITY: **230.22(2); 230.23(17), F.S.**

LAWS IMPLEMENTED: **230.234; 230.23005(6),(10) F.S.**

**HISTORY:
ADOPTED: 3/28/01
REVISION DATE(S):
FORMERLY:**

1365 FLORIDA STATE UNIVERSITY SCHOOLS
1366 POLICY MANUAL
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1369 2.50
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1371 SCHOOL BOARD PARTICIPATION IN ACTIVITIES
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1373

1374 Florida charter school law requires the training of the charter schools' governing
1375 board members. Participation in planned orientation training and other board
1376 development activities that include Department of education approved training in
1377 government in the sunshine, conflicts of interest, ethics, and financial
1378 responsibility meets this requirement.

1379
1380 (3) Each member of the Board of Directors of the Florida State
1381 University Schools, Inc. is encouraged to participate in the
1382 activities and programs conducted by state, regional, and
1383 national associations of the school board including charter school
1384 organizations.

1385 (4) The Director shall include an amount in each proposed annual
1386 budget to cover expenses to support the participation of the
1387 Board in activities and programs conducted by the state and
1388 other organizations AS THE Board of Directors chooses.

1389 (5) Any reimbursement for Board member travel outside of the state
1390 of Florida must be approved in advance by the Board
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1397 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
1398 **LAWS IMPLEMENTED:** 1001.41, 1001.43, 1002.33(9)(k)4, F.S.

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HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

1440 **FLORIDA STATE UNIVERSITY SCHOOLS**

1441 FLORIDA STATE UNIVERSITY SCHOOLS
1442 POLICY MANUAL
1443 BOARD GOVERNANCE AND ORGANIZATION
1444 CHAPTER 2.0

1446 2.60*+

1448 **PROGRAM OF AWARDS**

1449
1450 The Director or designee shall establish a program of awards for approval by the
1451 Florida State University Schools Board.

1452
1453 (1) Individuals who are eligible for receiving an award shall include:

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1455 (a) Employees with long and meritorious service or
1456 distinguished service in the performance of duty.

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1458 (b) Students who have excelled in scholarship, athletics, music,
1459 subject matter areas, citizenship, attendance, and any other
1460 areas recommended by the Director or designee and
1461 approved by the School Board.

1462
1463 (c) School volunteers or advisory council members who have
1464 contributed outstanding and meritorious service.

1465
1466 (2) The criteria for awards granted at individual schools shall be
1467 established by the administrative and the instructional staff, and
1468 shall be submitted in writing to the Director or designee.

1470 (3) The criteria for awards distributed at the School level shall be
1471 developed by the Director or designee with the assistance of
1472 representatives of the supervisory, administrative, instructional, and
1473 non-instructional staffs.

1474
1475 (4) Non-monetary awards may be in the form of a certificate, plaque,
1476 ribbon, photograph, medal, trophy, or any appropriate award.

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1478 (5) The amount of a monetary award shall be established by the School
1479 Board pursuant to Florida Statutes.

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1481 (6) An Academic Scholarship Signing Day shall be established to
1482 recognize outstanding academic achievement

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1486 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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1488 **LAWS IMPLEMENTED:** 1001.43, 1012.22, F.S.

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1492 **HISTORY:**
1493 **ADOPTED:**
1494 **REVISION DATE(S):**
1495 **FORMERLY: 2.03**

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1500 **FLORIDA STATE UNIVERSITY SCHOOLS**

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
BOARD GOVERNANCE AND ORGANIZATION
CHAPTER 2.0

2.70

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

I. Policy Against Discrimination

A. The FSUS School Board prohibits all forms of unlawful discrimination against students, employees and other persons in all aspects of the school’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 FSUS 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.

- 1531 B. Pursuant to 1002.32(4), a lab school may establish and implement
1532 an admissions process that is designed to result in a representative
1533 sample of public school enrollment based on gender, race,
1534 socioeconomic status, and academic ability.
- 1535 C. The School Board prohibits retaliation by any District personnel
1536 against a person for reporting, filing or being a witness in a
1537 discrimination (including harassment) charge, complaint,
1538 investigation or lawsuit associate or in connection with this policy.
- 1539 D. Established grievance procedures and appropriate discrimination
1540 complaint forms are available from the Office of Civil Rights &
1541 Equity (Professional Standards), Student Support Services or the
1542 Equity Coordinator at each school/ district office.

1543 Complaints/inquiries regarding compliance with these regulations may be
1544 submitted in writing to:

- 1545 1. For Employee – FSU’s Office of Equity, Diversity and
1546 Inclusion (Michelle Douglas, 850-644-7950)
- 1547 2. For Students – Student Support Services at (245-3700)
- 1548 3. Job applicants with disabilities requesting accommodations
1549 under the American with Disabilities Act (ADA) may
1550 contact FSU Human Resources at (850-645-1458)
- 1551 4. Current School District employees with disabilities
1552 requesting accommodations under the ADA may contact
1553 FSU Human Resources at (850-645-1458)

1554

1555 II. Policy Against Sexual Harassment or Other Forms of Harassment
1556 Prohibited by Law

- 1557 A. The FSUS School Board desires to maintain an academic and work
1558 environment in which all employees, volunteers, and students are
1559 treated with respect and dignity. A vital element of this
1560 atmosphere is the FSUS Board’s commitment to equal

1561 opportunities and the prohibition of discriminatory practices. The
1562 FSUS Board’s prohibition against discriminatory practices includes
1563 prohibitions against sexual harassment, or any other form of
1564 harassment based upon a person’s membership in a protected class
1565 and specifically prohibited by applicable state or federal law. The
1566 School Board forbids sexual harassment, or any other form of
1567 illegal harassment, of any employee, student, volunteer or visitor.
1568 The FSUS Board will not tolerate sexual harassment, or any other
1569 form of illegal harassment by any of its employees, students,
1570 volunteers or agents.

1571 B. The prohibition against discrimination including sexual and other
1572 forms of illegal harassment shall also apply to nonemployee
1573 volunteers who work subject to the control of school authorities,
1574 and to all vendors or service providers who have access to School
1575 Board facilities.

1576 III. Policies, procedures and definitions related to other discrimination or
1577 illegal harassment for employees can be found at Florida State
1578 University’s Office of Human Resources website.

1579 IV. Definitions

1580 A. Compliance Officer is the person designated by the School Board to
1581 receive complaints of harassment referred by the FSUS Title IX
1582 Coordinator and oversees the investigation of those complaints as
1583 described below.

1584 B. Sexual harassment prohibited by Title IX means conduct on the
1585 basis of sex that satisfies one or more of the following:

1586 1. An employee of the School Board conditioning the provision
1587 of an aid, benefit, or service of the School Board on an
1588 individual’s participation in unwelcome sexual conduct
1589 (quid pro quo)

- 1590 2. Any unwanted or unwelcome conduct that a reasonable
1591 person would find so severe, pervasive and objectively
1592 offensive that it denies a person equal educational access.
- 1593 3. Reports of sexual assault, dating violence, domestic violence
1594 and stalking, as defined in the federal Violence Against
1595 Women Act do not need to meet the description of severe,
1596 pervasive and objectively offensive.
- 1597 C. Prohibited sexual harassment includes, but is not limited to,
1598 requests for sexual favors, and other verbal, visual or physical
1599 conduct of a sexual nature when
- 1600 1. Submission to the conduct is explicitly or implicitly made a
1601 term or condition of an individual's employment, academic
1602 status, or progress.
- 1603 2. Submission to or rejection of the conduct by an individual is
1604 used as the basis for employment or academic decisions
1605 affecting the individual.
- 1606 3. The conduct has the purpose or effect of having a negative
1607 impact on the individual's academic performance or
1608 employment, unreasonably interfering with the individual's
1609 education or employment, or creating an intimidating,
1610 hostile, or offensive educational or employment
1611 environment.
- 1612 4. Submission to or rejection of the conduct by the individual is
1613 used as the basis for any decision affecting the individual
1614 regarding any term or condition of employment,
1615 employment or academic benefits, or services, honors,
1616 programs, or activities available at or through the school.
- 1617 D. Types of conduct which are prohibited at FSUS and which may
1618 constitute sexual harassment include, but are not limited to

- 1619 1. Graphic verbal comments about an individual's body or
1620 appearance.
- 1621 2. Sexual jokes, notes, stories, drawings, pictures or gestures.
- 1622 3. Sexual slurs, leering, threats, abusive words, derogatory
1623 comments or sexually degrading descriptions.
- 1624 4. Unwelcome sexual flirtations or propositions for sexual
1625 activity or unwelcome demands for sexual favors, including
1626 but not limited to repeated unwelcome requests for dates.
- 1627 5. Spreading sexual rumors.
- 1628 6. Touching an individual's body or clothes (including one's
1629 own) in a sexual way, including, but not limited to,
1630 grabbing, brushing against, patting, pinching, bumping,
1631 rubbing, kissing, and fondling.
- 1632 7. Cornering or blocking normal movements.
- 1633 8. Displaying sexually suggestive drawings, pictures, written
1634 materials, and objects in the educational environment.

1635 V. Definition of Other Forms of Prohibited Harassment

- 1636 A. Illegal harassment on the basis of any other characteristic protected
1637 by state or federal law is strictly prohibited. This includes verbal or
1638 physical conduct that denigrates or shows hostility or aversion
1639 toward an individual because of his/her race (including ant-
1640 Semitism), color, religion, gender, national or ethnic origin, age,
1641 disability, marital status, sexual orientation, political or religious
1642 beliefs, citizenship, pregnancy or genetic information or any other
1643 distinguishing physical or personality characteristic protected by
1644 law and that
- 1645 1. Has the purpose or effect of creating an intimidating, hostile
1646 or offensive work or academic environment;
- 1647 2. Has the purpose or effect of interfering with an individual's
1648 work or academic performance; or

- 1649 3. Otherwise, adversely affects an individual's employment or
1650 academic performance.
- 1651 B. Examples of prohibited actions, which may constitute harassment
1652 include, but are not limited to, the following:
- 1653 1. Epithets, slurs or negative stereotyping; or
1654 2. Threatening, intimidating or hostile acts, such as physical
1655 acts of aggression against a person or his property; or
- 1656 3. Written or graphic material that denigrates or shows hostility or aversion
1657 toward an individual or group and that is placed on walls or elsewhere on the
1658 school or District office premises or circulated in the workplace or academic
1659 environment.
- 1660 V. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or
1661 Other Form of Illegal Harassment
- 1662 C. Procedures for Filing Complaints
- 1663 1. Any person who believes that he or she has been
1664 discriminated against, or placed in a hostile environment
1665 based on gender, marital status, sexual orientation, race,
1666 color, national or ethnic origin, religion, age, disability,
1667 political or religious beliefs, pregnancy or any other
1668 distinguishing physical or personality characteristics by an
1669 employee, volunteer, agent or student of FSUS should report
1670 the alleged harassment to the Title IX Coordinator or to any
1671 school personnel. The alleged harassment should be
1672 reported within sixty (60) days of alleged occurrence. The
1673 complaint should set forth a description of the alleged
1674 discriminatory actions/harassment, the time frame in which
1675 the alleged discrimination occurred, the person or persons
1676 involved in the alleged discriminatory actions, and any
1677 witnesses or other evidence relevant to the allegations in the
1678 complaint. Any school personnel who has notice that a

1679 student or other school personnel may have been a victim of
1680 prohibited harassment shall immediately report the alleged
1681 harassment to the Title IX Coordinator. The formal
1682 complaint must be resolved according to the federal
1683 regulations and FSUS processes that specifically apply to
1684 such formal complaints; and

1685 2. After receiving a complaint, the Title IX Coordinator makes
1686 an initial determination whether the allegations may be
1687 sexual harassment prohibited by Title IX. If they may be, the
1688 Title IX Grievance Process listed below is followed. If it does
1689 not meet the sexual harassment prohibited by Title IX, then
1690 the complaint is referred to the Compliance Officer who
1691 follows the procedures set forth below. The Title IX
1692 Coordinator will also determine whether the alleged
1693 harassment may also constitute criminal conduct and ensure
1694 that law enforcement officials are notified, if necessary. If
1695 the alleged harassment may also constitute child abuse, then
1696 it must be reported to the Department of Children and
1697 Families.

1698 3. The complaint should be filed with the School Principal, Site
1699 Administrator or Supervisor. Complaints filed with the
1700 Principal, Site Administrator, or supervisor must be
1701 forwarded to the District's Title IX Coordinator within five
1702 (5) days of the filing of the complaint. If the complaint is
1703 against the principal, site administrator, or supervisor, the
1704 complaint may be filed directly with the EEO (*Equity or
1705 Professional Standards coordinator) officer.

1706 4. If the complaint is against the District's District's Title IX
1707 Coordinator , the Director, or other member of the School

1708 Board, the complaint may be filed with the School Board
1709 Attorney.

1710

1711 D. Procedures for Processing Complaints of Harassment

1712 1. Complaints filed against persons other than the District's
1713 Title IX Coordinator, Director or member of the School
1714 Board.

1715 a. Upon receipt of the written complaint by the FSUS
1716 District's Title IX Coordinator , the FSUS District's
1717 Title IX Coordinator shall appoint an investigator to
1718 conduct an investigation of the allegations in the
1719 complaint. The investigation may be conducted by
1720 school personnel or a third party designated by FSUS.
1721 The investigation will be conducted within thirty (30)
1722 days. The investigator shall determine whether
1723 interim measures should be taken pending the
1724 outcome of the investigation. Such interim measures
1725 may include, but are not limited to, separating the
1726 alleged harasser and the person allegedly harassed.
1727 The investigator shall interview the complainant and
1728 the accused; interview any witnesses identified by the
1729 complainant, accused, or by other sources; take
1730 statements from all witnesses; and review any
1731 relevant documents or other evidence. Upon
1732 completing a review of all evidence relevant to the
1733 complaint, the investigator shall prepare a written
1734 summary of the investigation, and make a
1735 recommendation to the FSUS as to District's Title IX
1736 Coordinator whether there is reasonable cause to
1737 believe a violation of the FSUS's antidiscrimination

1738 policy has occurred. Copies of documents, evidence
1739 and witness statements which were considered in the
1740 investigation must be sent to the District's Title IX
1741 Coordinator along with the summary and
1742 recommendation.

1743 b. If the complaint is against the District's Title IX
1744 Coordinator , the School Board Attorney shall appoint
1745 an investigator, who shall conduct an investigation in
1746 the manner set forth in section V.B.1.a.

1747 c. The investigation, summary, relevant documents,
1748 witnesses' statements and recommendation should be
1749 completed and forwarded to the District's Title IX
1750 Coordinator within thirty (30) days, or to the School
1751 Board Attorney within thirty (30) days, if the
1752 complaint is against the District's Title IX Coordinator
1753 . The District's Title IX Coordinator , or School Board
1754 Attorney, respectively, shall review the investigation
1755 summary, evidence and recommendation, and
1756 determine within ten (10) days whether there is
1757 reasonable cause to believe a discriminatory practice
1758 occurred.

1759 d. If the District's Title IX Coordinator or School Board
1760 Attorney determines there is reasonable cause to
1761 believe a violation of the nondiscriminatory policy
1762 occurred, he or she shall within ten (10) days provide
1763 notice of the reasonable cause finding to the
1764 complainant and the accused. The District's Title IX
1765 Coordinator or School Board Attorney shall then
1766 forward the investigatory file, reasonable cause

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determination, and all related documents and evidence, to the Director.

- e. If the District’s Title IX Coordinator or School Board Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days notice of the finding of no reasonable cause to the complainant and accused. The complainant may request a no reasonable cause finding by the District’s Title IX Coordinator or School Board Attorney be reviewed by the Superintendent within ten (10) 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.
- f. The complainant will also be given an opportunity to meet with the Director and District’s Title IX Coordinator /School Board Attorney to present his or her position. The Director and District’s Title IX Coordinator /School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Director shall within ten (10) days of receipt of the notice make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- g. If review by the Director is not timely requested, the District’s Title IX Coordinator or School Board

1796 Attorney's determination of no reasonable cause shall
1797 be final.

1798 h. The accused may request, within ten (10) days of
1799 receipt of a notice of a finding of reasonable cause,
1800 that the determination be reviewed by the Director.
1801 The request must include a written statement
1802 expressing the accused's position on the complaint
1803 and findings, and address any facts, statements or
1804 evidence which he or she submits are inaccurate. The
1805 accused will be given an opportunity to meet with the
1806 Director and the District's Title IX Coordinator
1807 /School Board Attorney to present his or her position.
1808 The Director and District's Title IX Coordinator
1809 /School Board Attorney must within ten (10) days of
1810 receipt of the notice prepare a memorandum
1811 summarizing the content of the meeting to be
1812 included in the complaint file.

1813 i. If review by the Director is not timely requested, the
1814 District's Title IX Coordinator or School Board
1815 Attorney's determination of no reasonable cause shall
1816 be final.

1817 j. After providing the opportunity for an informal
1818 hearing as referenced in section V.B.1.h., the Director
1819 shall evaluate all the evidence, the investigation
1820 summary, recommendations and findings, along with
1821 any input by the accused and complainant, and make
1822 a final determination as to whether there is reasonable
1823 cause to support the complainant's allegations. He or
1824 she shall then determine any necessary disciplinary,
1825 remedial, or other action. Notice of the final

1826 disposition of the complaint and any disciplinary
1827 and/or remedial action shall within ten (10) days of
1828 the informal hearing be forwarded to the accused and
1829 the complainant, and a copy of the notice will be filed
1830 with and maintained in the office of the FSUS
1831 District's Title IX Coordinator and FSUS Human
1832 Resources.

1833 k. All employees shall cooperate with any investigation
1834 of alleged harassment conducted under this policy or
1835 by an appropriate state or federal agency.

1836 l. Employees may choose to pursue their complaints
1837 through the relevant employee grievance procedure
1838 instead of the complaint procedure in this policy.

1839 2. Complaints against School Board Members or against the
1840 Director

1841 a. Complaints against School Board Members or the
1842 Director shall be filed with the School Board
1843 Attorney. The School Board Attorney will within
1844 twenty (20) days appoint an outside, independent
1845 investigator to conduct an investigation and make a
1846 recommendation as to whether a discriminatory
1847 practice has occurred. It is recommended, but not
1848 mandatory, that the investigator be an attorney
1849 familiar with federal and state law prohibiting
1850 discrimination on the basis of a protected status.

1851 b. The complainant and accused shall be interviewed by
1852 the outside investigator. Both shall provide written
1853 lists of witnesses to be interviewed, and documents or
1854 other evidence to be reviewed as relevant to the
1855 complaint. The investigator shall interview all

1856 witnesses identified by the complainant or accused, in
1857 addition to witnesses with relevant knowledge which
1858 the investigator may discover from other sources.
1859 The investigator shall also review relevant documents
1860 and other evidence. The investigator shall within
1861 twenty (20) days of receiving the complaint prepare a
1862 written summary of his or her investigation, and a
1863 recommendation to the School Board Attorney as to
1864 whether there is reasonable cause to believe that a
1865 discriminatory practice may have occurred.

1866 c. If reasonable cause is recommended by the
1867 investigator against a School Board Member or an
1868 elected Superintendent, the recommendation shall
1869 within twenty (20) days be forwarded to the
1870 Governor's office to determine if there is evidence
1871 that a misfeasance or malfeasance of office occurred.
1872 The Governor's office will be responsible for taking
1873 any necessary action in accordance with applicable
1874 law with reference to an elected official. The School
1875 Board shall receive and make the final determination
1876 if the Superintendent is appointed by the Board.

1877 d. A finding of no reasonable cause by the outside
1878 investigator, which is reviewed and confirmed by the
1879 School Board Attorney shall be final. In compliance
1880 with Florida Statute, the investigation file shall
1881 become public record and the Director or School
1882 Board Member shall answer to their community.

1883 e. Penalties for Confirmed Discrimination or
1884 Harassment

1885 f. Student - A substantiated allegation of discrimination
1886 or harassment against a student shall subject that
1887 student to disciplinary action consistent with the
1888 Code of Student Conduct.

1889 g. Employee or Volunteer - A substantiated allegation of
1890 discrimination or harassment against an employee
1891 may result in disciplinary actions including
1892 termination and referral to appropriate law
1893 enforcement authorities. A volunteer shall be
1894 removed from service and a referral may be made to
1895 appropriate law enforcement authorities.

1896 E. Limited Exemption from Public Records Act and Notification of
1897 Parents of Minors

1898 1. To the extent possible, complaints will be treated as
1899 confidential and in accordance with Florida Statutes and the
1900 Family Educational Rights and Privacy Act (FERPA).
1901 Limited disclosure may be necessary to complete a thorough
1902 investigation as described above. The District's obligation to
1903 investigation and take corrective action may supersede an
1904 individual's right to privacy.

1905 2. The parents of a person under the age of 18 who has filed a
1906 complaint of discrimination and/or harassment shall be
1907 notified within three (3) days of receipt of a complaint.

1908 VI. Sexual Harassment Prohibited by Title IX

1909 A. Definitions

1910 1. Complainant means an individual who is alleged to be the
1911 victim of conduct that could constitute sexual harassment
1912 prohibited by Title IX.

1913 2. Formal complaint means a document filed by a complainant
1914 or signed by the Title IX Coordinator alleging sexual

1915 harassment prohibited by Title IX against a respondent and
1916 requesting that the allegation be investigated. A formal
1917 complaint may be filed with the Title IX Coordinator in
1918 person, by mail, or by electronic mail. When the Title IX
1919 coordinator signs a formal complaint, the Title IX
1920 Coordinator is not a complainant or otherwise a party. The
1921 allegations in a formal complaint must be investigated. In
1922 response to a formal complaint, the Title IX grievance
1923 process noted below is followed.

- 1924 3. Program or Activity includes locations, events or
1925 circumstances over which the School Board excises
1926 substantial control over both the respondent and the context
1927 in which the sexual harassment occurs.
- 1928 4. Respondent means an individual who has been reported to
1929 be the perpetrator of conduct that could constitute sexual
1930 harassment prohibited by Title IX.
- 1931 5. Supportive measures means non-disciplinary, non-punitive
1932 individualized services offered as appropriate, as reasonably
1933 available, and without fee or charge to the complainant or
1934 the respondent before or after the filing of a formal
1935 complaint or where no formal complaint has been filed.
1936 Such measures are designed to restore or preserve equal
1937 access to the School Board's education program or activity
1938 without unreasonably burdening the other party, including
1939 measures designed to protect the safety of all parties or the
1940 educational environment, or deter sexual harassment.
1941 Supportive measures may include counseling, extensions of
1942 deadlines or other course-related adjustments, modifications
1943 of work or class schedules, campus escort services, mutual
1944 restrictions on contact between the parties, changes in work

1945 locations, leaves of absence, increased security or monitoring
1946 of parts of campus, and other similar measures. Any
1947 supportive measures provided to the complainant or
1948 respondent are maintained as confidential, to the extent that
1949 maintaining such confidentiality does not impair the ability
1950 to provide supportive measures. The Title IX Coordinator is
1951 responsible for coordinating the effective implementation of
1952 supportive measures.

1953 B. Title IX Complaint (Grievance) Process

- 1954 1. Any person may report sex discrimination prohibited by
1955 Title IX, including sexual harassment (whether or not the
1956 person reporting is the person alleged to be the victim of
1957 conduct that could constitute sex discrimination or sexual
1958 harassment), in person, by mail, by telephone, or by
1959 electronic mail, using the contact information listed for the
1960 Title IX Coordinator or by any other means that results in
1961 the Title IX Coordinator receiving the person's verbal or
1962 written report. Such a report may be made at any time,
1963 including non-business hours, by using the telephone
1964 number or electronic mail address, or by mail to the office
1965 address listed for the Title IX Coordinator.
- 1966 2. Complainants and respondents are treated equitably by
1967 offering supportive measures to a complainant and by
1968 following this grievance process before the imposition of any
1969 disciplinary sanctions or other actions that are not
1970 supportive measures against a respondent.
- 1971 3. The Title IX Coordinator promptly contacts the complainant
1972 to discuss the availability of supportive measures, consider
1973 the complainant's wishes with respect to supportive
1974 measures, inform the complainant of the availability of

1975 supportive measures with or without the filing of a formal
1976 complaint, and explain the process for filing a formal
1977 complaint.

1978 4. Nothing herein precludes a respondent from being removed
1979 from the School's education program or activity on an
1980 emergency basis, provided that an individualized safety and
1981 risk assessment determines that an immediate threat to the
1982 physical health or safety of any student or other individual
1983 arising from the allegations of sexual harassment justifies
1984 removal, and that the respondent is provided with notice
1985 and an opportunity to challenge the decision immediately
1986 following the removal.

1987 5. Nothing herein precludes a non-student employee
1988 respondent from being placed on administrative leave
1989 during the pendency of a grievance process.

1990 6. This grievance process treats complainants and respondents
1991 equitably by providing remedies to complainant where a
1992 determination of responsibility for sexual harassment has
1993 been made against the respondent, and by following this
1994 process before the imposition of any disciplinary sanctions
1995 or other actions that are not supportive measures against a
1996 respondent. Remedies are designed to restore or preserve
1997 equal access to the School's education program or activity.

1998 7. The respondent is presumed not responsible for the alleged
1999 conduct until a determination regarding responsibility is
2000 made at the conclusion of the grievance process.

2001 8. All relevant evidence is evaluated objectively, including both
2002 inculpatory and exculpatory evidence. Credibility
2003 determinations are not based on a person's status as a
2004 complainant, respondent, or witness.

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9. Any Title IX Coordinator, investigator, decision-maker, or any person who facilitates an informal resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
 10. Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment prohibited by Title IX, the scope of the School's education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, and how to serve impartially, including by avoiding pre-judgment of the facts at issue, conflicts of interest, and bias. Decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.
 11. A finding of responsibility may result in disciplinary action up to and including expulsion for students or dismissal of employees.
 12. The standard of evidence used to determine responsibility is preponderance of the evidence.
 13. This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

- 2035 14. Notice of allegations
- 2036 a. On receipt of a formal complaint, the Title IX
- 2037 coordinator gives the following written notice to the
- 2038 parties who are known:
- 2039 (1) notice of the grievance process, including any
- 2040 informal resolution process, and
- 2041 (2) notice of the allegations of sexual harassment
- 2042 potentially constituting sexual harassment
- 2043 prohibited by Title IX, including sufficient
- 2044 details known at the time and with sufficient
- 2045 time to prepare a response before any initial
- 2046 interview. Sufficient details include the
- 2047 identities of the parties involved in the
- 2048 incident, if known, the conduct allegedly
- 2049 constituting sexual harassment prohibited by
- 2050 Title IX, and the date and location of the
- 2051 alleged incident, if known.
- 2052 15. The Written Notice
- 2053 a. includes the identities of parties involved;
- 2054 b. includes the conduct allegedly constituting sexual
- 2055 harassment;
- 2056 c. includes the date and location of the alleged incident;
- 2057 d. a statement that the respondent is presumed not
- 2058 responsible for the alleged conduct and that a
- 2059 determination regarding responsibility is made at the
- 2060 conclusion of the grievance process;
- 2061 e. informs the parties that they may have an advisor of
- 2062 their choice, who may be, but is not required to be, an
- 2063 attorney, and may inspect and review evidence; and

- 2064 f. informs the parties of any provisions in the School
2065 Board's code of conduct or the superintendent's
2066 Standards of Student Conduct that prohibit
2067 knowingly making false statements or knowingly
2068 submitting false information during the grievance
2069 process.
- 2070 g. If, in the course of an investigation, the investigator
2071 decides to investigate allegations about the
2072 complainant or respondent that are not included in
2073 the notice previously provided, notice of the
2074 additional allegations is provided to the parties
2075 whose identities are known.
- 2076 16. Dismissal of formal complaints
- 2077 a. A formal complaint or any allegations therein must be
2078 dismissed if the conduct alleged in the complaint
2079 would not constitute sexual harassment prohibited by
2080 Title IX even if proved; or did not occur in the
2081 School's education program or activity; or did not
2082 occur against a person in the United States.
- 2083 b. Such a dismissal does not preclude action under
2084 another provision of the School Board's code of
2085 conduct.
- 2086 c. A formal complaint or any allegations therein may be
2087 dismissed if at any time during the investigation: a
2088 complainant notifies the Title IX Coordinator in
2089 writing that the complainant would like to withdraw
2090 the formal complaint or any allegations therein; the
2091 respondent is no longer enrolled or employed by the
2092 School Board; or specific circumstances prevent the
2093 School Board from gathering evidence sufficient to

2094 reach a determination as to the formal complaint or
2095 allegations therein.

2096

2097 17. Investigation of formal complaint

2098 a. When investigating a formal complaint and
2099 throughout the grievance process, the burden of proof
2100 and the burden of gathering evidence sufficient to
2101 reach a determination regarding responsibility rests
2102 on the School Board and not on the parties provided
2103 that a party's records that are made or maintained by
2104 a physician, psychologist, or other recognized
2105 professional or paraprofessional acting in the
2106 professional's or paraprofessional's capacity, or
2107 assisting in that capacity, and which are made and
2108 maintained in connection with the provision of
2109 treatment to the party are not accessed, considered,
2110 disclosed or otherwise used without the voluntary,
2111 written consent of the party's parent, or the party if
2112 the party is an eligible student, to do so for this
2113 grievance procedure.

2114 b. The parties have an equal opportunity to present
2115 witnesses, including fact and expert witnesses, and
2116 other inculpatory and exculpatory evidence.

2117 c. The ability of the parties to discuss the allegations
2118 under investigation or to gather and present relevant
2119 evidence is not restricted.

2120 d. The parties have the same opportunities to have
2121 others present during any grievance proceeding,
2122 including the opportunity to be accompanied to any
2123 related meeting or proceeding by the advisor of their

2124 choice, who may be, but is not required to be, an
2125 attorney. The choice or presence of advisor for either
2126 the complainant for respondent is not limited in any
2127 meeting or grievance proceeding.

2128 e. Any party whose participation is invited or expected
2129 is provided written notice of the date, time, location,
2130 participants, and purpose of all investigative
2131 interviews or other meetings with sufficient time for
2132 the party to prepare to participate.

2133 f. The investigator provides both parties an equal
2134 opportunity to inspect and review any evidence
2135 obtained as part of the investigation that is directly
2136 related to the allegations raised in a formal complaint,
2137 including the evidence which will not be relied upon
2138 in reaching a determination regarding responsibility
2139 and inculpatory or exculpatory evidence whether
2140 obtained from a party or other source, so that each
2141 party can meaningfully respond to the evidence prior
2142 to conclusion of the investigation. Prior to the
2143 completion of the investigative report, the
2144 investigator must send to each party and the party's
2145 advisor, if any, the evidence subject to inspection and
2146 review in an electronic format or a hard copy, and the
2147 parties must have at least 10 days to submit a written
2148 response, which the investigator will consider prior to
2149 completion of the investigative report.

2150 g. The investigator creates an investigative report that
2151 fairly summarizes relevant evidence and, at least 10
2152 days prior to the time a determination regarding
2153 responsibility is made, sends to each party and the

2154 party's advisor, if any, the investigative report in an
2155 electronic format or a hard copy, for their review and
2156 written response.

2157 h. After the investigator has sent the investigative report
2158 to the parties and before reaching a determination
2159 regarding responsibility, the decision-maker must
2160 afford each party the opportunity to submit written,
2161 relevant questions that the party wants asked of any
2162 party or witness, provide each party with the
2163 answers, and allow for additional, limited follow-up
2164 questions from each party. Questions and evidence
2165 about the complainant's sexual predisposition or
2166 prior sexual behavior are not relevant, unless such
2167 questions and evidence about the complainant's prior
2168 sexual behavior are offered to prove that someone
2169 other than the respondent committed the conduct
2170 alleged by the complainant, or if the questions and
2171 evidence concern specific incidents of the
2172 complainant's prior sexual behavior with respect to
2173 the respondent and are offered to prove consent. The
2174 decision-maker(s) must explain to the party
2175 proposing the question any decision to exclude a
2176 question as not relevant.

2177 18. Determination regarding responsibility

2178 a. The decision-maker, who cannot be the same person
2179 as the Title IX Coordinator or the investigator, must
2180 issue a written determination regarding
2181 responsibility.

2182 b. The written determination must include:

- 2183 (1) identification of the allegations potentially
2184 constituting sexual harassment prohibited by
2185 Title IX;
- 2186 (2) a description of the procedural steps taken
2187 from the receipt of the formal complaint
2188 through the determination, including any
2189 notifications to the parties, interviews with
2190 parties and witnesses, site visits, and methods
2191 used to gather other evidence; findings of fact
2192 supporting the determination;
- 2193 (3) conclusions regarding the application of the
2194 School Board's code of conduct to the facts;
- 2195 (4) a statement of, and rationale for, the result as
2196 to each allegation including a determination
2197 regarding responsibility, any disciplinary
2198 sanctions the School Board imposes on the
2199 respondent, and whether remedies designed to
2200 restore or preserve equal access to the School
2201 Board's education program or activity will be
2202 provided to the complainant; and the
2203 procedures and permissible bases for the
2204 complainant and respondent to appeal.
- 2205 c. The decision-maker must provide the written
2206 determination regarding responsibility to the parties
2207 simultaneously.
- 2208 d. The determination regarding responsibility becomes
2209 final either on the date that the parties are provided
2210 with the written determination of the result of the
2211 appeal, if an appeal is filed, or, if an appeal is not

2212 filed, the date on which an appeal would no longer be
2213 considered timely.

2214 e. The Title IX Coordinator is responsible for effective
2215 implementation of any remedies.

2216 19. Appeals

2217 a. Either party may appeal from a determination
2218 regarding responsibility or from a dismissal of a
2219 formal complaint or any allegations therein, for the
2220 following reasons:

2221 (1) procedural irregularity that affected the
2222 outcome of the matter;

2223 (2) new evidence that was not reasonably
2224 available at the time the determination
2225 regarding responsibility or dismissal was
2226 made, that could affect the outcome of the
2227 matter; and

2228 (3) the Title IX Coordinator, investigator, or
2229 decision-maker had a conflict of interest or bias
2230 for or against complainants or respondents
2231 generally or the individual complainant or
2232 respondent that affected the outcome of the
2233 matter.

2234 b. Notification of appeal must be given in writing to the
2235 Title IX Coordinator.

2236 c. As to all appeals, the Title IX Coordinator

2237 (1) notifies the other party in writing when an
2238 appeal is filed and implements appeal
2239 procedures equally for both parties;

2240 (2) ensures that the decision-maker for the appeal
2241 is not the same person as the decision-maker

2242 that reached the determination regarding
2243 responsibility or dismissal, the investigator, or
2244 the Title IX Coordinator; and ensures that the
2245 decision-maker for the appeal complies with
2246 the standards set forth in Title IX and this
2247 policy.

- 2248 d. The appeal decision-maker
 - 2249 (1) gives both parties a reasonable, equal
2250 opportunity to submit a written statement in
2251 support of, or challenging, the outcome;
 - 2252 (2) reviews the evidence gathered by the
2253 investigator, the investigator's report, and the
2254 decision-maker's written decision;
 - 2255 (3) issues a written decision describing the result
2256 of the appeal and the rationale for the result;
2257 and provides the written decision
2258 simultaneously to both parties and the Title IX
2259 Coordinator.

2260 20. Timelines

- 2261 a. The investigative report will be provided to the
2262 parties within 35 days from the date the formal
2263 complaint is filed.
- 2264 b. A decision will be issued within 10 working days
2265 from the date the investigative report is submitted to
2266 the decision-maker.
- 2267 c. Either party may appeal within 5 working days from
2268 the date the written determination regarding
2269 responsibility is given to the parties.
- 2270 d. Any appeal will be resolved within 15 calendar days
2271 from the filing of the appeal.

- 2272 e. If the parties agree to an informal resolution process,
2273 these deadlines are tolled from the time one party
2274 requests an informal resolution process until either
2275 the time the other party responds, if that party does
2276 not agree to the informal resolution process, or until
2277 either party withdraws from the informal resolution
2278 processed.
- 2279 f. Temporary delays of the grievance process or the
2280 limited extension of time frames for good cause with
2281 written notice to the complainant and the respondent
2282 of the delay or extension and the reasons for the
2283 action are permitted. Good cause may include
2284 considerations such as the absence of a party, a
2285 party's advisor, or a witness; concurrent law
2286 enforcement activity; disciplinary processes required
2287 by law or School Board policy; or the need for
2288 language assistance or accommodation of disabilities.

2289

2290 VII. Informal Resolution Process

- 2291 A. At any time during the formal complaint process and prior to
2292 reaching a determination regarding responsibility, the parties may
2293 participate in an informal resolution process, such as mediation,
2294 that does not involve a full investigation and determination of
2295 responsibility. When one party requests an informal resolution
2296 process, the other party must respond to the request within 3 days.
2297 The informal resolution process must be completed within 10 days
2298 of the agreement to participate in the process.
- 2299 B. The informal resolution process may be facilitated by a trained
2300 educational professional, consultant, or other individual selected
2301 by the Title IX Coordinator under the following conditions:

- 2302 1. The parties are provided a written notice disclosing the
2303 allegations, the requirements of the informal resolution
2304 process, including the circumstances under which it
2305 precludes the parties from resuming a formal complaint
2306 arising from the same allegations; provided, however that at
2307 any time prior to agreeing to a resolution, any party has the
2308 right to withdraw from the informal resolution process,
2309 resume the grievance process with respect to the formal
2310 complaint, and be informed of any consequences resulting
2311 from participating in the informal resolution process,
2312 including the records that will be maintained or could be
2313 shared;
- 2314 2. The parties, voluntarily and in writing, consent to the
2315 informal resolution process; and
- 2316 3. The informal resolution process cannot be used to resolve
2317 allegations that an employee sexually harassed a student.
- 2318 C. If the matter is resolved to the satisfaction of the parties, the
2319 facilitator shall document the nature of the complaint and the
2320 resolution, have both parties sign the document and receive a copy,
2321 and forward it to the title IX Coordinator. If the matter is not
2322 resolved, the formal complaint process is resumed.
- 2323 D. Parties cannot be required to participate in an informal resolution
2324 process.
- 2325 E. An informal resolution process is not offered unless a formal
2326 complaint is filed.
- 2327 VIII. Training
- 2328 A. Training is mandatory for all school-based Title IX Coordinators,
2329 investigators, decision-makers, hearing officers, and appeals
2330 decision-makers.

2331 B. All training materials is available to the public on request and is
2332 located on the district's website.

2333 IX. Recordkeeping

2334 A. The School Board will maintain for a period of seven (7) years
2335 records of:

- 2336 1. Each investigation of allegations of sexual harassment
2337 prohibited by Title IX including any determination
2338 regarding responsibility and any audio or audiovisual
2339 recording or transcript, if any, required under the Title IX
2340 regulations, any disciplinary sanctions imposed on the
2341 respondent, and any remedies provided to the complainant
2342 designed to restore or preserve equal access to the school's
2343 education program or activity.
- 2344 2. Any Appeal and the result therefrom;
- 2345 3. Any informal resolution and the result therefrom; and
- 2346 4. All materials used to train Title IX Coordinators,
2347 investigators, decision-makers, and any person who
2348 facilitates an informal resolution process.
- 2349 5. For each response required under 34 C.F.R. §106.44, the
2350 School Board must create, and maintain for a period of seven
2351 (7) years, records of any actions, including any supportive
2352 measures, taken in response to a report or formal complaint
2353 of sexual harassment prohibited by Title IX. In each
2354 instance, the School Board will document the basis for its
2355 conclusion that its response was not deliberately indifferent,
2356 and document that it has taken measures designed to restore
2357 or preserve equal access to its education program or activity.
2358 If the School Board does not provide a complainant with
2359 supportive measures, then it will document the reasons why

2360 such a response was not clearly unreasonable in light of the
2361 known circumstances.

2362 X. Retaliation Prohibited

2363 A. Any act of retaliation against an individual who files a complaint
2364 alleging a violation of the District’s antidiscrimination policy
2365 and/or sexual or illegal harassment policy or who participates in
2366 the investigation of a discrimination complaint is prohibited.

2367 B. Retaliation may include, but is not limited to, any form of
2368 intimidation, reprisal or harassment based upon participation in
2369 the investigation of, or filing a complaint of discrimination.

2370

2371

2372 **STATUTORY AUTHORITY:** 120.54, 1001.41, 1001.42, 1012.23, F.S.

2373

2374 **LAWS IMPLEMENTED:** 112.51, 119.07, 760.01

2375 **ET SEQ. 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 108, 34 CFR**
2376 **200.43(C),P.L. 110-233**

2377

2378 **STATE BOARD OF EDUCATION RULE:** 6A-19.001 ET. SEQ.

2379

2380 **HISTORY:**

2381 **ADOPTED: 3/28/01**

2382 **REVISION DATE(S): 6/21/16; 8/10/21**

2383 **FORMERLY:**

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2390 **FLORIDA STATE UNIVERSITY SCHOOLS**

2391 FLORIDA STATE UNIVERSITY SCHOOLS
2392 POLICY MANUAL
2393 BOARD GOVERNANCE AND ORGANIZATION
2394 CHAPTER 2.0

2395 2.80

2396 **REPORTING CHILD ABUSE**

2397
2398 I. Definitions

2399
2400 A. *Abuse* means any willful or threatened act that results in any physical,
2401 mental or sexual injury or harm that causes, or is likely to cause the
2402 child's physical, mental, or emotional health to be significantly
2403 impaired. Abuse of a child includes acts or omissions. Corporal
2404 discipline of a child by a parent or legal custodian for disciplinary
2405 purposes does not in itself constitute abuse when it does not result in
2406 harm to the child.

2407
2408 B. *Abandonment* means a situation in which the parent or legal
2409 custodian of a child, or in absence of the parent or legal custodian, the
2410 caregiver responsible for the child's welfare, while being able, makes
2411 no provision for the child's support and makes no effort to
2412 communicate with the child, which situation is sufficient to evince a
2413 willful rejection of parental obligations.

2414
2415 C. *Neglect* occurs when a child is deprived of or is allowed to be
2416 deprived of, necessary food, clothing, shelter or medical treatment
2417 or a child is permitted to live in an environment when such
2418 deprivation or environment causes the child's physical, mental, or
2419 emotional health to be significantly impaired. The foregoing
2420 circumstances shall not be considered neglect if caused primarily by

2421 financial inability, unless actual services for relief have been offered
2422 and rejected. A parent or legal custodian legitimately practicing
2423 religious beliefs in accordance with a recognized church or religious
2424 organization who thereby does not provide specific medical
2425 treatment for a child shall not, for that reason alone, be considered
2426 a negligent parent or legal custodian.

2427

2428 D. *Parent* is either or both parents of a student, any guardian of a
2429 student, any person in a parental relationship to a student, or any
2430 person exercising supervisory authority over a student in place of the
2431 parent.

2432

2433 II. Prohibition Against Child Abuse, Abandonment or Neglect

2434

2435 The School Board strongly prohibits any action or omission constituting
2436 child abuse, neglect, or abandonment by any of its employees, agents,
2437 volunteers, or by other persons affiliated in any way with FSUS. Further,
2438 all employees, agents, and volunteers of the FSUS must comply with
2439 Florida law requiring reporting of child abuse, neglect, or abandonment.

2440

2441 III. Notification of Responsibility

2442

2443 A. A notice providing the following information shall be posted in a
2444 prominent place in a clearly visible location in a public area of
2445 each school:

2446

2447 1. All employees of FSUS have the responsibility to report all actual
2448 and suspected cases of child abuse, abandonment or neglect;
2449 immunity from liability if they report such cases in good faith; and the
2450 responsibility to comply with child protective investigations and all

2451 other provisions of law related to child abuse, abandonment or
2452 neglect.

2453

2454 2. Statewide toll-free telephone number for the central abuse hotline.

2455

2456 3. Instructions for calling 911 for emergencies.

2457

2458 4. Directions for accessing the Department of Children and Families
2459 website for additional information on reporting abuse, neglect and
2460 exploitation.

2461

2462 B. This information must be in English and Spanish, in large print,
2463 on an 11" by 17" sheet and posted at student eye level.

2464

2465 IV. Requirements for Reporting Child Abuse, Abandonment or Neglect

2466 A. Florida Statute extends the requirement for reporting to include the
2467 following:

2468 1. Physician, osteopathic physician, medical examiner,
2469 chiropractic physician, nurse, or hospital personnel engaged
2470 in the admission, examination, care or treatment of persons;

2471

2472 2. Health or mental health professional other than one listed in 1.;

2473

2474 3. Practitioner who relies solely on spiritual means for healing;

2475

2476 4. School teacher or other school official or personnel;

2477

2478 5. Social worker, day care center worker, or other professional
2479 child care, foster care, residential, or institutional worker; or

2480

2481 6. Law enforcement officer or judge who knows, or has reasonable
2482 cause to suspect, that a child is abused, abandoned, or neglected
2483 by a parent, legal custodian, caregiver, or other person
2484 responsible for the child's welfare, shall report such knowledge
2485 or suspicion to the Department of Children and Family Services.

2486

2487 B. Each report of known or suspected child abuse, abandonment, or
2488 neglect shall be made immediately to the Department of Children
2489 and Family Service's abuse hotline, on the single statewide toll-free
2490 telephone number. The teacher or staff member may also contact
2491 the principal, a school designee, district office or support person to
2492 let them know the case has been reported, and for their own
2493 documentation and protection file a District County Schools Child
2494 Abuse Incident Referral Report.

2495

2496 C. Reporters in the categories specified in A. above, will be required to
2497 provide their names to hotline staff. The extent of confidentiality of
2498 the reporter's name, with respect to the Department's records, is
2499 governed by Florida Statute.

2500

2501 D. In accordance with state law, the Department of Children and
2502 Family Services, in conjunction with applicable law enforcement
2503 agencies, are responsible for investigating allegations of child abuse,
2504 abandonment, or neglect.

2505

2506 E. Complaint Against FSUS Employee, Volunteer or Agent -
2507 1. If a complaint is made against an FSUS employee, volunteer,
2508 agent or other person affiliated with FSUS which, if true, would
2509 constitute child abuse, neglect or abandonment by that person, that
2510 complaint shall be immediately forwarded to the Director. The

2511 Director shall forward the complaint to the Department of Children
2512 and Family Services for investigation as provided by statute. The
2513 person accused of child abuse, abandonment or neglect may be
2514 suspended or reassigned from duties involving interaction with
2515 children pending investigation of the allegations. If the allegations
2516 are substantiated by the Department of Children and Family
2517 Services, the Director shall take appropriate disciplinary action.
2518 FSUS staff shall in good faith cooperate with, and participate only as
2519 directed by, the Department of Children and Family Services and law
2520 enforcement during the investigation, and with respect to any
2521 subsequent criminal proceedings.

2522
2523 2. Each school shall post in a prominent place at the school site and on
2524 each school's website the policies and procedures for reporting alleged
2525 misconduct by an instructional employee or school administrator
2526 which affects the health, safety or welfare of a student. The notice shall
2527 include the person to whom the misconduct should be reported and
2528 the penalties that will be imposed on instructional or school
2529 administrative staff who fail to report alleged or actual child abuse or
2530 misconduct.

2531
2532 F. When a report of child abuse, neglect or abandonment has been made
2533 to the Department of Children and Family Services or law
2534 enforcement agencies, a teacher, staff member, volunteer or agent
2535 should not take it upon himself/herself to interview the child, talk
2536 with the suspected abuser, discuss the allegations with other
2537 potential witnesses or otherwise investigate the case. Nor should
2538 a teacher, staff member, volunteer or agent divulge information
2539 relating to the complaint to persons other than school officials, the

2540 Child Protection Team, the Department of Children and Family
2541 Services, law enforcement, the State Attorney or other court
2542 designee. If a parent, caregiver, or legal guardian desires
2543 information related to a complaint of child abuse, that person should
2544 be directed to contact the Department of Children and Family
2545 Services and/or the applicable local law enforcement agency.

2546

2547 G. Florida Statute provides that a person required by state law to
2548 report child abuse, abandonment, or neglect, but who willingly and
2549 knowingly fails to do so, or prevents another from doing so, is guilty
2550 of a first degree misdemeanor. Likewise, knowingly and willingly
2551 filing a false report of child abuse, neglect, or abandonment or
2552 advising another to do so constitutes a third degree misdemeanor.

2553

2554 H. Child Abuse Prevention Training for FSUS employees, staff,
2555 volunteers shall be provided in compliance with and as specified
2556 in Florida Statute.

2557

2558 **STATUTORY AUTHORITY:** 120.54, 1001.41, 1001.42, F.S.

2559

2560 **LAWS IMPLEMENTED:** 39.01, 39.201, 39.202, 39.203, 39.205, 39.206,
2561 1000.21, 1001.43, 1006.061, F.S.

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FLORIDA STATE UNIVERSITY SCHOOLS

HISTORY:
ADOPTED: 1/8/2013
REVISION DATE(S): 6/21/16
FORMERLY:

2573 FLORIDA STATE UNIVERSITY SCHOOLS
2574 POLICY MANUAL
2575 BOARD GOVERNANCE AND ORGANIZATION
2576 CHAPTER 2.0

2578 2.90

2579 **TOBACCO AND NICOTINE USE ON SCHOOL CAMPUS**

2582 I. Purpose

2583 FSUS Leon recognizes that the use of tobacco products, including electronic
2584 smoking devices, is a health, safety, and environmental hazard for students,
2585 employees, parents, visitors, and school facilities. The School Board is
2586 committed to providing students, staff and visitors with a smoking and
2587 tobacco-free environment. The use of tobacco products on school grounds,
2588 in school buildings, in School District vehicles and facilities, on school
2589 property or at school-related or school-sponsored events is detrimental to
2590 the health and safety of students, employees, and visitors.

2592 II. **Applicability of Policy**

2593 This policy applies to students, employees, volunteers, parents, spectators,
2594 vendors, contractors, delivery persons, visitors and the public.

2596 III. **Definitions**

2597 For the purposes of this policy, the following definitions shall apply.

2598 A. "At any time" means twenty-four (24) hours a day, seven (7) days a
2599 week, 365 days a year.

- 2600 B. "Electronic smoking device" means any product containing or
2601 delivering nicotine, or any other substance, whether natural or
2602 synthetic, intended for human consumption through the inhalation
2603 of aerosol or vapor from the product. "Electronic smoking device"
2604 includes but is not limited to devices manufactured, marketed, or
2605 sold as e-cigarettes, e-cigars, e-pipes, vape pens, similar devices, or
2606 under any other product name or descriptor. "Electronic smoking
2607 device" also includes any component part of a product, whether or
2608 not marketed or sold separately, including but not limited to, e-
2609 liquids, e-juice, cartridges, or pods.
- 2610 C. "School property" means all facilities and property, including land,
2611 whether owned, rented, or leased by the Board, and also includes
2612 all vehicles owned, leased, rented, contracted for, or controlled by
2613 the Board and used for transporting students, staff, or visitors.
- 2614 D. "Tobacco product" means any product containing, made, or
2615 derived from tobacco or that contains nicotine, whether synthetic or
2616 natural, that is intended for human consumption, whether chewed,
2617 smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested
2618 by any other means, or any component, part, or accessory of a
2619 tobacco product, including but not limited to: cigarettes, electronic
2620 smoking devices, cigars, little cigars, and other kinds and forms of
2621 tobacco.

2622

2623 IV. **General Policy Statement**

- 2624 A. Students are prohibited from possessing, using, consuming,
2625 displaying, or selling any tobacco products, tobacco-related
2626 devices, electronic smoking devices, imitation tobacco products,
2627 chargers and other e-cigarette paraphernalia (including but not

2628 limited to batteries, mouthpieces, heating elements and cartridges)
2629 or lighters at any time on school property or at any school related
2630 or school-sponsored event.

2631 B. Administrators, staff, or visitors are prohibited from using,
2632 consuming, displaying, activating, or selling any tobacco products,
2633 tobacco-related devices, imitation tobacco products, chargers and
2634 other e-cigarette paraphernalia (including but not limited to
2635 batteries, mouthpieces, heating elements and cartridges) or lighters
2636 at any time on school property or at any school related or school-
2637 sponsored events. This includes products or paraphernalia
2638 displaying industry brands.

2639

2640 V. **Exception to this Policy**

2641 A. A school principal may permit tobacco products to be included in
2642 counseling, educational, instructional or research activities in the
2643 school building; provided that, the activity is conducted or
2644 supervised by a District employee overseeing the instruction or
2645 research and the activity does not involve smoking, chewing,
2646 vaping, or otherwise ingesting the product.

2647 B. A person may use or possess a product that has been approved by
2648 the U.S. Food and Drug Administration for sale as a tobacco
2649 cessation product, as a tobacco dependence product, or for other
2650 medical purposes, and if the product is being marketed and sold
2651 solely for such an approved purpose.

2652 VI. **Notification of Policy and Implementation**

2653 It is the responsibility of District and School administrators to provide:

- 2654 A. Appropriate signage will be posted in a manner and location on all
2655 District property that adequately notifies employees, students, parents,
2656 visitors, and the public of this policy.
- 2657 B. Written notice to students and parents/guardians in student
2658 handbooks and orientations.
- 2659 C. Written notice in staff handbooks, in orientations and employee or
2660 staff trainings, and when offering employment.
- 2661 D. Reminder announcements of this policy at school and District events,
2662 as appropriate.
- 2663 E. Written notice of the prohibition as provided in this policy in contracts
2664 with outside groups who use the school buildings and other facilities.

2665

2666 **VII. Tobacco Promotion Prohibited**

- 2667 A. Tobacco advertising is prohibited on school grounds, in all school-
2668 sponsored publications, on District vehicles and buses, and at all school-
2669 sponsored events. It is a violation of this policy for any person to promote
2670 tobacco products on the school property or at any school related or school
2671 sponsored events via the display of images of tobacco products on gear,
2672 technology accessories, bags, clothing, any personal articles, signs,
2673 structures, vehicles, flyers, or any other material.
- 2674 B. Acceptance of Tobacco Industry Gifts is prohibited. The Policy prohibits
2675 the district from soliciting or accepting gifts, contributions, materials, or
2676 curricula from the tobacco industry.

2677

2678 **VIII. Educational and Cessation Programs for Students and Employees**

- 2679 A. Prevention Education for Students. The administration will consult
2680 with the Safe Schools Department and other appropriate health

2681 organizations to identify and provide programs or opportunities for
2682 students to gain a greater understanding of the health hazards of
2683 tobacco use and the impact of tobacco use as it relates to providing a
2684 safe, orderly, clean, and inviting school environment. The
2685 administration will ensure that students in grades K-12 receive tobacco
2686 prevention education using sequential, age appropriate, current,
2687 accurate, evidenced based curricula and a skills-based approach
2688 (involving students in active "hands on" learning experiences).

2689 B. Cessation Support Programs for Students. The administration may
2690 consult with the Safe Schools Department, the Florida Tobacco
2691 Prevention Program (www.tobaccopreventiontraining.org), the Leon
2692 County Health Department, Employee Wellness in Risk & Benefits
2693 Management, the American Lung Association and other appropriate
2694 health organizations as needed to provide students and employees
2695 with information and access to support systems, tobacco use cessation
2696 programs, and services to encourage them to abstain from the use of
2697 tobacco products.

2698 C. Prevention and Cessation for Employees. Employees shall be advised
2699 as to the availability of related services available to them in the
2700 District's various Wellness programs in which they may choose to
2701 participate and as they may change from time to time.

2702

2703 IX. **Enforcement**

2704 The success of this policy depends upon the thoughtfulness, consideration, and
2705 cooperation of the entire school community. All individuals on school premises,
2706 including students, staff, administrators, and visitors, are responsible for
2707 adhering to and enforcing this policy. Members of the school community are
2708 encouraged to communicate this policy with courtesy and diplomacy. Any

2709 person acting in violation of this policy will be informed or reminded of the
2710 policy and asked to comply.

2711 A. Students. Consequences for engaging in prohibited behavior shall be
2712 as provided in the Student Code of Conduct.

2713 B. Employees. Consequences for employees who violate the tobacco use
2714 policy will be in accordance with personnel policies or any relevant
2715 collective bargaining agreement.

2716 C. Family members, volunteers, or visitors. Family members, volunteers
2717 or visitors who violate the policy must immediately discontinue using
2718 the tobacco product or electronic cigarette, or leave the premises. Law
2719 enforcement officers may be contacted to escort the person off the
2720 premises if the person refuses to leave the school property when
2721 requested to do so by District personnel.

2722

2723 **ADDITIONAL REFERENCE: FSU OPERATING PROCEDURE B-7**
2724 **UNIVERSITY SMOKING POLICY**

2725

2726 **STATUTORY AUTHORITY: 120.81.1001.32, 1001.41, 1001.42, F.S.**

2727

2728 **LAWS IMPLEMENTED: 1001.43, 386.201 – 386.209, F.S.**

2729

HISTORY:

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ADOPTED:

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REVISION DATE(S): 1/14/14; 9/13/22; 12/5/23

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FORMERLY: 2.0

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2735 **FLORIDA STATE UNIVERSITY SCHOOLS**

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2738 **FLORIDA STATE UNIVERSITY SCHOOLS**
2739 **POLICY MANUAL**
2740 **BOARD GOVERNANCE AND ORGANIZATION**
2741 **CHAPTER 2.0**

2744 **2.95*+**

2746 **WELLNESS PROGRAM**

2749 **INTRODUCTION**

2750 Florida State University Schools are committed to providing the students of the
2751 schools with healthy choices, promotion of wellness activities, and physical
2752 activities that promote the well being of the children enrolled. The school
2753 continuously strives to promote activities and situations, which enable students to
2754 make healthy choices which may then contribute to the total well being of the
2755 school population.
2756

2757 **PURPOSE AND GOALS**

2758 Florida State University Schools recognize that good nutrition and physical
2759 activity are essential for students to maximize their full academic potentials, reach
2760 their physical and mental potentials, and achieve lifelong health and well-being.
2761 A responsible approach to nutrition and physical activity promotes healthy weight
2762 maintenance and reduces the risk of many chronic diseases, including asthma,
2763 hypertension, heart disease, and Type 2 diabetes.
2764

2765 Florida State University Schools (FSUS) have a responsibility to cultivate a school
2766 environment that helps students learn and maintain lifelong healthy eating and
2767 lifestyle habits. Many factors play a role in achieving a healthy school
2768 environment, including foods and beverages available to students while at school,

2769 nutrition education, opportunities for physical activity, and other school-based
2770 activities designed to promote student wellness.

2771

2772 The schools have established a FSUS Wellness Policy Committee, which is
2773 responsible for establishing and measuring the implementation of the FSUS
2774 Wellness Policy. Committee members will work collaboratively and offer
2775 multiple perspectives to assure the FSUS Wellness Policy is consistent with district
2776 educational and budgetary goals. It is the responsibility of this group to ensure
2777 that the plan is designed to optimize the health and well-being of students and
2778 that it fulfills the requirements of Section 204 of The Child Nutrition and WIC
2779 Reauthorization Act of 2004 (Public Law 108-265).

2780

2781 **POLICY**

2782

2783 **1.0 FSUS WELLNESS POLICY COMMITTEE**

2784

2785 **1.1 Mission**

2786 Florida State University Schools will maintain a FSUS Wellness Policy Committee
2787 that serves the following purposes:

2788 1 Establish standards for all foods and beverages available to
2789 students on each school campus during the entire school day

2790 2 Establish goals for student nutrition education, physical activity,
2791 and other school-based activities designed to promote student
2792 wellness

2793 3 Develop guidance and serve as a resource to school sites for
2794 FSUS Wellness Policy implementation

2795 4 Establish a plan for monitoring, measuring, and evaluating FSUS
2796 Wellness Policy implementation

2797 5 Review and evaluate the FSUS Wellness policy standards and
2798 implementation

2799 6 Recommend all policy related standards for final approval and
2800 report findings of policy implementation evaluation to the Board

2801 of Education.

2802

2803 **1.2 Membership**

2804 The FSUS Wellness Policy Committee membership at the Florida State
2805 University Schools may include the following individuals:

- 2806 1. Parents
- 2807 2. Students
- 2808 3. School Food Service Manager
- 2809 4. School Administrator
- 2810 5. School Nurse
- 2811 6. Physical Education/Health Education
- 2812 7. Local Health Profession
- 2813 8. PTSA Health and Safety Committee Chair

2814

2815 The Wellness Policy Committee Chairperson will be a staff member of the school
2816 who is charged with the primary responsibility for coordinating committee
2817 activities related to standards establishment, policy implementation, monitoring
2818 and reporting.

2819

2820 **2.0 NUTRITION GUIDELINES**

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2822 **2.1. School Meals Program**

2823 The school meals program will operate in accordance with the National School
2824 Lunch Program standards and applicable laws and regulations of Florida. Florida
2825 State University Schools will offer varied and nutritious food choices that are
2826 consistent with the federal government's current Dietary Guidelines for
2827 Americans. Menus will be planned with input from students, family members,
2828 and other school personnel and should take into account students' cultural norms
2829 and preferences. Food-pricing strategies and food marketing programs will be
2830 designed and used to encourage students to purchase nutritious meals.

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Solution:
All meals will meet or exceed all USDA and state nutrient standards. Lunch meals will be designed to provide 1/3 of the Recommended Dietary Allowances (RDA) appropriate for age or grade level for the following nutrients: calories, protein, calcium, iron, vitamin A, and vitamin D. Breakfast meals provide 1/4 of the RDA's for these nutrients.
Meals will be designed to incorporate the following recommendations of the Dietary Guidelines:
 No greater than 30% calories from fat and no greater than 10% calories from saturated fat
 Minimize trans-fats, sodium, and cholesterol
 Maximize dietary fiber
 Promote whole grains, fruits and vegetables, and low fat dairy choices

Students will be encouraged to start each day with a healthy breakfast.

Solution:
 The school breakfast program will incorporate nutritious menu items and utilize marketing strategies to promote breakfast participation

All school meals will feature a variety of age-appropriate healthy choices that are tasty, attractive, and of high quality.

Solution:
At the secondary schools, menu planning concepts and food merchandizing programs will be used to promote healthy and balanced meal choices. A wide selection of appealing entrees, accompanied by a variety of fruits, vegetables, and low fat milk choices will be offered. Programs will clearly communicate the healthful food items included with each meal choice, and the food services staff encourages students to select these foods.
At the elementary schools, standards for promoting a variety of nutritious menu items that are appealing to young children. Colorful signage, posters with nutrition messages, and monthly promotions will be used to encourage students to participate in the meal program and to select a complete, balanced meal.

School meals will be prepared in a way that maximizes nutrient density and reduces fat and sodium.

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Solution:

School foodservice employees will use food preparation techniques to provide meals that are lower in total fat, saturated fat, trans fat, sodium, and sugar. The use of lean meats, fruits, vegetables, whole grains, and low-fat or non-fat milk shall be emphasized in menu planning.

Standardized recipes will be used to prepare food items that meet nutritional guidelines for meals.

The foodservice employees will be provided continuing education so they can improve their culinary skills, including the use of standardized recipes and attractive food presentation.

Parents and caregivers are encouraged to support a healthy school environment by providing a variety of nutritious foods if meals or snacks are sent from the home.

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

2.3 A la Carte Foods

Nutrition information for a la carte snacks and beverages offered in snack bars, meal service lines, vending and school stores and other non-food service organizations are readily available to students, parents and the school community.

Nutritious and appealing foods such as fruits, vegetables, low and non-fat dairy products and whole grain products will be available wherever food is sold or offered on the school campus during the school day.

All a la carte snacks and beverages offered for sale to students during the school day must comply with USDA regulations prohibiting the sale of “foods of minimal nutritional value.” (Appendix B of 7 CFR Part 210)

2904 A la Carte food items sold by non-food service organizations such as clubs or
2905 service groups cannot be sold in or near the cafeteria during meal service times
2906 (7:15 am to 7:45 am or 10:00 am to 1:05 pm.)

2907

2908 A minimum of 20% of snack foods sold in vending machines, snack bars, school
2909 stores, and concession stands, as well as a la carte offerings that are part of the
2910 school meals program, will meet the criteria outlined below. This 20% level
2911 represents a required minimum standard. The percentage of foods and beverages
2912 meeting these parameters may be increased at any time as the individual school is
2913 prepared to make changes to their a la carte product profile.

2914

2915 Snacks:

- 2916 • No more than 200 total calories per package
- 2917 • No more than 35% calories from fat
- 2918 • No more than 10% calories from saturated fat
- 2919 • No more than 480 mg sodium
- 2920 • No more than 35% sugar by weight
- 2921 • Excludes fruits, vegetables, nuts, seeds, and nut butters

2922

2923 Beverages:

- 2924 1) 100% fruit and vegetable juice, limited to 20 oz. portion size
- 2925 2) Fat-free, 1% and 2% milk, 8-16 oz. portion size
- 2926 3) Water and flavored water without added sugar, unlimited portion
2927 size
- 2928 4) Caffeine free except flavored milk
- 2929 5) Liquid Hydration drinks, limited to 20 oz. portions
- 2930 6) Fruit drinks with a minimum of 10% Juice, limited to 20 oz.

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Solution:

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The School food Service personnel and service or club organizations will promote snack and beverage choices that are defined by the above parameters and merchandised on the serving line, at snack bars, in vending machines, and many more. This will include the identification of healthier choices for students.

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2.4 Eating as a Positive Experience

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Florida State University Schools will provide adequate lunchtime for students to enjoy eating healthy foods and socializing, scheduled near the middle of the school day as possible.

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Adequate serving space will be provided and efficient methods of service will be used to ensure students have access to school meals with a minimum amount of waiting time.

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2950

Adequate seating will be available to accommodate all students served during each meal period.

2951

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Adequate supervision will be provided in the dining area.

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2955

The dining area will be clean, orderly and inviting.

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Solution:

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The School Food Service Personnel will endeavor to provide a facility that supports a pleasant dining experience. Food service staff will receive customer service training including strategies to serve students quickly and efficiently.

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2.5 Food Safety

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All food service equipment and facilities will meet applicable local and state standards for safe food preparation and handling, sanitation, and workplace safety.

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2969 In accordance with Section 111 of the Child Nutrition and WIC Reauthorization
2970 Act of 2004 (Public Law 108-265), the district will implement a food safety program
2971 for the preparation and service of school meals based upon the Hazard Analysis
2972 and Critical Control Point (HACCP) principles.

2973

2974 **Solution:**
2975 Florida State University Schools will uphold standards set forth in the USDA
2976 Guidance for School Food Authorities: Developing a School Food Safety Program
2977 Based on the Process Approach to HACCP Principles.

2978

2979 Florida State University Schools will provide Food Safety Training to train food
2980 service staff about appropriate food handling procedures to reduce the risk of food
2981 borne illness.

2982

2983 **3.0 NUTRITION EDUCATION**

2984

2985 **3.1 Classroom**

2986 Students will have the opportunity to participate in a variety of
2987 classroom nutrition education learning experiences based on the
2988 curricular framework of Florida, The Sunshine State Standards. In
2989 addition, teachers will provide students with additional activities
2990 that promote wellness and healthy choices. Physical education will
2991 be provided with an emphasis on the skills and curricular areas
2992 defined in the Sunshine State Standards.

2993

2994 Florida State University Schools' Wellness Policy Committee will assess all
2995 nutrition education curricula and materials for accuracy, completeness, and
2996 consistency with the goals of the wellness plan.

2997

2998 **3.2 Cafeteria**

2999 The school cafeteria will serve as a "learning laboratory" enabling students to
3000 apply critical thinking skills taught in the classroom. Attractive and current
3001 nutrition education materials will be prominently displayed in dining areas.

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Solution:

3005

The School Food Service Personnel will display colorful signage that encourages students to select a complete meal, as well as posters highlighting good nutrition and physical activity messages that are consistent with lessons taught in the classroom. Monthly topics about nutrition, physical activity, and wellness will be posted or available for students and parents to take home.

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School meals will be marketed to appeal to all students who will be encouraged

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to choose and consume a full meal.

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Solution:

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The School Food Service Personnel will identify complete meals that meet precise nutrition parameters that exceed the USDA guidelines. Balanced Choices meals will be prominently identified on menu and serving line signage.

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Competitive foods (a la carte snacks and beverages) will be marketed to promote healthy choices over less nutrient dense items.

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Solution:

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Snacks and beverages that meet the nutritional parameters for Balanced Choices are prominently identified on menu signs and serving lines and in vending machines. Balanced Choices snack and beverage signage will be placed at eye-level as a strategy to encourage students to choose these items.

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4.0 PHYSICAL ACTIVITY

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4.1 Physical Activity during the School Day

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Students will be given opportunities for physical activity during the school day through recess periods, physical education (P.E.) classes, and other activities.

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3033

Schools will promote an environment supportive of physical activity.

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Florida State University Schools will coordinate a calendar of Wellness events that will be highlighted throughout the year to give students and families' opportunities to participate in physical activities. These activities will involve students from Kindergarten through 12th grade.

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3040 **4.2 Physical Activity Before and After School**

3041 Students will be given opportunities for physical activity through a range of after-
3042 school programs including intramurals, interscholastic athletics, and physical
3043 activity clubs.

3044

3045 **4.3 Physical Education Classes**

3046 Physical education classes are taught by state certified instructors in an
3047 environment where students learn, practice and are assessed on developmentally
3048 appropriate motor skills, social skills, and knowledge.

3049

3050 Physical education will include the instruction of individual activities as well as
3051 competitive and non-competitive team sports to encourage life-long physical
3052 activity.

3053

3054 **4.4 Creating a Positive Environment for Physical Activity**

3055 Florida State University Schools will promote a positive environment for physical
3056 activity by providing a physical and social environment that encourages safe and
3057 enjoyable activities for all students, including those who are not athletically
3058 inclined. Recess will be provided for elementary students.

3059

3060 **5.0 OTHER SCHOOL BASED ACTIVITIES TO PROMOTE STUDENT**
3061 **WELLNESS**

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3063 **5.1 Food Sold for Fundraising Activities**

3064 The schools will review fundraising activities and encourage activities that
3065 promote healthy food choices.

3066

3067 **5.2 Healthy Classroom Parties and Celebrations**

3068 Florida State University Schools recognize that classroom parties and celebrations
3069 are a tradition at school. School staff and parents are encouraged to include
3070 healthy food offerings, as defined in this policy, at school parties and events to
3071 support a healthy environment throughout the school.

3072

3073 **6.0 DISTRICT FACULTY, STAFF AND FOOD SERVICE STAFF ROLE IN A**
3074 **HEALTHY SCHOOL ENVIRONMENT**

3075

3076 **6.1 Professional Development**

3077 School food service staff and faculty are encouraged to become full partners in the
3078 wellness goals.

3079 Staff and food service personnel are encouraged to model healthy eating
3080 behaviors. The School will provide the schools with events throughout the year
3081 that will promote wellness.

3082

3083 **Solution:**

3084 The Director of Food Service staff will maintain certification in general nutrition
3085 from an accredited college.

3086

3087 The Director of Food Service staff will annually obtain continuing education in
3088 such areas as special nutritional needs of children, Food Allergy Awareness
3089 training, etc.

3090

3091 All food service staff will receive monthly training on various topics concerning
3092 food production, safety, and nutrition.

3093 Upon request, the Director of Food Services is to be available to present
3094 information on nutrition and wellness for school faculty and staff.

3095

3096 **7.0 POLICY IMPLEMENTATION**

3097

3098 **7.1 Monitoring**

3099

3100 All staff will be expected to help ensure compliance with standards of the FSUS
3101 Wellness Policy. A system will be in place to report on the school's compliance to
3102 the Chairperson of the Local Wellness Policy Committee.

3103 The Director of School Food services will ensure compliance with nutrition
3104 policies within the school food service areas and will report on this matter to the
3105 Chairperson of the FSUS Wellness Policy Committee as requested.

3106

3107 **7.2 Reporting**

3108

3109 The Chairperson of the Wellness Policy Committee will be available to report on
3110 Florida State University Schools compliance with the wellness policy as requested
3111 by the School administration or School Board.

3112

3113

3114 **7.3 Policy Review**

3115

3116 The Wellness Committee will assess progress by first doing a baseline assessment
3117 and then monitoring throughout the year. The Wellness Policy will be revised
3118 based on needs. Furthermore, the committee will present periodic reports to any
3119 appropriate advisory boards that may use the updates from the policy in their
3120 reporting documentation.

3121

3122 **7.4 Evaluation of Program**

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3124 The Wellness Programs of Florida State University Schools will be evaluated
3125 yearly and needed changes will be made to meet the identified need(s). The
3126 effectiveness and recommendations will be reported to the School Board.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: P.L. 108-265, SECTION 204
RICHARD B. RUSSELL 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, 1003.455,
1003.46, F.S.

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

**HISTORY:
ADOPTED:
REVISION DATE(S): 10-11-12; 1/8/2013
FORMERLY: 1.03**

FLORIDA STATE UNIVERSITY SCHOOLS

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SCHOOL ADMINISTRATION

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CHAPTER 3.0

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL**

SCHOOL ADMINISTRATION

CHAPTER 3.0

3.10

ADMINISTRATIVE ORGANIZATION

The administrative head of each school is the school principal. The Director also appoints assistant principals and Faculty Administrators to the schools as needed.

The District staff exists to give support and direction to the schools. The Director is assisted in this responsibility by administrators on staff in the positions of supervisors, directors and coordinators. The Director shall prepare and submit annually an organizational chart which shall serve as a guideline for organizing administrative responsibilities within the system.

**STATUTORY AUTHORITY: 1001.41, 1001.42, F. S.
LAW(S) IMPLEMENTED: 120.53, 1001.42, 1001.43, 1012.27, F. S.
ADOPTED: 12/8/09
REVISION DATES:
FORMERLY:**

FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL**

SCHOOL ADMINISTRATION

CHAPTER 3.0

3.14+

SUICIDE PREVENTION

- 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 Executive Director/Superintendent shall develop procedures to ensure that this policy is carried out in the school. The Executive Director/Superintendent will prepare and disseminate guidelines to assist

3248 school district staff members in recognizing the warning signs of a student
3249 who may be contemplating suicide, to respond to a threat or attempted
3250 suicide. The Executive Director/Superintendent will develop an
3251 intervention plan for in-school suicide attempts, out of school suicide
3252 attempts and an appropriate re-entry process, including a re-entry meeting
3253 to discuss the development of a safety plan and additional interventions or
3254 supports.

3255

3256 IV. Professional development training in youth suicide prevention
3257 opportunities shall be provided to student personnel services staff,
3258 administration and instructional staff. A two (2) hour continuing education
3259 program of youth suicide awareness and prevention training, utilizing
3260 training materials from the list approved by the Florida Department of
3261 Education (FLDOE) is also available for all district staff in all job categories
3262 as well as other adults on campus who regularly interact with students or
3263 are in a position to recognize the risk factors and warning signs of suicide.
3264 Instruction about how to identify appropriate mental health services and
3265 how to refer youth and their families to those services should be included
3266 in the program. If all instructional personnel at a District school participate
3267 in the two (2) hour training the school will be considered a "Suicide
3268 Prevention Certified School".

3269

3270 V. Florida Statute 1003.42 required instruction of 5 hours of mental health
3271 instruction for grades 6-12 will be implemented annually through
3272 developmentally appropriate instruction and skill building and will
3273 address, at a minimum, the following topics: (1) Recognition of signs and
3274 symptoms of mental health disorders; (b) Prevention of mental health
3275 disorders; (c) Mental health awareness and assistance; (d) How to reduce
3276 the stigma around mental health disorders; (e) Awareness of resources,

3277 including local school and community resources: (f) The process for
3278 accessing treatment; (g) Strategies to develop health coping techniques; (h)
3279 Strategies to support a peer, friend, or family member with a mental health
3280 disorder; (i) Prevention of suicide; and (j) Prevention of the abuse of and
3281 addiction to alcohol, nicotine, and drugs.

3282

3283 VI. The Principal, or designee, shall immediately contact the parent(s) of the
3284 student exhibiting warning signs of suicide to inform the parent(s) the
3285 student will be referred to a school-based mental health services provider
3286 to perform either the C-SSRS or SAFE-T suicide risk assessment prior to
3287 determining whether the student requires an involuntary examination
3288 (Baker Act).

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STATUTORY AUTHORITY: 1001.41, 1001.42, F. S.

3292

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

3293

ADOPTED: 9/13/2022

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REVISION DATES:

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3309 **FLORIDA STATE UNIVERSITY SCHOOLS**

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3311 FLORIDA STATE UNIVERSITY SCHOOLS

3312 POLICY MANUAL

3313 SCHOOL ADMINISTRATION

3314 CHAPTER 3.0

3316 3.17

3318 **RECORDING OF PARENT-STAFF MEETINGS**

3319
3320 I. For purposes of this policy, a recording is defined as the capture of a
3321 person's individual voice or images (i.e. pictures/video) through audio tape,
3322 digital, personal communication devices (i.e. smart phones) or other electronic
3323 means.

3324
3325 II. The requirements of this policy shall not be interpreted to be in conflict
3326 with the requirements of the District's Code of Conduct or Acceptable Use
3327 Policy. Nor shall the requirements of this policy be interpreted to extend to
3328 school-sponsored public events, where there can be no expectation of privacy. A
3329 school-sponsored public event is any school-related activity, whether free or at
3330 which an admission fee is charged, that members of the public may attend. These
3331 include but are not limited to athletic competition, plays, musical performances,
3332 awards ceremonies, and graduation.

3333
3334 III. In general, the recording of parent-staff meetings is prohibited. Video
3335 recording of parent-staff meetings is strictly prohibited. Audio recording of
3336 parent-staff meetings is prohibited except as provided below.

3337
3338 IV. The principal or a District administrator may permit an exception to this
3339 general prohibition for audio recording of parent-staff meetings related to

3340 Exceptional Student Education services (including child find, evaluation,
3341 eligibility determination, or provision of ESE services) where a parent has
3342 documented that such audio recording is necessary for that parent to
3343 meaningfully participate in the meeting; to understand the IEP process and/or
3344 his/her child's IEP; or is otherwise necessary to implement other parental rights
3345 under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended,
3346 and/or the Americans with Disabilities Act, as amended. Authorized exceptions
3347 to the general prohibition against the audio recording of a parent-staff meeting
3348 will typically involve situations when a parent has a disability recognized under
3349 Section 504/ADA or a language barrier that would preclude the individual's
3350 ability to understand and/or meaningfully participate in the IEP process or the
3351 relevant planning of the student's education.

3352

3353 A. If a parent believes that recording a parent-staff meeting related to
3354 Exceptional Student Education services is necessary, s/he should
3355 notify the District Exceptional Student Education Director in
3356 writing, preferably at least two (2) school days before the meeting,
3357 of his/her desire to record the meeting and the reason the
3358 recording is required. The principal, Director of Exceptional
3359 Student Support Services or designee may ask for documentation
3360 of the existence of any such disability or language barrier. The
3361 principal, Director of Exceptional Student Support Services or
3362 designee will notify the parent at least one (1) school day before the
3363 meeting if s/he intends to grant or deny the parent's request to
3364 record the meeting.

3365

3366 B. If the principal, Director of Exceptional Student Support Services or
3367 designee denies the request, s/he will state in writing the reasons
3368 for the denial. Authorized exceptions to the general prohibition
3369 against the recording of IEP Team meetings involve situations

3370 when a parent, or authorized representative of a parent, or other
3371 IEP Team member, is unable to understand or meaningfully
3372 participate in the IEP process or the planning of the relevant
3373 student's education due to a disability, language barrier, or some
3374 other impairment. If a parent is permitted to record the meeting,
3375 s/he must use his/her own audio recording device and the District
3376 will similarly record the meeting.

3377

3378 C. For purposes of the recording of IEP Team meetings, a recording is
3379 defined as the capture of voices, and other ambient sound
3380 electronically, digitally, or by any other means for the purpose of
3381 retrieval and review. Recording, moving visual images at an IEP
3382 meeting is strictly prohibited.

3383

3384 D. If the District records an IEP Team meeting, the resulting recording
3385 shall become a part of the student's educational record and will be
3386 maintained in accordance with State and Federal law.

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3401 **FLORIDA STATE UNIVERSITY SCHOOLS**

3402

**STATUTORY AUTHORITY: 1001.32, 1003.02, 1002.20, F. S.
LAW(S) IMPLEMENTED: 34 C.F.R. 300.322 and 300.501;
316.305, 847.0141, 1003.57 F.S.
ADOPTED: 9/13/22
REVISION DATES:
FORMERLY: NEW**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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CHAPTER 3.0

3.18

SCHOOL CALENDAR

- (1) Annually the Director or designee shall establish a school year calendar committee.
- (2) The committee shall prepare a proposed school year calendar for the school year following the next occurring fiscal year and present to the Director or designee for approval and recommendation to the School Board.
- (3) School calendars shall adhere to the provisions of Florida Statutes.
- (4) The Director or designee shall prepare a list of specific religious observance days, which occur when school is in session, and may result in a student’s absence in accord with provisions of the Code of Student conduct and other School Board rules related to student attendance.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.21, 1001.42, 1001.43, 1001.51, F.S.

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

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.05

FLORIDA STATE UNIVERSITY SCHOOLS

3435 **FLORIDA STATE UNIVERSITY SCHOOLS**
3436 **POLICY MANUAL**
3437 **SCHOOL ADMINISTRATION**
3438 **CHAPTER 3.0**

3439 **3.19**

3440 **ACTIVITY FEES**

3441
3442 Activity fees will be assessed at the beginning of each school year. The fee monies
3443 will be utilized by the school to support student related activities.

3444
3445 **CURRENT FEES**

3446 An activity fee per student for grades K-5, and for grades 6-12 will be set by the
3447 School Board. This amount can be amended for coming school years through
3448 recommendation of the Director, the FSUS Budget Committee, and by approval of
3449 the School Board.

3450
3451 **FEE DEADLINE**

3452 Student Activity fees are due by October 1st of each school year. Fees for students
3453 admitted after the first day of school, are due within 30 calendar days of
3454 admission. Pre-payments can be made during the summer months.

3455
3456 Accounts not paid in full by the deadline will be assessed an administrative fee for
3457 late payment. An additional late fee will be assessed for each additional month the
3458 activity fee is late. Late fees are not charged to student accounts that are being
3459 paid by payroll deduction through FSU or the State of Florida. If there is a student
3460 with an outstanding activity fee balance as of the Friday before Winter Break, the
3461 parent/guardian will be required to pay the next school year's activity fee in full
3462 by July 1st prior to the beginning of the school year.

3463 If the activity fee is not paid in full, the student's invitation for enrollment to FSUS
3464 will be withdrawn for the next school year.

3465 **FREE AND REDUCED WAIVERS**

3466 Those who qualify for the Free or Reduced Price Meals Program may be eligible
3467 for a waiver of the activity fee. In order to be eligible for the waiver of activity
3468 fees, the Application for Free and Reduced Lunch must be received prior to
3469 October 1st by the Lunchroom Manager each school year. Free and Reduced Lunch
3470 Applications for students admitted after the first day of school must be received
3471 by the Lunchroom Manager within 30 calendar days of admission. Activity fees
3472 for students who qualify for the wavier but who do not meet the application
3473 deadline will be due in full. The Free and Reduced Lunch application is included
3474 in the orientation packet or may be obtained from the FSUS website.
3475 <http://www.fsus.fsu.edu/Depts/Cafeteria/documents/Free&ReducedLunch.pd>

3476

3477 Once a student is approved for Free or Reduced Lunch, an adjustment will be
3478 made to the activity fee. If the fees have already been paid, a refund will
3479 automatically be processed. A percentage of students who participate in this
3480 program will have their information audited. Being eligible for food stamps and
3481 being listed on the Direct Certification list does not qualify a student for
3482 free/reduced activity fees. The Application for Free/Reduced Lunch must be
3483 completed and a waiver allowing the information to be released to the accounting
3484 office must be completed prior to the deadline in order to have activity fees
3485 waived.

3486

3487 **EXTRA-CURRICULAR ACTIVITIES**

3488 Any student who has an outstanding activity fee balance will not be permitted to
3489 participate in any extra-curricular activity that is funded through the collection of
3490 these fees.

3491

3492 **PARTIAL YEAR FEE SCHEDULES**

3493 Activity fees will be prorated for new students who attend for less than a full
3494 school year. For each part of a quarter that the new student attends FSUS, they
3495 must pay ¼ of the activity fee.

3496

3497 There are no refunds, nor are fees prorated due to withdrawal except when the
3498 withdrawal is made within 30 calendar days of admission.

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3503 **ADDITIONAL REFERENCE:** **ACTIVITY FEE PAYMENT PROCEDURE**

3504 www.fsus.fsu.edu/Depts/finance/

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3509 **STATUTORY AUTHORITY:**

1002.32 F.S.

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3529 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09,
2/9/10, 2/12/13, 3/11/14
FORMERLY:

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FLORIDA STATE UNIVERSITY SCHOOLS
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3.191

OUTSTANDING FEES

In order to insure continued enrollment at Florida State University Schools, all outstanding fees must be paid by the last day of school for students. These fees include, but are not limited to, activity fees, lunchroom fees, extended day fees, library fines, lost or damaged textbooks, or special area fees for lost uniforms. Outstanding fees less than \$25 will not be the sole basis for a student being withdrawn. Withdrawal will be at the discretion of the Director in such cases. Notices will be sent to the parent, at the address on file, within 7 days after the last day of school for students.

HISTORY:
ADOPTED: 7/12/11
REVISION DATE(S): 2/10/15
FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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3.20A

RESPONSIBILITIES OF ADMINISTRATIVE PERSONNEL

Administrative personnel are assigned direct and primary responsibility for his/her area of the school and serves as the administrative and supervisory head. Each administrative staff member is responsible for the enforcing of Florida Statutes, State School Board of Education rules, Florida State University Schools policies and directives of the Director or designee. Each administrative staff member shall carry out all duties as reflected in the School Board adopted job description.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.32, 1001.43, 1001.54, 1006.09, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.08

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FLORIDA STATE UNIVERSITY SCHOOLS
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3.21

DIRECTIVES, PROCEDURES AND ADMINISTRATIVE MANUALS

The Director shall have authority to issue such directives and to prescribe such procedures as may be necessary to carry out the purposes of School Board policies and the provisions of Florida Statutes and State Board of Education rules. The Director 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 policies, Florida Statutes, or State Board of Education rules, the provisions thereof shall be binding upon all employees.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 1001.43, 1001.51, F.S.
HISTORY:
ADOPTED: 12/8/09
REVISION DATE(S): 12/8/09
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FLORIDA STATE UNIVERSITY SCHOOLS
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3.22*

OPENING AND CLOSING OF SCHOOL

The Director shall recommend and the FSUS Board of Directors shall set the opening and closing times of school and fix uniform dates in accordance with State law.

RELATED MATERIAL: CHANCELLOR’S MEMORANDUM K12: 2006 - 135

STATUTORY AUTHORITY: 1002.32, 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: 4/14/09
REVISION DATE(S):12/8/09
FORMERLY: 2.06

3667 FLORIDA STATE UNIVERSITY SCHOOLS
3668 POLICY MANUAL
3669 GOVERNANCE AND ORGANIZATION
3670 CHAPTER 3.0
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3673 3.23

3674 **EMERGENCIES**
3675

- 3676 (1) In case of an emergency involving the welfare and safety of students
3677 and employees, the Director may suspend any part of these policies;
3678 provided, that he/she shall report the fact of and the reason for
3679 suspension to the Chair of the Board immediately. At the next
3680 meeting of the School Board the action shall be considered by the
3681 Board and any suspensions shall expire at that time unless continued
3682 in effect by action of the Board.
3683
- 3684 (2) In case of an emergency, the Director may close school. The Chair of
3685 the School Board, along with as many School Board members as
3686 practicable, shall be informed immediately of any event or condition,
3687 which requires the closing of a school, and, where the public interest
3688 requires School Board action, the Director, shall call a special
3689 meeting of the School Board.
3690
- 3691 (3) In any case or condition not covered by these policies, the Director
3692 or designee shall base the decision on his/her best judgment
3693 concerning the particular circumstances.
3694

3695 (4) During times of general public emergency, the Director is authorized
3696 to use appropriate available resources in cooperation with other
3697 agencies to alleviate the emergency.

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3701 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

3702

3703 **LAWS IMPLEMENTED:** 1001.33, 100.43, F.S.

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HISTORY:
ADOPTED:
REVISION DATE(S): 12/8/09
FORMERLY: 2.07

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3733 **FLORIDA STATE UNIVERSITY SCHOOLS**

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3738 3.25

3739
3740 **AUTOMATIC EXTERNAL DEFIBRILLATORS**

3741

3742 I. The School Board authorizes the use of an automatic external defibrillator
3743 (AED) in a perceived medical emergency.

3744

3745 II. All persons who are reasonably expected to use an AED shall be trained to
3746 use the device. Employees or volunteers expected to use an AED must
3747 complete a course in cardiopulmonary resuscitation (CPR) or a basic first
3748 aid course which includes CPR and demonstrated proficiency in the use of
3749 a defibrillator.

3750

3751 III. Each school that is a member of the Florida High School Athletic
3752 Association shall have an operational AED on school grounds. The device
3753 shall be available in a clearly marked and publicized location for all
3754 athletic activities, including those held outside of the school year. The
3755 location of the device shall be registered with the local emergency medical
3756 services director. All persons reasonably expected to use the device shall
3757 be notified annually in writing of the location of each AED on school
3758 grounds.

3759

3760 IV. The Executive Director/Superintendent or designee shall develop
3761 procedures to implement this policy. The procedures shall be reviewed
3762 and approved by the school's nurse.

3763

3764 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
3765 **LAWS IMPLEMENTED:** 401.2915, 768.1325, 1001.42,
3766 1001.43, 1006.165, F.S.

3767

3768 **HISTORY:**
3769 **ADOPTED: 9/13/22**
3770 **REVISION DATE(S):**
3771 **FORMERLY: NEW**
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3796 **FLORIDA STATE UNIVERSITY SCHOOLS**

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3.30

RESPONSIBILITIES OF PRINCIPAL

The principal is assigned direct and primary responsibility for his/her area of the school and serves as the administrative and supervisory head. The principal is responsible for enforcing the Florida Statutes, State School Board of Education rules, Florida State University Schools policies and directives of the Director or designee. The principal carry out all duties as reflected in the School Board adopted job description.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.32, 1001.43, 1001.54, 1006.09, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.08

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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3.40

SAFE AND SECURE SCHOOLS

I. Introduction

FSUS Leon has as its first obligation to provide a safe, secure and orderly learning environment in school and at all sponsored activities for students, school personnel, and other persons.

II. Orderly Environment

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

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with the schools guidelines regarding 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 the school campus not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. The school safety specialist 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

3862 staff member shall immediately notify the school safety specialist or
3863 appropriate local law enforcement officials without further warning.

3864

3865

3866 D. Individuals who enter School Board property, activities, or School
3867 Board meetings without a legitimate reason and create a disturbance
3868 or refuse to leave the property or activity when asked by the
3869 chairperson, Executive Director/Superintendent or designee,
3870 Principal or person in charge, are subject to criminal penalty as
3871 provided in Florida Statutes. The person in charge shall contact
3872 appropriate law enforcement officials in cases of disruptive activity
3873 or refusal to leave the school property or activity and take
3874 appropriate actions to have the offender punished as prescribed by
3875 law. The Executive Director/Superintendent or designee shall be
3876 notified of any such action at schools or school activities.

3877

3878 E. No person, except law enforcement and security officers, may have
3879 in his/her possession any weapon, illegal substance, or dangerous
3880 substance while on school property or at school events.

3881

3882 **III. Emergency Response Agencies**

3883 The following emergency response agency(ies) will notify the District in the
3884 event of an emergency:

3885

3886	Emergency Response Agency	Type of Emergency
3887	Florida State University Police Dept. (FSUPD)	All Dangerous
3888		Situations

3889 **IV. Safety, Security and Emergency Plans**

3890 A. The Executive Director/Superintendent or designee shall develop a
3891 School Safety and Security Plan with input from Florida State

3892 University, representatives of the local law enforcement agencies,
3893 the local Fire Marshall(s), representative(s) from emergency medical
3894 services; building administrators, representative(s) from the local
3895 emergency management agency, School Resource Officer(s) and/or
3896 representative(s) of the Leon County Health Department.

3897

3898 B. As required by state law, the Executive Director/Superintendent
3899 shall require the use of the Safe School Assessment Survey based on
3900 the School Safety and Security Best Practices Indicators created by
3901 FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-
3902 assessment of the FSUS's current safety and security practices.

3903

3904 C. Upon completion of these self-assessments, the Executive
3905 Director/Superintendent shall convene a safety and security review
3906 meeting for the purpose of (a) reviewing the current School Safety
3907 and Security Plan and the results of the self-assessment; (b)
3908 identifying necessary modifications to the plan; (c) identifying
3909 additional necessary training for staff and students; and (d)
3910 discussing any other related matters deemed necessary by the
3911 meeting participants.

3912

3913 D. The Executive Director/Superintendent shall present the findings of
3914 the safety and security review meeting to the Board for review and
3915 approval appropriate school safety, emergency management and
3916 preparedness plans. The Director shall make any necessary
3917 recommendations to the Board that identify strategies and activities
3918 that the Board should incorporate into the School Safety and Security
3919 Plan and/or implement in order to improve school safety and
3920 security. The School Safety and Security Plan is, however,
3921 confidential and is not subject to review or release as a public record.

3922

3923 E. The Executive Director/Superintendent shall report the self-
3924 assessment results and any action taken by the Board to review the
3925 School Safety and Security Plan to the Commissioner of Education
3926 within thirty (30) days after the Board meeting.

3927

3928 F. Emergency management and preparedness plans shall include
3929 notification procedures for weapon use and active assailant/hostage
3930 situations, hazardous materials and toxic chemical spills, weather
3931 emergencies, and exposure resulting from a manmade emergency.

3932

3933 G. Emergency management and preparedness procedures for active
3934 assailant situations shall engage the participation of the district
3935 school safety specialist, threat management team members, faculty,
3936 staff and students for each school and be conducted by the law
3937 enforcement agency or agencies designated as first responders to the
3938 school's campus.

3939

3940 H. FSUS shall develop and maintain an up-to-date plan based upon the
3941 uniform guidelines and including the provisions of Florida law,
3942 State Board of Education rules, and other applicable regulations.

3943

3944 I. Copies of the school plan shall be provided to Florida State
3945 University, county and city law enforcement agencies, fire
3946 departments, and emergency preparedness officials.

3947

3948 **V. Threat Management**

3949 A. The primary purpose of a threat management is to identify
3950 individuals exhibiting threatening or other concerning behavior,
3951 assess the risk of harm, and coordinate appropriate interventions

3952 and services for such individuals. The Board’s threat management
3953 process is a systematic, fact-based method designed to identify,
3954 using threat assessment protocols, whether behaviors or
3955 communications constitute a concern for violence or harm to
3956 another person. Florida Harm Prevention and Threat Management
3957 Model is designed to identify, assess, manage, and monitor threats
3958 to schools, school staff and students. The goal of the threat
3959 management process is to prevent violence or harm to members of
3960 school community. The threat management process uses a
3961 methodology that identifies students exhibiting threatening or
3962 other concerning behavior, gathers information to assess the risk of
3963 harm to themselves or others, and identifies appropriate
3964 interventions to prevent violence and promote successful
3965 outcomes.

3966 B. The Board authorizes the Executive Director/Superintendent to
3967 create a trained Threat Management Team and school-based threat
3968 management teams.

3969 1. The FSUS Leon District Threat Management Coordinator
3970 (DTMC) must complete all trainings specific to the Coordinator
3971 role and will oversee threat management at FSUS Leon. The
3972 DTMC must:

3973 a. Ensure all district-level and school-level threat
3974 management team personnel are trained in threat
3975 management and on the Florida Model.

3976 b. Serve as Chair of the District Threat Management Team
3977 and as the liaison to the Department of Education’s
3978 Office of Safe Schools.

3979 c. Ensure procedures are outlined for making referrals to
3980 mental health services for students exhibiting threatening
3981 or concerning behavior of self-harm or harm to others.

- 3982 d. Assist School Based Threat Management Teams at FSUS
3983 Leon.
- 3984 2. FSUS Leon District Threat Management Team (DTMT) will
3985 receive referrals from the FSUS Leon School Based Threat
3986 Management Teams, assess serious situation, and provide
3987 support to school-based teams. The FSUS Leon DTMT must
3988 include the DTMC, persons from school district administration
3989 and persons with expertise.
- 3990 3. FSUS Leon School Based Threat Management Team (SBTMT)
3991 will be headed by a Chair and Vice-Chair who are appointed by
3992 the principal or designee.
- 3993 a. The Chair serves as the point person for threat
3994 management at the school-level and is responsible for
3995 triaging reported threats or concerning behavior and
3996 communications to determine whether the matter should
3997 be summarily closed, or whether it should be reviewed
3998 by the full SBTMT.
- 3999 b. The team shall be comprised of a minimum of four (4)
4000 members, including a person with expertise in
4001 counseling (school/psychological), instructional
4002 personnel, school administration, and law enforcement
4003 (school resource officer).
- 4004 c. If none of the SBTMT members are familiar with the
4005 student of concern, the SBTMT Chair will assign a
4006 member of the school's staff who is familiar with the
4007 student to consult with and provide background
4008 information to the threat management team. Consulting
4009 personnel do not have to complete Florida Model
4010 training and may not participate in the decision-making
4011 process.

- 4012 d. All members of threat management team must be
4013 involved in the threat management process and final
4014 decision making.
- 4015 e. Parental Notification
- 4016 i. If the SBTMT Chair determines the concerning
4017 threat or behavior reported is a low level of
4018 concern and summarily closes the case, the
4019 Chair/designee must use reasonable efforts to
4020 notify the parent or guardian of the student
4021 concern.
- 4022 ii. If the Chair does not summarily close the case and
4023 refers the matter to the SBTMT, reasonable efforts
4024 must be made to notify the student of concern's
4025 parent or guardian on the same day the SBTMT
4026 assigns the preliminary level of concern. The
4027 SBTMT must document all attempts to make
4028 contact with the parent or guardian using the
4029 contact information shared by the parent or
4030 guardian with the District.
- 4031 iii. If the preliminary level of concern is high, the
4032 SBTMT chair or designee must notify the
4033 Director/Superintendent or designee to ensure the
4034 requirements of F.S.Stat. 1006.07 are met.
- 4035 iv. The SBTMT Chair must notify the student of
4036 concern's parent or guardian if the threat
4037 management process reveals information about
4038 their student's mental, emotional, or physical
4039 health or well-being or results in a change in
4040 related services or monitoring, including but not

4041 limited to implementation of a Student Support
4042 Management Plan (SSMP).

4043 v. The SBTMT Chair or designee must provide a
4044 copy of the SSMP to the student of concern's
4045 parent or guardian upon the plan's finalization
4046 and anytime the SSMP is substantially revised.

4047 The SBTMT Chair must make a reasonable effort to notify the
4048 parent or guardian of the targeted student before the end of
4049 the school day that the report was received unless the Chair
4050 has determined the concern is unfounded.

4051

4052 4. The threat management team will be responsible for the
4053 assessment of individuals whose behavior may pose a threat to
4054 the safety of school staff and/or students and coordinating
4055 resources and interventions for the individual.

4056 5. If a student with a disability is reported to have made a threat to
4057 harm others and the student's intent is not clear, a referral will be
4058 made to the threat management team for evaluation.

4059 6. Upon a preliminary determination that a student poses a threat
4060 of violence or physical harm to him/herself or others, the threat
4061 management team may obtain criminal history record
4062 information. The team must immediately report its
4063 determination to the Executive Director/Superintendent and
4064 Principal(s) who must immediately attempt to notify the
4065 student's parent or legal guardian. A parent or guardian has the
4066 right to inspect and review the threat management. The team
4067 will coordinate resources and interventions to engage behavioral
4068 and or mental health crisis resources when mental health or
4069 substance abuse crisis is suspected.

- 4070 7. The threat management team must plan for the implementation
4071 and monitoring of appropriate interventions to manage or
4072 mitigate the student's risk for engaging in violence and
4073 increasing the likelihood of positive outcomes.
- 4074 8. To the extent practical and feasible, upon the student's transfer
4075 to a different school, the threat management team must verify
4076 that any intervention services provided to the student remain in
4077 place until the threat management team of the receiving school
4078 independently determines the need for intervention services.
4079 Threat management teams must meet as often as needed to
4080 fulfill their duties of assessing and intervening with persons
4081 whose behavior may pose a threat to school staff or students,
4082 but no less than monthly. The teams must maintain
4083 documentation of all meetings, including meeting dates and
4084 times, team members in attendance, cases discussed and actions
4085 taken. Through the DTMC, FSUS Leon District must ensure
4086 that all threat management teams in the FSUS Leon District
4087 report to the DOE office on the team's activities during the
4088 previous year. The FSUS Leon District School Safety Specialist
4089 must ensure timely reporting of all required information. The
4090 report will contain all data or information required by Florida
4091 Law.

4092

4093 **VI. Safety Procedures**

- 4094 A. School alarms shall be monitored on a weekly basis and
4095 malfunctions shall be reported for immediate repair.
- 4096 B. A safety program shall be established consistent with the provisions
4097 of Policy 8.10. The emergency preparedness procedures will identify
4098 the individuals responsible for contacting the primary emergency

4099 response agency and the emergency response agency that is
4100 responsible for notifying the school district for each type of
4101 emergency.

4102 C. Emergency evacuation drills (Fire, hurricane, tornado, active
4103 shooter/hostage situation, other natural disaster, and school bus)
4104 shall be held in compliance with state requirements and formulated
4105 in consultation with the appropriate public safety agencies. Each
4106 Administrative Staff, site administrator or transportation official is
4107 responsible for:

- 4108 1. Developing and posting emergency evacuation routes and
4109 procedures;
- 4110 2. Assigning and training staff members in specified
4111 responsibilities to ensure prompt, safe and orderly evacuation;
- 4112 3. Identifying and reporting hazardous areas requiring corrective
4113 measures; and
- 4114 4. Preparing and submitting within fifteen (15) calendar days an
4115 after-action report of each emergency evacuation drill to the
4116 FSUS Leon District School Safety Specialist for review.

4117 D. In the event of an emergency, the Executive
4118 Director/Superintendent or designee is authorized to dismiss early
4119 or close school. The Administrative Staff may dismiss the school
4120 when the Executive Director/Superintendent or designee cannot be
4121 contacted and an extreme emergency exists endangering the health,
4122 safety, or welfare of students. Any such actions shall be reported
4123 immediately to the Executive Director/Superintendent, or to the
4124 designee along with a statement describing the reasons for the
4125 action. Said report shall be submitted to the School Board at the next
4126 regular meeting unless a special meeting is held relating to the
4127 emergency.

- 4128 E. Parents, as defined by law, have a right to timely notification of
4129 threats, unlawful acts, and significant emergencies that occur on
4130 school grounds, during school transportation or during school-
4131 sponsored activities pursuant to sections 1006.07(4) and (7), F.S.
- 4132 1. Parents have a right to access school safety and discipline
4133 incidents as reported pursuant to section 1006.07(9), F.S.

4134 **VII. Safety - Violence Prevention**

- 4135 A. The Executive Director/Superintendent or designee shall develop a
4136 violence prevention plan for use by the school.
- 4137 B. Training in identification of potentially violent behaviors and the
4138 procedures to be implemented shall be provided to personnel of the
4139 schools.

4140

4141 **VIII. Security**

- 4142 A. The Executive Director/Superintendent or designee shall develop
4143 and implement guidelines and procedures for reviewing the school's
4144 Security Plan consistent with the requirements of the National
4145 Incident Management System (NIMS). FSUS will defer to law
4146 enforcement for incident command to manage an incident or event.
- 4147 B. The Administrative Staff shall develop and implement guidelines
4148 and procedures for reviewing each school's security provisions.
- 4149 C. The Executive Director/Superintendent shall designate an employee
4150 as the school safety specialist for FSUS. The School Safety Specialist
4151 is responsible for the supervision and oversight for all school safety
4152 and security personnel, policies, and procedures in the District. The
4153 School Safety Specialist's responsibilities include, but are not limited
4154 to the following:
- 4155 1. On an annual basis the school safety specialist will review district
4156 and charter school policies and procedures for compliance with

- 4157 state law and rules and ensure the timely and accurate
4158 submission of the school environmental safety incident report
4159 (FSSAT) to the Department.
- 4160 2. The School Safety Specialist must provide recommendations to
4161 the superintendent and school board at a publicly noticed board
4162 meeting identifying strategies and activities that the Board
4163 should implement in order to address the findings to improve
4164 school safety and security.
- 4165 3. No later than November 1, the School Safety Specialist shall
4166 submit a district best-practice assessment in the FSSAT that
4167 includes the school board's action(s) to the school security risk
4168 assessment findings and recommendations provided to them.
- 4169 4. Provide training in coordination with appropriate staff and
4170 resources to students and staff in matters relating to mental
4171 health awareness and assistance; emergency procedures
4172 (including active assailant training), and school safety and
4173 security.
- 4174 5. The School Safety Specialist will develop a process related to
4175 safety used to identify and correct instances of noncompliance at
4176 the school.
- 4177 6. Deficiencies relating to safe-school officer coverage must be
4178 resolved by the next school day. FSU Police have complete
4179 oversight of providing officer coverage and will coordinate with
4180 the school safety specialist.
- 4181 7. Within 24 hours, the School Safety Specialist must notify the
4182 Office of Safe Schools of the deficiencies related to safe-school
4183 officer coverage and any instance of noncompliance that is

4184 determined to be an imminent threat to the health, safety and
4185 welfare of students or staff. The Office of Safe Schools shall be
4186 notified within three (3) days of any instance of noncompliance
4187 that is not corrected within 60 days.

4188 8. The School Safety Specialist shall notify the district's
4189 superintendent if there is a suspected deficiency of the district's
4190 and/or a school's noncompliance.

4191 D. The Administrative Staff shall conduct a review of the school's
4192 security provisions (FSAAT) annually with a written report
4193 submitted to the Executive Director/Superintendent or designee for
4194 submission to the School Board for review.

4195 E. The school's Emergency Plan shall include security provisions
4196 including emergency "lock down" procedures such as "Run, Hide,
4197 Fight", Shelter In Place, Lockdown, and evacuation.

4198 F. Establishing policies and procedures for the prevention of violence
4199 on school grounds; including assessment of and intervention with
4200 individuals whose behavior poses a threat to the safety of the school
4201 community.

4202 G. Adhering to background screening procedures for all staff,
4203 volunteers and mentors.

4204 H. Security trailers may be located on school property.

4205 I. Roof access is strictly limited to staff personnel with an official
4206 purpose to be on the roof. Students are prohibited from roof access
4207 for any reason. Staff who need to access the roof need approval from
4208 both their supervisor, and the Facilities Director prior accessing the
4209 roof.

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4213 **IX. Mental Health**

4214 **A.** The School Board shall identify a mental health coordinator for the
4215 FSUS Leon District. The mental health coordinator shall serve as the
4216 primary contact for the district’s coordination, communication, and
4217 implementation of student mental health policies, procedures,
4218 responsibilities, and reporting.

4219 **B.** The mental health coordinator shall be responsible for:

- 4220 **1.** Working with the Office of Safe Schools;
- 4221 **2.** Maintaining records and reports regarding student mental
4222 health as it relates to school safety and the mental health
4223 assistance allocation;
- 4224 **3.** Facilitating the implementation of FSUS Leon mental health
4225 policies relating to the respective duties and responsibilities
4226 of FSUS Leon’s Board, the superintendent, and school
4227 principals;
- 4228 **4.** Coordinating the staffing and training of threat management
4229 teams with the school safety specialist, and facilitating
4230 referrals, to mental health services, as appropriate for
4231 students and their families;
- 4232 **5.** Coordinating with the school safety specialist, the training
4233 and resources for students and school district staff relating to
4234 youth mental health awareness and assistance; and
- 4235 **6.** Annually review the FSUS Leon policies and procedures
4236 related to student mental health for compliance with state law
4237 and alignment with current best practices and making
4238 recommendations, as needed, for amending said policies and
4239 procedures to the Superintendent/Director and the FSUS
4240 Leon School Board.

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4243 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

4244 **LAWS IMPLEMENTED:** 316.614, 1001.43, 1001.51, 1006.062, 1006.07,

4245 1006.145, 1006.1493, 1006.21, 1013.13, F.S.

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4247 **STATE BOARD OF EDUCATION RULE:** 6A-1.0403; 6A-3.0171; 6A-1.0018

4248 **HISTORY:**

4249 **ADOPTED:**

4250 **REVISION DATE(S):** 11/12/13, 1/14/2020, 1/10/23;

4251 12/5/23

4252 **FORMERLY:** 8.11

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4271 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0**

3.41

DISRUPTIONS AT BOARD FUNCTIONS

No person shall knowingly disrupt or interfere with a Board function. This includes persons who knowingly advise, counsel or instructs any student or Board employee to disrupt any function or activity. The Board chairperson, Director, or designee shall inform a person who is disrupting or interfering with a 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.

- (1) 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.
- (2) 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: 230.22(2); 230.23(17), F.S.

LAWS IMPLEMENTED: 228.091; 230.173; 230.23005(1)(D), F.S.

**HISTORY:
ADOPTED: 3/28/01
REVISION DATE(S):
FORMERLY:**

FLORIDA STATE UNIVERSITY SCHOOLS

4306 FLORIDA STATE UNIVERSITY SCHOOLS
4307 POLICY MANUAL
4308 SCHOOL ADMINISTRATION
4309 CHAPTER 3.0

4310 3.42

4311 ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING OR
4312 CONTROLLED SUBSTANCE ON SCHOOL BOARD PROPERTY
4313

4314 No person shall be in possession of or be under the influence of an intoxicating
4315 beverage or an illegal mood or behavior modifying or controlled substance, as
4316 defined by Florida Statutes, while on school property, at school-sponsored
4317 activities, or while on school trips involving students.

4318
4319 (1) All Administrative Staffs are hereby directed to advise an individual
4320 who has an alcoholic beverage in his/her possession to leave the
4321 school premises immediately.

4322
4323 (2) Any person having purchased an admission ticket to a school event
4324 shall forfeit his/her rights under this rule by having an alcoholic
4325 beverage in his/her possession at the event.

4326
4327 (3) Any person who has been given notice by a school official and either
4328 fails to leave the premises or leaves, but returns to the premises in
4329 possession of an alcoholic beverage shall be deemed a trespasser.
4330 The police or other proper law enforcement agency may be notified
4331 to arrest the trespasser.

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4333 (4) While on school-sponsored trips, the following action may become
4334 necessary:

4335 (a) Alcoholic beverages in possession of minors will be seized.

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(b) Students and/or adults in possession of alcoholic beverages
may be sent back 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):
FORMERLY: 2.15

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FLORIDA STATE UNIVERSITY SCHOOLS
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3.47

ANIMALS ON CAMPUS

Animals may be allowed on a school campus under the following conditions:

- The presence of the animal(s) is related to the curriculum and significantly contributes to the instructional program.
- The animal(s) does not present a danger to students or staff.
- The animal is kept in an appropriate cage or container or on a leash or other restraint.
- The length of time the animal(s) may be on campus is specifically designated.
- Animals are housed and cared for in a humane manner.
- The principal has approved the presence of the animal(s) on campus.

Parents shall be notified in advance that an animal(s) will be in the classroom or will be part of a class activity.

Any experiment involving an animal shall be under the supervision of a qualified teacher or expert in the field.

The principal or designee shall be responsible for contacting local animal control authorities if any wild or stray animal(s) are found in a school building or on the school campus.

This policy does not apply to law enforcement canine units or approved assistance and therapy animals.

The Director shall develop guidelines for having animals on campus.

4407 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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4410 **LAW(S) IMPLEMENTED:** 1001.32, 1001.43, 1003.47, 1006.07, 1006.08, F.S.

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4413 **STATE BOARD OF EDUCATION RULE(S)** 6A-2.0010

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HISTORY:

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ADOPTED:

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REVISION DATE(S):

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FORMERLY: NEW

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4440 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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3.48

SERVICE ANIMALS

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

- 4482 C. Retrieving objects;
4483
4484 D. Assisting with mobility or balance;
4485
4486 E. Pulling a wheelchair;
4487 F. Alerting an individual to the presence of allergens;
4488
4489 G. Helping an individual with a psychiatric or neurological
4490 disability by preventing or interrupting impulsive or destructive
4491 behaviors;
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4493 H. Reminding an individual with mental illness to take prescribed
4494 medications;
4495
4496 I. Calming an individual with posttraumatic stress disorder (PTSD)
4497 during an anxiety attack;
4498
4499 J. Alerting and protecting a person having a seizure; and
4500
4501 K. Performing other specific tasks.
4502
4503 IV. A service animal is personal property and may not be brought on
4504 campus without the knowledge and permission of the school
4505 administration. A student's need for and use of a service animal must
4506 be documented in the student's Individual Education Plan (IEP) or
4507 Section 504 Plan. To determine if an animal qualifies as a service
4508 animal the District may not ask about the nature or extent of the
4509 individual's disability but may ask the following:
4510 a. If the animal is required because of a disability and
4511 b. What work or task the animal is trained to perform
4512
4513 V. A service animal may not interfere with the educational process of any
4514 student or pose a health or safety threat to any student, school
4515 personnel or other persons. The service animal must meet health
4516 requirements and established standards of behavior.
4517
4518 VI. The service animal must be under the control of its handler.
4519
4520 VII. The Executive Director/Superintendent shall develop guidelines for
4521 service animals on campus. Guidelines shall include but not be
4522 limited to
4523

- 4524 A. The process for requesting approval for the use of a service
- 4525 animal in the school or District setting;
- 4526
- 4527 B. Standards of behavior for the service animal;
- 4528
- 4529 C. Required accommodation documentation;
- 4530
- 4531 D. Required health certification for the animal;
- 4532
- 4533 E. Transportation of the service animal;
- 4534
- 4535 F. Emergency procedures; and
- 4536
- 4537 G. Orientation for school personnel and students.
- 4538

4539 VIII. The School shall not assume responsibility for training, health care or

4540 daily care of any service animal.

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4543 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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4546 **LAW(S) IMPLEMENTED:** **413.08, 1001.32, 1001.43, 1006.07, 1006.08, F.S.**

4547 **28 CFR 35.104, 28 CFR 35.136,**

4548 **28 CFR 36.104, 34 CFR 104**

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4551 **HISTORY:**

4552 **ADOPTED: 1/10/12**

4553 **REVISION DATE(S): 6/21/16**

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4555 **FORMERLY: NEW**

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4568 3.50

4569
4570 **PUBLIC INFORMATION AND INSPECTION OF RECORDS**

4571
4572 All public records pursuant to Florida Statutes shall be available for inspection or
4573 copying at reasonable times during normal office hours of offices in which records
4574 are maintained.

4575
4576 (1) Photocopying or other reproduction of any record shall be
4577 performed upon a person's request. Charges for photocopying or
4578 reproducing shall be in accordance with the School Board Rule
4579 entitled "Copying of Public Records" (2.10).

4580
4581 (2) Records maintained by the Florida State University Schools, which
4582 are **EXEMPT** from public inspection, include:

4583
4584 (a) Personally identifiable records of students pursuant to
4585 Florida Statutes and the Federal Family Educational Rights
4586 and Privacy Act (FERPA).

4587
4588 (b) Portions of personnel records pursuant to Florida Statutes;

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4590 (c) All work products developed in preparation for collective
4591 bargaining pursuant to Florida Statutes;

- 4593 (d) Appraisals, offers, and counter offers relating to purchase of
4594 real property pursuant to Florida Statutes;
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- 4596 (e) Legal records prepared by an attorney exclusively for civil or
4597 criminal litigation pursuant to Florida Statutes, and litigation
4598 files regarding employees while the case is active;
4599
- 4600 (f) A complaint of misconduct filed with the District against a
4601 District employee and information obtained in the
4602 investigation until the investigation is concluded with a
4603 finding to proceed or not to proceed with disciplinary action
4604 or charges and the subject of the complaint has been notified
4605 of the finding;
4606
- 4607 (g) Data processing software obtained under a licensing
4608 agreement, which prevents its disclosure, and data processing
4609 software designated by the Director as "sensitive" pursuant
4610 to Florida Statutes;
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- 4612 (h) Sealed responses to request for bids or proposals, until such
4613 time as they are publicly opened pursuant to Florida Statutes;
4614 ~~and~~,
4615
- 4616 (i) Personally identifiable records of dependent children of
4617 former or current employees who are insured by a District
4618 group insurance plan; and
4619
- 4620 (j) Employee and student health and medical records as
4621 prescribed by Florida Statutes and P.L. 104-191, Health

4622 Insurance Portability and Accountability Act of 1996
4623 (HIPAA).

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4628 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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4630 **LAWS IMPLEMENTED:** 119.07(3); 447.605, 1001.43, 1002.22,

4631 1002.221, 1008.24, 1012.31, 1013.14, F.S.

4632 34CFR 99; P.L. 103-382, 104-191

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HISTORY:
ADOPTED:
REVISION DATE(S): 11/12/13; 12/9/14
FORMERLY: 2.09

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4652 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0

3.51

COPYING OF PUBLIC RECORDS

- (1) Copies of public records may be obtained by making a request to the lawful custodian of the records. Charges for copies of public records not exceeding 8 ½" x 14" in size shall be fifteen (15) cents for each one-sided copy or twenty (20) cents for each two-sided copy, unless a different fee is otherwise prescribed or permitted by Florida Statutes. A one-dollar (\$1.00) fee shall be assessed for a certified copy of a public record.
- (2) The Director or designee shall charge audio, video, and other materials at rates as established.
- (3) Copies shall be made by the appropriate staff members and reproduced at a time, which does not interfere with the normal work duty.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 119.07; 119.08; 1001.43, 1001.52, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.10

FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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CHAPTER 3.0**

3.52

COPYRIGHTED MATERIALS

The Florida State University Schools shall abide by all provisions of the copyright laws.

- (1) Commercial materials, whether printed or non-printed, may not be duplicated without prior written permission from the owner or copyright holder.
- (2) The Florida State University Schools does not sanction or condone illegal duplication in any form, the use of illegally duplicated materials, or the improper use of commercially duplicated materials.
- (3) Procedures and guidelines for the legal duplication of materials for instructional purposes may be obtained from the school office.
- (4) Employees who willfully infringe upon current copyright laws may be subject to disciplinary action by the Florida State University Schools.

ADDITIONAL MATERIALS: The FSUS Copyright Infringement In-service

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.361, 1001.43, F.S.

**HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.11**

FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0**

3.60

FLAG DISPLAY AND PLEDGE

- (1) The pledge of allegiance to the flag shall be recited at the beginning of each school day in Florida State University Schools.
- (2) 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 files a written request with the school Administrative Staff.
- (3) The United States flag and the official flag of Florida shall be displayed daily on a suitable flagpole on the grounds of each school when the weather permits. Flags shall be displayed according to established guidelines.
- (4) Each classroom and auditorium shall display the United States flag.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1000.06, 1001.43, 1003.42, F.S.

**HISTORY: 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16
ADOPTED: 12/13/16
REVISION DATE(S):
FORMERLY: 2.12**

FLORIDA STATE UNIVERSITY SCHOOLS

4746 **FLORIDA STATE UNIVERSITY SCHOOLS**
4747 **POLICY MANUAL**
4748 **SCHOOL ADMINISTRATION**
4749 **CHAPTER 3.0**

4751 **3.61**

4752 **A MOMENT OF SILENCE**

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4754 Each school day, first period teachers, in all grades, shall set aside up to two (2)
4755 minutes for a moment of silence, during which students may not interfere with
4756 other students' participation.

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4761 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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4763 **LAWS IMPLEMENTED:** **1001.43, 1003.45, F.S.**

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4778 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.13

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FLORIDA STATE UNIVERSITY SCHOOLS
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3.62

RELIGIOUS FREEDOMS

- A. The Florida State University Schools 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.
- B. 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.
- C. 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.
- D. Because of their special relationship to their students, school administrators and teachers must at all times be mindful of their roles and not use their position 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.

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STATUTORY AUTHORITY: s. 1001.41(2), Fla. Stat.

HISTORY: PAEC 2009 Model Rule

REVISED:

ADOPTED:

FLORIDA STATE UNIVERSITY SCHOOLS

4839 FLORIDA STATE UNIVERSITY SCHOOLS

4840 POLICY MANUAL

4841 SCHOOL ADMINISTRATION

4842 CHAPTER 3.0

4843 3.63

4844 EQUAL ACCESS FOR NON-CURRICULUM RELATED STUDENT

4845 MEETINGS

4846 This policy is intended to implement the federal Equal Access Act, 20 U.S.C. ss.
4847 4071 et seq, (Act) and the First Amendment right of freedom of speech. The School
4848 Board believes that it is important for students to learn the meaning and practice
4849 of freedom of speech while in school, in order that as future citizens they will
4850 appreciate the proper exercise of this vital liberty. In adopting this policy, the
4851 School Board does not forego its authority to maintain an orderly and disciplined
4852 school environment. **The secondary school shall have a limited public forum for**
4853 **student groups wishing to meet to engage in speech, subject to the following**
4854 **restrictions:**

- 4855 A. Students shall be permitted to meet during the non-instructional time of
4856 the individual students involved in the meeting, including before school,
4857 after school, during lunch or other non-instructional times. However, no
4858 student shall be present at a meeting at a time when he or she has a class or
4859 is required by school rules to be elsewhere, unless permission from the
4860 classroom teacher is obtained. This includes any time during which the
4861 school requires the particular student or all students to be off school
4862 property and outside the school building.
- 4863 B. All meetings shall be student-initiated and open to all students in the
4864 school. All student attendance at a meeting shall be voluntary.
- 4865 C. No meeting may include any activity that is unlawful or that materially and
4866 substantially interferes with the orderly conduct of educational activities
4867 within the school.

- 4868 D. It is understood that the content of these student meetings is not sponsored
4869 by the School Board. The School Board is neutral as to the content of these
4870 meetings, if the meetings comply with paragraphs B and C.
- 4871 E. Students may invite outside speakers to their meetings subject to
4872 paragraphs B, C and D.
- 4873 F. In order to maintain an orderly and disciplined environment and to ensure
4874 that meetings are conducted in accordance with the provisions of this policy
4875 and the Equal Access Act, a faculty liaison shall be present at the meetings.
4876 The students shall be responsible for finding a faculty member to be
4877 present. The faculty member shall not participate in, direct or control the
4878 activities of a student religious club. **Failure of the faculty member to**
4879 **observe these limitations will be deemed a violation of this policy and**
4880 **may subject the employee to disciplinary action.**
- 4881 G. If students wish to meet under this policy, they must file a request to meet
4882 with the principal which lists:
- 4883 1. The room in which they wish to meet and the time during
4884 which they will meet;
 - 4885 2. The name of one student who will serve as the contact
4886 between the group and the school authorities;
 - 4887 3. The faculty member who will be present; and
- 4888 The principal shall approve a meeting if it meets the requirements of this policy
4889 and shall notify the student contact person of his or her approval or, if it does
4890 not meet the requirements of this policy, his or her reasons for disapproval
4891 within two (2) days of the submission of the request to meet.
- 4892 H. If students wish to meet on a continuing basis as a non-curricular student
4893 club they must file a written application with the school principal in order
4894 to seek recognition of the club at school. The application shall be completed
4895 on a form as prescribed by the district and shall include:
- 4896 a. Name of the proposed club;

- 4897 b. Name of one student who will serve as the contact between the
- 4898 club and school authorities;
- 4899 c. Brief statement of the club's purpose and goals;
- 4900 d. Name of faculty member who has agreed to be the club's school
- 4901 liaison and attend meetings;
- 4902 e. Name of any organization outside the school which is affiliated
- 4903 with the proposed club;
- 4904 f. Draft of the proposed club by-laws;
- 4905 g. In order to establish that there is student interest in the club, a
- 4906 statement certifying that at least five (5) students at the school
- 4907 have committed to join the new club and actively participate in
- 4908 its programs and that the club will operate with at least five (5)
- 4909 members on an ongoing basis;
- 4910 h. Room in which the students wish to meet;
- 4911 i. Time during which they plan to meet.

4912 The application must be signed by the student organizer(s) and the proposed
4913 faculty liaison. The principal shall approve the request if it meets the
4914 requirements of this policy and shall notify the student contact of his or her
4915 approval or, if it does not meet the requirements of this policy, his or her reason
4916 for disapproval within two (2) days of the submission of the request. Once
4917 approved, the non-curricular student club may continue meetings for the
4918 remainder of the school year, unless the club subsequently violates School
4919 Board policies. **All non-curricular student clubs shall be required to file with**
4920 **the school principal an annual Club Recognition Renewal form as**
4921 **prescribed by the Board. The renewal of the non-curricular student club**
4922 **recognition status shall be completed within thirty (30) days of the**
4923 **beginning of each school year.**

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STATUTORY AUTHORITY:

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ss. 1001.41(2), 1001.42(25) and 1006.14(3), F.S.

LAWS IMPLEMENTED:

Federal Equal Access Act, 20 U.S.C. ss. 4071, et seq

REVISION:

ADOPTED:

FLORIDA STATE UNIVERSITY SCHOOLS

4957 FLORIDA STATE UNIVERSITY SCHOOLS
4958 POLICY MANUAL
4959 SCHOOL ADMINISTRATION
4960 CHAPTER 3.0

4961 3.64

4962 **STUDENT DISTRIBUTION/POSTING OF LITERATURE AND MATERIALS**
4963

4964 It is the intent of this policy to recognize the free speech rights of students in public
4965 schools. Students have the right to express their opinion and points of view subject
4966 to reasonable time, place and manner limitations consistent with law. Students
4967 shall obtain prior approval from the principal to distribute and/or post materials.
4968 Only those students enrolled at a specific school site shall be permitted to
4969 distribute and/or post materials under this policy at that school site.

4970 **1. STUDENT DISTRIBUTION OF MATERIALS**

4971 1. Students seeking to distribute non-school materials to the student body
4972 shall provide a copy of the material to the principal or the administrator in
4973 charge if the principal is unavailable for review. The principal or
4974 administrator in charge will authorize the distribution within four (4) hours
4975 of receipt unless the principal determines that the material is lewd, obscene
4976 or pornographic, promotes disruption of the orderly operation of the
4977 school, contains statements which may be libelous or slanderous, contains
4978 statements which invade personal rights of privacy, infringes on the rights
4979 of other students, advocates violence or illegal activity and/or advertises a
4980 product or services not permitted for use by minors under the law. Nothing
4981 in this provision shall be interpreted to prohibit the distribution of religious
4982 or political literature, provided such material does not otherwise violate the
4983 limitations contained herein.

4984 2. If the material is approved, the student will be allowed to distribute such
4985 material before and after school and during non-instructional time.
4986 Distribution locations on campus shall be designated by the principal and

4987 may include, among others, any entrance and exit to the school and places
4988 near the cafeteria.

4989 3. Distribution shall be conducted in an orderly manner and shall not disrupt
4990 the ordinary operation of the school or interfere with free expression by
4991 other students. Students shall not distribute materials in a manner which
4992 disrupts any school activity or blocks or impedes the safe flow of traffic
4993 within corridors and entrance ways of the school. Students who distribute
4994 such material shall be responsible for cleaning up such materials thrown on
4995 the floors, in the school or on the grounds outside the school.

4996 4. All students have the right, notwithstanding the provisions of this policy,
4997 to refuse to receive or accept materials being distributed, and no student
4998 has the right to force materials on any other student.

4999 5. As used in this policy, the terms “lewd, obscene or pornographic” include
5000 materials which are patently offensive because they are an affront to
5001 contemporary community standards relating to the description or
5002 representation of sexual matters.

5003 6. As used in this policy, the term “not disrupt the ordinary operation of the
5004 school” includes, but is not limited to, forcing other students to listen or
5005 accept materials by shouting or preventing passage, and engaging in speech
5006 activities during instructional time which are not consistent with the subject
5007 matter being taught.

5008 7. As used in this policy, the terms “libelous or slanderous” are collectively
5009 referred to as “defamation.” Slander refers to the spoken word and libel
5010 refers to a statement recorded in writing. Defamatory language is language
5011 which tends to adversely affect one’s reputation. This may result from
5012 attacking the individual’s honesty, integrity, virtue, virginity, sanity or the
5013 like. Defamatory language may be directed toward an individual or toward
5014 a group that is so small that it is clear to the listener or reader as to those
5015 individuals being defamed.

- 5016 8. As used in this policy, the term "invade personal rights of privacy" includes
5017 the disclosure or communication of any information regarding the private
5018 life of another student or individual including, among other things, any
5019 information from confidential student records, information regarding
5020 sensitive family or personal matters and other such personally identifiable
5021 information that is not considered to be in the public domain.
- 5022 9. As used in this policy, the term "infringes on the rights of other students"
5023 means defamatory expressions against another individual or toward a
5024 group that is so small that it is clear to the listener or reader as to those
5025 individuals being defamed.
- 5026 10. As used in this policy, the term "non-instructional time" means before or
5027 after school hours, between classes, and during lunch or recess times.
- 5028 11. Any concern about decisions regarding distribution or lack thereof may be
5029 promptly appealed to the Director whose decision shall be final.

5030

5031 **2. STUDENT POSTING OF MATERIALS**

- 5032 A. Materials originating from non-district sources for posting shall not be
5033 displayed without the authorization of the principal or his designee, in
5034 accordance with the standards of this policy and the law. The principal
5035 shall designate an area in the school for the posting of materials by students
5036 which may be reasonably accessible to the students. Once materials have
5037 been authorized for posting, the school shall affix the following legend to
5038 the materials: **"STUDENT SPONSORED MATERIALS --- Not Endorsed
5039 or Sponsored by the School. Authorized for posting through [date]."** In
5040 order to provide adequate space and a fair opportunity for the posting of
5041 materials by students those materials authorized for posting shall remain
5042 posted for a period not to exceed fifteen (15) school days or through the
5043 date of any event that is advertised by the posted material.
- 5044 B. Any concern about decisions regarding posting of materials or lack thereof
5045 may be promptly appealed to the Director whose decision shall be final.

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STATUTORY AUTHORITY: s. 1001.41(2), Fla. Stat.
LAWS IMPLEMENTED: ss. 1001.33, 1001.41(5), 1012.28, Fla. Stat.

REVISION:
ADOPTED:

FLORIDA STATE UNIVERSITY SCHOOLS

5076 FLORIDA STATE UNIVERSITY SCHOOLS

5077 POLICY MANUAL

5078 SCHOOL ADMINISTRATION

5079 CHAPTER 3.0

5080 3.65

5081 **ABSENCE FOR RELIGIOUS INSTRUCTION**

5082 1. A student with the notarized written consent of his or her parents or
5083 guardian, or a student who has attained the age of majority, upon
5084 application of the student, **may be excused from attendance in school**
5085 **in grades 9 through 12 for a period of not more than one class period**
5086 **per school day, but not to exceed five class periods per week to**
5087 **participate in religious instruction at the student's place of worship or**
5088 **at any other suitable place away from school property designated by**
5089 **the religious group, church, or denomination.** Such notarized
5090 statement must be submitted and approved each semester. Such
5091 religious instruction is not the responsibility of the School Board and
5092 shall not be conducted on school property. A principal or designee shall
5093 not grant permission for such absences unless the following conditions
5094 are met:

- 5095 • The class period chosen and approved by the principal is not a period
5096 during which the student is scheduled to attend class.
- 5097 • Transportation to and from religious instruction is the complete
5098 responsibility of the religious institution or parents or guardian of the
5099 student.
- 5100 • The parents or guardian of the student agree in writing to release and
5101 indemnify the School Board and its agents and employees from and against
5102 any claim for injury or death occurring while the student is absent from
5103 school in order to attend religious instruction.
- 5104 • The religious institution maintains weekly attendance records and makes
5105 them available to the school attended by each student. The religious

5106 institution phones, each day, the parents/guardians of students who are
5107 absent that day.

5108 2. A principal or designee has the right to refuse a student's request for
5109 such religious instruction release time if the request is out of compliance
5110 with the School's Pupil Progression Plan.

5111 3. Nothing in this rule shall be construed to require the school Board to
5112 permit religious instruction programs or to deny a principal or designee
5113 the right to terminate an individual student's permission to be absent to
5114 participate in such religious instruction due to the student's non-
5115 attendance at such instruction.

5116 4. The parent will assume the responsibility of approving the instructional
5117 delivery system, the content, the student management practices and the
5118 personal and instructional qualification of the instructor and staff of the
5119 religious institution providing the religious instruction.

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5121 **STATUTORY AUTHORITY: ss. 1001.41, 1001.42, 1003.21, Fla. Stat.**

5122 **LAWS IMPLEMENTED: s. 1003.21, Fla. Stat.**

5123 **REVISION:**

5124 **ADOPTED:**

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5134 **FLORIDA STATE UNIVERSITY SCHOOLS**

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5136 FLORIDA STATE UNIVERSITY SCHOOLS

5137 POLICY MANUAL

5138 SCHOOL ADMINISTRATION

5139 CHAPTER 3.0

5140
5141 3.68+

5142 **CRIMINAL BACKGROUND SCREENING**

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5145 Any person desiring employment shall file a completed application with Florida
5146 State University as outlined on the FSU Human Resources web page
5147 <https://jobs.fsu.edu/index.cfm> or by calling 850-644-6876.
5148

5149 **I. Initial Employment and Current Employees**

5150 For policies related to employment or current employees, please refer to
5151 Florida State University policies at www.fsu.edu.
5152

5153 **II. Contractors and Other Vendors**

- 5154 a. Contractual personnel who are permitted access on school grounds when
5155 students are present, who have direct contact with students or who have
5156 access to or control of school funds must meet level two (2) screening
5157 requirements as described in Florida Statutes. Contractual personnel shall
5158 include any vendor, individual or entity under contract with a school or the
5159 School Board. Each vendor, individual contractor or employee of a
5160 contractor as described in this section must provide verification that he/she
5161 has met the level two (2) screening requirements prior to accessing a school
5162 campus and provide evidence of compliance with Florida Statute Section
5163 448.095 (evidence may consist of, but is not limited to, providing notice of
5164 Contractor's E-Verify number).
- 5165 b. An employee or contractor of an employer who offers a high school student
5166 internship(s) must meet level 2 background screening requirements if
5167 he/she has direct, unsupervised access to the student intern(s).

- 5168 c. Leon County or other districts issue a state identification badge that is valid
5169 for five (5) years to a contractor who meets level 2 screening requirements.
5170 The recipient of the badge shall be responsible for paying a fee established
5171 by the Department of Education. The badge shall bear the picture of the
5172 contractor and must be visible at all times the contractor is on school
5173 grounds.
- 5174 d. The District shall recognize the uniform statewide identification badge that
5175 has been issued by another school district.
- 5176 e. A non-instructional contractor who has been convicted of any disqualifying
5177 offense, as defined in Florida Statutes, shall not have access to school
5178 grounds when students are present.
- 5179 f. Contractual personnel must also meet the level two (2) screening
5180 requirements every five (5) years following entry into a contract. If the
5181 fingerprints of an individual under contract with the School Board have not
5182 been retained by the Florida Department of Law Enforcement, the
5183 individual must submit a complete set of fingerprints to the district of
5184 which their prints were originally submitted.
- 5185 g. Each person under contract as described in sections III(a). and III(b). must
5186 agree to inform the party with whom he/she is under contract within forty-
5187 eight (48) hours if convicted of any disqualifying offense while under
5188 contract. The individual shall also be responsible for returning the badge
5189 within forty-eight (48) hours to the district that issued the badge. If it is
5190 found that a person under contract does not meet the level two (2)
5191 requirements, the individual shall be immediately suspended from
5192 working in a contractual position and shall remain suspended until final
5193 resolution of any appeals. A person who is working with with an intern
5194 will not be allowed to continue in an unsupervised situation.
- 5195 h. The following non-instructional contractors shall be exempt from level 2
5196 screening:

- 5197 i. A contractor who is under direct, line of sight supervision of a
5198 District employee or contractor who has met level 2 screening
5199 requirements;
- 5200 ii. A contractor who is required by law to undergo level 2 screening
5201 for licensure, certification, employment, or other purpose and
5202 provides appropriate documentation;
- 5203 iii. A law enforcement officer who is assigned or dispatched to school
5204 grounds;
- 5205 iv. An employee or medical director of a licensed ambulance provider
5206 who is providing services;
- 5207 v. A contractor at a site where students are not permitted and a six (6)
5208 foot chain link fence separates the work site from the remainder of
5209 the school grounds; or
- 5210 vi. A contractor who provides pickup or delivery services that involve
5211 brief visits to school grounds when students are present.
- 5212 i. A non-instructional contractor, as described in section III(i), who is exempt
5213 from level 2 screening shall be subject to a search of the registry of sexual
5214 offenders and sexual predators maintained by the Florida Department of
5215 Law Enforcement and the National Sex Offender Public Registry
5216 maintained by the U.S. Department of Justice. The District shall conduct
5217 the registry search without charge to the contractor. If a contractor is
5218 identified as a sexual predator or offender and not allowed on school
5219 grounds, the District shall notify the vendor, individual or entity under
5220 contract within three (3) business days.
- 5221
- 5222 j. The Director shall develop procedures to implement this policy.
5223

5224 **IV. Work Site with No Students Present.**

- 5225 A. The contractor or vendor shall provide to Florida State University
5226 Schools, Inc. a list of personnel assigned or potentially assigned to

5227 FSUS, Inc. sites so that the appropriate FSUS official can conduct the
5228 required background screening. Any charges incurred for this
5229 screening will be the responsibility of the contractor or vendor. Any
5230 person identified as a sexual predator or offender will not be allowed
5231 on any FSUS, Inc. site. Each person assigned to work at an FSUS,
5232 Inc. site is required to sign in and out upon entering and/or exiting
5233 the site at the designated location. An identification badge
5234 indicating level of clearance must be visibly worn at all times. No
5235 personnel shall work at the site who has been convicted of the
5236 serious offenses in the following list, subject to the Director's
5237 mitigation consideration process.

- 5238 a. Inappropriate sexual conduct including, but not limited to
5239 prostitution, solicitation of prostitution, sexual battery, sexual
5240 relations with a minor, possession or sale of pornography
5241 involving minors, computer pornography or obscene literature.
- 5242 b. Sale of controlled substances.
- 5243 c. Any crime or offense enumerated in 435.04, Florida Statutes.
- 5244 d. Possession of a gun or weapon on FSUS property or use of
5245 weapon in the commission of a violent crime.
- 5246 e. Knowingly falsifying or altering employment application,
5247 paperwork, district forms or other documents or certificates.
- 5248 f. Conviction of any felony as noted in 435.04, Florida Statutes.

5249

5250 **STATUTORY AUTHORITY:** 1001.41, 435.04, 1012.797 F.S.
5251 **LAWS IMPLEMENTED:** 288.061, 448.095, 1001.43,
5252 1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.

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5254 **HISTORY: NEW 07/08 not addressed**
5255 **ADOPTED:**
5256 **REVISION DATE(S): 5/15/12;**
5257 **11/12/13, 9/13/22**

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5259 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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AGENTS, SOLICITORS AND
SALESPERSONS

Because there are legitimate and necessary calls from businesses and professional representatives who provide supplies and services regularly used in the school, agents, salespersons and delivery persons may visit the school at the discretion of the Director. All such persons shall sign in and submit to school security clearance at the school’s main office upon arrival.

The Director 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 Director.

STATUTORY AUTHORITY: 230.22(2); 230.23(17), F.S.
LAW(S) IMPLEMENTED: 230.23(4); 230.23005(2), F.S.
HISTORY: ADOPTED: 5/23/01
REVISION DATE(S):
FORMERLY: NEW

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FLORIDA STATE UNIVERSITY SCHOOLS
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VISITOR IDENTIFICATION MEASURE

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

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

STATUTORY AUTHORITY: 1001.42, F.S.
LAW(S) IMPLEMENTED: 856.022, 1001.43, F.S.
HISTORY: ADOPTED: 1/10/12
REVISION DATE(S): 10/9/12
FORMERLY: NEW

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SCHOOL VOLUNTEERS

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.

(1) 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 Board rules.

(2) The Director shall issue directives concerning school volunteers as may be deemed necessary.

(3) A school volunteer shall be accorded the same protection of Florida Statutes as accorded to certified instructional personnel provided the school volunteer:

- a. Has officially recorded his/her attendance in the school where he/she is rendering services under an administrative or instructional staff member, and
- b. Have on file a signed and dated release form prior to any volunteer activity.

5360 (4) A school volunteer will be subject to the school's security clearance
5361 policy.

5362 • An athletic coaching position in volunteer status, (performing duties
5363 without pay) is required to have a Level II background check and
5364 fingerprinting, which is the same requirement for other athletic coaches
5365 who are in coaching positions receiving pay. A person who has been
5366 convicted of a crime that would disqualify him/her for employment in the
5367 District, shall not be accepted as a volunteer.

5368 • Individuals volunteering on the school campus must present a valid
5369 driver's license, be screened via the Raptor system or a similar
5370 background screening program, and issued an official visitor's badge
5371 before performing volunteer duties. Volunteers must be supervised by an
5372 employee at all times.

5373 • Volunteers who are chaperoning off-campus field trips, including
5374 overnight trips, are required to present a valid driver's license for the
5375 school Raptor security check or similar background screening program
5376 within 48 hours prior to the departure on the trip. The trip organizer must
5377 keep security documentation of all volunteers serving as chaperones.

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5379 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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5381 **LAW(S) IMPLEMENTED:** 110.504(4) (5); 228.041(24); 110.504(4), 110.504(5),
5382 440.02(15)(d)6, 435.04, 768.28, 943.04351, 1001.43, 1012.01, F.S.

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5384 **HISTORY:** **ADOPTED: 8/15/2001**

5385 **REVISION DATE(S): 10/9/12; 11/18/14**

5386 **FORMERLY: NEW**

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5391 **FLORIDA STATE UNIVERSITY SCHOOLS**

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5409 FLORIDA STATE UNIVERSITY SCHOOLS
5410 POLICY MANUAL
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5414 4.10*+
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5416 THE CURRICULUM
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- 5419 I. The District curriculum shall be determined by
5420
- 5421 A. Students' needs as determined by studies, assessments and surveys;
5422
- 5423 B. Continuous evaluation of curriculum effectiveness in meeting
5424 students' needs in the District;
5425
- 5426 C. Florida Statutes, State Board of Education rules, and the School
5427 Board; and
5428
- 5429 D. Florida Department of Education developed and School Board
5430 approved Florida curriculum frameworks, State Student
5431 Performance Standards and course descriptions.
5432
- 5433 II. The Director may appoint such committees and special study groups as
5434 may be necessary to assist in determining the educational needs of the
5435 District.
5436
- 5437 III. The Director shall designate an appropriate staff member who is
5438 responsible for the development and coordination of the total curriculum
5439 of the District.

5440

5441 IV. The program of instruction shall include, but not be limited to

5442

5443 A. Elementary Level Curriculum - reading, language arts, social
5444 studies, science, health, physical education, music, art, mathematics,
5445 character education, and such other disciplines that may be
5446 considered necessary to a comprehensive elementary school
5447 program. The curriculum shall include instruction in study and
5448 work habits, critical thinking skills, health and hygiene, citizenship,
5449 career orientation, the establishment of purposes, and the
5450 development of and morality;

5451

5452 B. Middle Level Curriculum - Mathematics, language arts, reading,
5453 science, social studies, music, art, health, physical education,
5454 exploratory career education, character education, computer literacy
5455 if resources are available, and critical thinking skills. Activities
5456 which offer desirable experiences such as consumer education, band,
5457 drama, creative writing, athletics, and student government shall be
5458 promoted. Instruction in the use of the library and counseling
5459 services shall be provided;

5460

5461 C. Senior Level Curriculum - Will consist of courses which meet the
5462 needs of all students. Both college preparatory and terminal courses
5463 shall be offered at levels which will challenge each student to
5464 perform in accordance with his/her ability.

5465

- 5466 1. Library instruction and counseling services shall be provided.
5467
- 5468 2. Character education shall include instruction on the
5469 development of leadership, interpersonal, organization, and
5470 research skills; workplace ethics and law; conflict resolution;
5471 skills that enable students to become resilient and self-
5472 motivated; and skills which assist students to become
5473 employed.
5474
- 5475 3. A program of student government, student publications,
5476 drama, music, social activities, and athletics shall be provided
5477 for the development of well-rounded citizens.
5478
- 5479 D. A student's progression from one grade to another shall be
5480 determined, in part, upon proficiency in reading, writing, science,
5481 and mathematics.
5482
- 5483 V. The responsibility and right of an instructional staff member to present
5484 information of a controversial nature is hereby recognized. The teacher
5485 shall not present controversial material or issues which are not directly or
5486 closely related to the subject area being taught. In presenting controversial
5487 materials on an issue, the teacher shall present all sides of the question
5488 without bias or prejudice and shall permit each student to arrive at his/her
5489 own conclusions.
5490
- 5491 VI. A course description shall be presented for School Board approval before
5492 any course or unit in the objective study of the Bible or a comparative study
5493 of religion, as provided in Florida Statutes, is initiated in any school. The
5494 description shall detail the purpose of the course, the materials to be used,
5495 grade location, length of the course, and credit value. No teacher shall

5496 present or permit to be presented any material which ridicules any religious
5497 sect, belief, or faith.

5498

5499 VII. Prior to initiating any course or unit of instruction in human growth and
5500 development, a course outline and complete description shall be presented
5501 for School Board approval. This rule does not preclude the teaching of
5502 personal cleanliness in health and physical education classes or in the
5503 elementary grades, or the teaching of matters relating to sex education as
5504 provided in state-adopted textbooks, or information relating to sex
5505 education as required in other courses using duly-adopted textbooks and
5506 materials where the teaching of sex is an incidental part of the course.

5507 VIII. It shall be the responsibility of the school to make students aware of the
5508 dangers and consequences of sexually transmitted diseases. The manner,
5509 scope, and levels at which this information will be presented shall be
5510 determined by the Director or designee in consultation with instructional
5511 supervisors and principal(s). Prior to initiating any such unit of instruction,
5512 the proposed program, the materials to be used, and other essential
5513 information shall be presented to the School Board for approval. When any
5514 questionable information is to be viewed by mixed groups, the sexes may
5515 be separated for presentation of materials.

5516

5517 IX. Age-appropriate information about Acquired Immune Deficiency
5518 Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and
5519 other sexually transmissible diseases shall be taught in Grades K-12.
5520 Instruction shall address causes, transmission, and prevention and shall be
5521 approved by the School Board.

5522

5523 X. The Director or designee shall review curriculum frameworks which are
5524 prepared and distributed by the Florida Department of Education and

5525 related to AIDS education. If the curriculum frameworks are inconsistent
5526 with locally determined curriculum for AIDS education or are not reflective
5527 of local values and concerns, the Director shall advise the School Board and
5528 provide recommendations for instructional activities.

5529

5530 XI. A student shall be exempt from instructional activities on reproductive
5531 health or Acquired Immune Deficiency Syndrome (AIDS) provided
5532 his/her parent(s), as defined by Florida Statutes, files a written request with
5533 the school principal.

5534

5535 XII. In compliance with Florida Statute, throughout instruction in Acquired
5536 Immune Deficiency Syndrome, sexually transmitted diseases, or health
5537 education, when such instruction and course material contains instruction
5538 in human sexuality, a school shall:

5539

5540 A. Teach abstinence from sexual activity outside of marriage as the
5541 expected standard for all school-age children while teaching the
5542 benefits of monogamous heterosexual marriage.

5543

5544 B. Emphasize that abstinence from sexual activity is an absolute way to
5545 avoid pregnancy, sexually transmitted diseases, including Acquired
5546 Immune Deficiency Syndrome (AIDS), and other associated health
5547 problems.

5548

5549 C. Teach that each student has the power to control personal behavior
5550 and encourage students to base actions on reasoning, self-esteem,
5551 and respect for others.

5552

5553 D. Provide instruction and material that is appropriate for the grade
5554 and age of the student.

5555

5556 XIII. The Director or designee shall develop a physical education program to
5557 implement the requirements of Florida Statutes.

5558

5559 XIV. When dealing with political issues, the positions of all parties will be
5560 presented on a nonpartisan basis. Partisan political literature will not be
5561 distributed in schools. However, schools may give out information relating
5562 to School District taxes or the need for construction bonds.

5563

5564 XV. All course materials and verbal or visual instruction shall conform to the
5565 requisites and intent of all Florida law and the state constitution. All
5566 instructional materials, including teachers' manuals, films, tapes, or other
5567 supplementary instructional material, shall be available for inspection by
5568 parents of the children engaged in such classes.

5569

5570 XVI. The Director/designee shall develop procedures to assure all aspects of
5571 curriculum development and implementation are carried out.

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5574 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

5575

5576 **LAWS IMPLEMENTED:** 1000.21, 1003.4203, 1003.455, 1010.305;
5577 1006.28; 1001.43; 1006.29; 1008.25; 1003.42; 1003.45, F.S.

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5579 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.09412, 6A-1.09414

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HISTORY:
ADOPTED:
REVISION DATE(S): 12/9/14
FORMERLY: 3.02

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5588 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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4.11*+

PUPIL PROGRESSION PLAN

The School Board for Florida State University Schools shall approve the Pupil Progression Plan and copies shall be maintained in the office. 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 and dual enrollment, technical education. The plan shall include options for virtual instruction, academic acceleration and early high school graduation. After approval, all future Pupil Progression Plans shall be made a part of this rule.

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): 9/8/09; 1/8/2013; 7/8/14; 12/9/14;
12/12/17, 1/14/2020

FORMERLY: 3.01

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5626 4.113

5627 **ACADEMIC ACCELERATION**
5628

5629 The FSUS Board believes that all children are entitled to an education that is
5630 challenging and is commensurate with their abilities and needs. Therefore,
5631 students who can exceed grade level and/or subject area expectations shall be
5632 provided opportunities to participate in accelerated learning.

5633
5634 A. Accelerated learning options shall include but not be limited to

- 5635
5636 A. Whole grade promotion;
5637 B. Midyear promotion;
5638 C. Virtual instruction;
5639 D. Subject matter acceleration;
5640 E. Advanced academic courses;
5641 F. Credit Acceleration Program;
5642 G. Enrichment programs; and
5643 H. Early high school graduation.

5644
5645 B. All parents and students shall be notified of the opportunities for
5646 academic acceleration. Notification shall include but not be limited
5647 to

- 5648
5649 I. Accelerated learning options including early graduation;
5650 II. Eligibility requirements;

5651

5652 III. Referral process and relevant deadlines;

5653 IV. Appeals process; and

5654 V. Performance contracts for students who are referred by their parents.

5655

5656 C. Student eligibility requirements shall be established at the school
5657 and District levels. Eligibility considerations shall include those
5658 established by law and other considerations as determined by the
5659 school or District.

5660

5661 D. A student may be referred for academic acceleration by a teacher,
5662 administrator, guidance counselor, school psychologist or parent.

5663

5664 E. An evaluation committee shall be established at each school to
5665 consider all referrals for academic acceleration. The committee shall
5666 determine a student's eligibility for an acceleration program or
5667 accelerated class(es).

5668

5669 F. A parent may appeal the decision of the evaluation committee in
5670 writing if the committee does not recommend that the child is
5671 eligible to participate in academic acceleration.

5672

5673 G. A performance contract shall be developed for each student who
5674 participates in an acceleration option at the request of his/her
5675 parent. The contract shall be signed by the student, parent, and
5676 school principal.

5677

5678 H. Provisions for academic acceleration shall be contained in the
5679 *Student Progression Plan*.

5680

5681 I. The School shall establish procedures for the implementation of
5682 academic acceleration. The eligibility requirements, data sources to
5683 be used for evaluation, composition of the evaluation committee and
5684 methods of monitoring accelerated students shall be included in the
5685 procedures.

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5688 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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5691 **LAW(S) IMPLEMENTED:** **1000.21, 1001.43, 1002.3105, 1002.321,**
5692 **1003.4281, 1003.4295, F.S.**

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5695 **HISTORY:** **ADOPTED: 1/8/2013**
5696 **REVISION DATE(S): 11/12/13**
5697 **FORMERLY: NEW**

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4.115

GRADE FORGIVENESS

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.

5740 IV. Grade Point Average

5741

5742 Only the new grade shall be used in calculating the student’s grade point
5743 average. A course grade that is not replaced according to the forgiveness
5744 policy will be used in the calculation of the grade point average.

5745

5746 V. Student Records

5747

5748 All courses and grades must be included on the student’s transcript. The
5749 forgiveness provision does not give the authority to delete the forgiven
5750 course and grade from the student’s record.

5751

5752 VI. Notification

5753

5754 Students shall be notified of the grade forgiveness provisions and the
5755 procedure for replacing eligible grades.

5756

5757 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

5758 **LAW(S) IMPLEMENTED:** 1001.43, 1003.4156, 1003.4281, 1003.4282,

5759 1003.437, 1003.49, 1008.25, F.S.

5760 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0955

5761 **HISTORY:** 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16

5762 **ADOPTED:** 12/13/16

5763 **REVISION DATE(S):** _____

5764 **FORMERLY:** NEW

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EARLY HIGH SCHOOL GRADUATION

- I. A student who earns twenty-four (24) credits and meets the graduation requirements stated in Florida Statutes, in less than eight (8) semesters or the equivalent, may elect early graduation. The School 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: 1/8/2013**
REVISION DATE(S): 11/12/13
FORMERLY: NEW

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5806 4.12

5807 EXCEPTIONAL STUDENT EDUCATION
5808

5809 Definition: An exceptional student shall mean any child who requires special
5810 instruction or related services to take full advantage of or to respond to
5811 educational programs and opportunities because of a physical, mental, emotional,
5812 social or learning exceptionality, as determined by a multi-disciplinary team
5813 which includes psychological, educational, and/or physical evaluation results
5814 provided by specialists qualified under State Board of Education rules.
5815 Exceptional Students include children with specific learning disabilities or
5816 children who are mentally handicapped, speech and language impaired, hearing
5817 impaired, visually impaired, physically impaired, emotionally handicapped,
5818 socially maladjusted, profoundly handicapped, or gifted, within the limitations
5819 provided in 228.053 and 228.056, F.S.

- 5820 (1) Upon recommendation of the Director, the Board shall annually adopt a
5821 plan for the provision of exceptional student education programs for all
5822 exceptional students.
- 5823 (2) The annual plan for special programs and procedures for exceptional
5824 students shall include: screening procedures; pre-referral activities; referral
5825 procedures; eligibility criteria; program placement; program dismissal; and
5826 descriptions of program organization and operations.
- 5827 (3) The annual plan for exceptional student education shall be subject to the
5828 approval of the State Commissioner of Education.

5829 (4) The exceptional student education program shall conform to the provisions
5830 adopted by the Board and approved by the Commissioner and shall
5831 function in accordance with the provisions of law, State Board of Education
5832 rules, and other applicable provisions of Board rules.

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5835 **STATUTORY AUTHORITY:** 228.053; 228.056; 230.22(2); 230.23(17), F.S.

5836 **LAWS IMPLEMENTED:** 228.041; 228.053; 230.23(4)(m); 230.23(6)(c);
5837 230.23005(3)(d),(6),(8), F.S.

5838 **STATE BOARD OF EDUCATION RULE:** 6A-6.0131; 6A-6.03411

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HISTORY:
ADOPTED:
REVISION DATE(S): 9/8/09
FORMERLY:

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5869 **FLORIDA STATE UNIVERSITY SCHOOLS**

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4.16

HOMEWORK ASSIGNMENTS

Excessive homework shall not be assigned. In a departmentalized situation, a teacher in a given subject matter area shall not monopolize the student's homework time to the detriment of other courses being taken by the student.

Homework, when assigned, shall:

- I. Meet the needs of the individual student;
- II. Be thoroughly explained to the student;
- III. Result in learning and not be busywork or a repetition of what the student already knows;
- IV. Be assigned with sufficient time for a student to obtain any resource that is needed or required;
- V. Not be assigned as a disciplinary measure; and
- VI. Be reasonable in length of time for completion of the assignment.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1006.28, F.S.

HISTORY: ADOPTED: 1/8/2013

REVISION DATE(S): _____

FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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4.17

SUMMER SCHOOL

- (1) The Board authorizes an annual summer school program. The Director shall determine the building site(s).
- (2) 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 Board shall be charged for students who do not generate state funds.
- (3) All summer school requirements are contained in the Pupil Progression Plan.

STATUTORY AUTHORITY: 230.22(2); 230.23(17), F.S.

LAWS IMPLEMENTED: 230.23(4); 230.23005(3)(d), F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 9/8/09
FORMERLY:

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5934 FLORIDA STATE UNIVERSITY SCHOOLS
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5938 4.18

5939 **ACADEMIC AND CAREER PLANNING**
5940

- 5941 I. Middle grade students shall participate in a career and education planning
5942 course during the sixth, seventh or eighth grade. The course must be an
5943 approved course identified by the Florida Department of Education. The
5944 career-planning portion of the designated course must be internet-based,
5945 customizable to each student, and include research-based assessments to
5946 assist with determining educational and career options and goals. Career
5947 exploration shall be included in the curriculum. The purpose of this course
5948 shall be to enable students and parents to develop a personalized academic
5949 achievement and career goals for postsecondary experience.
- 5950
- 5951 II. The academic and career plan shall include
- 5952 A. A destination;
- 5953 B. A major area of interest;
- 5954 C. A list of courses to meet the requirements of the destination and
5955 major area of interest.
- 5956 D. A detailed explanation of the requirements for earning a high school
5957 diploma designation.
- 5958 E. The requirements for each scholarship in the Florida Bright Futures
5959 Scholarships Program
- 5960 F. The requirements for state university, technical college, and Florida
5961 College System institution admission.

- 5962 G. Opportunities available to earn college credit in high school,
5963 including Advanced Placement courses; dual enrollment, including
5964 career dual enrollment; and career education courses.
5965
- 5966 III. Destinations shall include
- 5967 A. Four (4) year college or university, community college plus
5968 university, or military academy degree;
- 5969 B. Two (2) year postsecondary degree;
- 5970 C. Postsecondary career certificate;
- 5971 D. Immediate employment or entry level military; or
- 5972 E. A combination of any of these destinations.
5973
- 5974 IV. The destinations shall accommodate the needs of exceptional education
5975 students to the extent appropriate for individual students. These students
5976 may follow the courses outlined in the *Student Progression Plan*.
5977
- 5978 V. Completion of the academic and career plan shall be required for
5979 promotion to grade nine (9).
5980
- 5981 VI. Secondary schools shall ensure that students and parents are aware of the
5982 destinations and the process of developing and revising academic plans.
5983
- 5984 VII. The District shall encourage the business community to support career
5985 preparation by providing internships and apprenticeships.
5986
- 5987 VIII. The high school principal shall
5988
- 5989 A. Designate an instructional or administrative staff member to serve
5990 as a specialist who will
- 5991 1. Coordinate the use of student achievement strategies;

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6034 4.19*+
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6036 **PHYSICAL EDUCATION**
6037

6038 Florida State University Schools believes that physical education is an important
6039 component of the total educational program. Physical activity is essential to the
6040 development and maintenance of good health. The physical education program
6041 shall focus on providing students with the knowledge and skills to make healthy
6042 lifestyle decisions.

6043
6044 I. The physical education program shall be consistent with the standards of
6045 the National Association for Sport and Physical Education and with the
6046 Sunshine State Standards. It shall be an integral part of the District Wellness
6047 Program.

6048
6049 II. The physical education curriculum shall be a continuum from
6050 prekindergarten through grade 12. Activities shall be appropriate for the
6051 grade level and capabilities of the students and shall be of sufficient
6052 intensity and duration to provide a health benefit.

6053
6054 III. Goals of the physical education program shall include

6055
6056 A. Competency in motor skills and movement patterns;

6057
6058 B. Understanding of human movement as it relates to physical
6059 activities;

- 6061 C. Understanding of the benefits of regular participation in physical
6062 activity;
- 6063
- 6064 D. Regular participation in physical activity;
- 6065
- 6066 E. Achievement of a health-enhancing level of physical fitness;
- 6067
- 6068 F. Knowledge of safety in physical activities;
- 6069
- 6070 G. Knowledge of first aid and cardiopulmonary resuscitation (CPR);
- 6071
- 6072 H. Demonstration of responsible personal and social behavior in
6073 physical activity;
- 6074
- 6075 I. Recognition and acceptance of the differing abilities of people;
- 6076
- 6077 J. Recognition of the values of physical activity for health, enjoyment,
6078 challenge, self-expression, and social interaction; and
- 6079
- 6080 K. Increase in health and wellness.
- 6081

6082 IV. The District shall develop a comprehensive physical education plan with
6083 input from teachers, parents, students, and representatives from the
6084 medical and sports fields. The plan shall be reviewed annually by the
6085 Wellness Committee and modified as appropriate. The plan shall adhere
6086 to the requirements of Florida Statutes.

6087

6088 V. The District shall notify parents annually that counseling concerning the
6089 benefits of physical education is available at each school. The District shall
6090 also inform parents, prior to scheduling a student for physical education,
6091 that the requirement for participation in physical education may be waived
6092 under certain circumstances as specified in law.

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6095 **STATUTORY AUTHORITY: 1001.41; 1004.42; F.S.**

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**LAWS IMPLEMENTED: 1001.43, 1003.41, 1003.42, 1003.453,
1003.455, FS**

**HISTORY:
ADOPTED:
REVISION DATE(S): 10/13/09; 7/8/14; 12/9/14
FORMERLY: 3.16**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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4.21+

INSTRUCTIONAL MATERIALS SELECTION

The School Board shall be legally responsible for the instructional materials used in the operation of District schools. Responsibility for the selection and management of the materials is that of the principal of the school. The principal is also responsible for assuring that instructional materials are used to provide instruction to students enrolled at the grade level or levels for which the materials are designed and for effectively communicating to parents, as defined by Florida Statutes, the manner in which instructional materials are used to implement the curricular objectives of the school.

A. The following standards will be used to determine the propriety of instructional materials for selection:

- a. The age of the children who normally could be expected to have access to the material,

6163 b. The educational purpose to be served by the material, with priority
6164 being given to the selection of materials that encompass state and
6165 District performance standards,

6166

6167 c. The consideration of the racial, ethnic, socioeconomic, and cultural
6168 diversity of the District,

6169

6170 d. The degree to which the material would be supplemented and
6171 explained as part of normal classroom instruction.

6172

6173 Consideration should be given to recommendations made by District
6174 committees who have reviewed the available materials in a subject area.
6175 No books or other material containing hardcore pornography or other
6176 material prohibited by Florida Statute shall be used.

6177

6178 B. No school may participate in a pilot program of materials being considered
6179 for adoption by the state during the eighteen (18) months prior to the official
6180 adoption of the materials by the Commissioner of Education. However,
6181 publishers, manufacturers, and/or agents are not prohibited from
6182 supplying sample copies of materials necessary for examination and review
6183 as part of the selection process.

6184

6185 C. The principal of the school will provide to the Director's designee prior to
6186 April 1 a list of selected materials planned for purchase for a subject during
6187 the first two (2) years of the state adoption cycle. If non-adopted materials
6188 are selected, a list of the titles and publishers will be provided with
6189 documentation that the selections and reasons for the selections have been
6190 reviewed and approved by the School Advisory Council.

6191

6192 D. The Director or designee shall notify the Department of Education by April
6193 1 of each year the state-adopted instructional materials that will be
6194 requisitioned for use in the District.

6195

6196 E. The principal is to collect from each pupil or the pupil's parent the purchase
6197 price of any instructional material the pupil has lost, destroyed, or
6198 unnecessarily damaged and to report and transmit such amounts collected
6199 to the Chief Financial Officer. Payment for such materials is due within 30
6200 days of the start of the school year. Failure to satisfy the debt may result in
6201 the withdrawal of the invitation letter. The principal may not delay the
6202 transfer of a pupil's permanent record or delay the awarding of grades due
6203 to failure of payment of assessment on lost, destroyed, or damaged
6204 materials.

6205

6206 F. The principal, when requested by the parent of a pupil in the school, shall
6207 sell to the parent any instructional materials used in the school. The costs

6208 of the materials to the parents would be prorated based on the original
6209 purchase price, number of years of adoption, and number of years used.

6210

6211 G. All money collected from the sale, loss, or damage of instructional materials
6212 shall be transmitted to the Finance Department to be deposited in the
6213 District school fund and added to the District appropriation for
6214 instructional materials.

6215

6216 H. Principals shall see that all books are fully and properly accounted for
6217 annually.

6218

6219 I. Instructional materials purchased by District School Board on behalf of dual
6220 enrollment students shall be the property of the School Board.

6221

6222 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

6223

6224 **LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1006.28, 1006.29(5),
6225 1006.31, 1006.32, 1006.42, F.S.

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6228 **HISTORY:** Conformed to 2009 PAEC Model
6229 **Policies**

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6231 **ADOPTED:** 11/10/09

6232 **REVISION DATE(S):** 11/10/09
ADDITIONAL REFERENCE: FSUS Media Center Handbook

6233

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6239 4.22

6240 **EDUCATIONAL MEDIA MATERIALS SELECTION**

6241 The FSUS Leon Library Media Center serves as a keystone for the curriculum
6242 needs of the school community while also promoting and providing for
6243 students' recreational reading. The Library Media Center assists students in
6244 becoming lifelong information seekers and ensures that they develop the
6245 skills to utilize information effectively through collaborative instruction and
6246 flexible access.

- 6247 I. Objectives of Selection - The primary objective of the FSUS Leon
6248 educational media center is to implement, enrich, and support the
6249 educational program of the school. The center shall provide a wide range
6250 of materials on all levels of difficulty, with diversity of appeal, and the
6251 representation of different points of view. The FSUS Leon School Board
6252 asserts that the responsibility of the media center is to provide:
- 6253 A. Instructional and supplemental materials that will enrich and
6254 support the curriculum, taking into consideration the varied
6255 interest, abilities, and maturity levels of the students being served.
 - 6256 B. Materials that will stimulate growth in factual knowledge, literary
6257 appreciation, aesthetic values, and ethical standards.
 - 6258 C. A background of information enabling students to make intelligent
6259 judgments in their daily life.

6260

- 6261 D. Materials on opposing sides of controversial issues in order that
6262 students may develop, under guidance, the practice of critical
6263 analysis of all media.
- 6264 E. Materials representative of the many religious, ethnic, and cultural
6265 groups and their contributions to the heritage and culture of
6266 America and the world.
- 6267 F. A comprehensive collection appropriate for the users of the media
6268 center placing principle above personal opinion and reason above
6269 prejudice in the selection of materials of the highest quality.
- 6270 II. Legal Responsibility for Selection. The FSUS Leon School Board is legally
6271 responsible for all matters relating to the operation of the FSU Leon. The
6272 responsibility for the selection of educational materials, regardless of
6273 whether the book is purchased, donated, or otherwise made available to
6274 students is delegated to a school district employee who holds a valid
6275 educational media specialist certificate. School principals are responsible
6276 for overseeing compliance with school district procedures for selecting
6277 school library media center materials. A parent may limit his or her
6278 student's access to materials in the school or classroom library by emailing
6279 the media specialist.
- 6280 III. Parental Responsibility. Parents shall have the right to review materials in
6281 the media center and request that it be noted in the student's library
6282 record that the student not be allowed to check out certain materials.
- 6283 IV. Criteria for Selection of Media Materials
- 6284 A. The standards to determine the propriety of the educational
6285 materials shall be pursuant to Florida Statutes.
- 6286 B. First consideration shall be given to the needs of the individual
6287 school based on knowledge of the curriculum, of the existing
6288 collection, and of the needs of children and youth. Requests from

- 6289 users of the collection, (*i.e.*, administrators, faculty, parents, and
6290 students) shall be given high priority.
- 6291 C. Materials shall be considered on the basis of accuracy of content,
6292 overall purpose, timeliness, importance of the subject matter,
6293 quality of the writing/production, readability and popular appeal,
6294 authoritativeness, comprehensiveness of material, reputation of the
6295 publisher/producer, reputation and significance of the
6296 author/artist/composer/producer, format and price.
- 6297 D. In determining the suitability and value of the material included in
6298 the collection, consideration of the following elements must be
6299 given:
- 6300 1. Religion - factual, unbiased material which represents all
6301 major religions
 - 6302 2. Ideologies - factual information on any ideology or
6303 philosophy that exerts a strong force in society
 - 6304 3. Sex Education - factual information, appropriate for the age
6305 group or related to the school curriculum
 - 6306 4. Sex - pornographic, sensational, or titillating materials shall
6307 not be included
 - 6308 5. Profanity - the fact that limited profanity appears in material
6309 shall not automatically disqualify a selection. However, care
6310 shall be taken to exclude materials using profanity in a lewd
6311 or detrimental manner and not in context with the material
 - 6312 6. Science - factual information about medical and scientific
6313 knowledge, without any biased selection of facts
6314

6315 E. Gifts of media or money may be accepted with the understanding
6316 that their use or disposition shall be determined by those persons
6317 having the responsibility for acquisitions, according to the same
6318 selection criteria and procedures as purchased materials.

6319 V. Procedures for Selection

6320 A. In selecting materials made available to students through the
6321 library media center, the school media specialist shall:

6322 1. Consult with reputable, unbiased, professionally recognized
6323 reviewing periodicals and school community stakeholders
6324 (including, media staff, curriculum consultants, students,
6325 faculty, parents and community members).

6326 2. Require that book selections meet the criteria set forth in s.
6327 1006.40(3)(d), F.S.

6328 3. The library media center collection will:

6329 a. be based on reader interest,

6330 b. support state academic standards and aligned
6331 curriculum and

6332 c. support the academic needs of students and faculty.

6333 4. When considering materials to be purchased, the media
6334 specialist shall follow these procedures:

6335 a. Purchase materials which are outstanding and
6336 frequently used;

6337 b. Periodically replace worn or missing items;

6338 c. Withdraw out-of-date or unnecessary items from the
6339 collection or items required to be removed pursuant

- 6340 to subparagraph 2; and replaced by new and age
6341 appropriate materials,
- 6342 d. Purchase materials in many types of format: digital, e-
6343 books, electronic, or print.
- 6344 e. Examine sets of materials and materials acquired by
6345 subscription and purchase only material to fill a
6346 definite need.
- 6347 5. Weeding is the process of removing materials from the
6348 library collection in a systematic, deliberate way, and is an
6349 ongoing part of collection management. The CREW Method
6350 is the system used to weed the library collection; CREW
6351 stands for Continuous Review, Evaluation, and Weeding.
6352 The main criteria used in the CREW method are:
- 6353 M = Misleading (and/or factually inaccurate)
- 6354 U = Ugly (worn and beyond mending or rebinding)
- 6355 S = Superseded (by a truly new edition or by a much better
6356 book on the subject)
- 6357 T = Trivial (of no discernible literary or scientific merit;
6358 usually of ephemeral interest at some time in the past)
- 6359 I = Irrelevant to the needs and interests of your community
- 6360 E=The material or information may be obtained
6361 expeditiously Elsewhere through interlibrary loan,
6362 reciprocal borrowing, or in electronic format.
- 6363
- 6364 B. The FSUS Leon elementary school must publish on the school
6365 website a list of all materials maintained in the school library media
6366 center or required as a part of a school or grade-level reading list.

6367

6368 VI. Challenged Materials. Library materials deemed by some persons to be
6369 objectionable may be considered by others to have sound educational
6370 value. Any concerned parent, district resident or employee of the district
6371 may request reconsideration of school library media; however, the
6372 challenged material shall not be removed from circulation during the
6373 reconsideration process. When a complaint is made, the following
6374 procedure shall be followed:

6375 A. The library media specialist shall discuss the matter informally
6376 with the complainant explaining the selection procedures for
6377 library media materials. If the complainant accepts the explanation
6378 given by the media specialist, the reconsideration process
6379 concludes.

6380 B. If the explanation fails to resolve the objection, the principal will
6381 ask the complainant initiating the challenge to file, within two
6382 weeks, a formal written objection by completing a "Request for
6383 Reconsideration of Library Media" form which must reflect that the
6384 complainant has read the material in full. Failure to do so results in
6385 the conclusion of the reconsideration process.

6386 C. Upon receipt of the completed form "Request for Reconsideration
6387 of Library Media," the principal shall forward copies to the
6388 appropriate personnel on the School-level Review Committee (a
6389 committee of teachers, educational media specialists and parents of
6390 the school).

6391 D. The challenged material shall not be removed immediately;
6392 however, such materials shall not be available for student use
6393 pending a final decision.

- 6394 E. The challenged material shall be read and re-evaluated by the
6395 committee, considering the specific objections raised. The School-
6396 level Review Committee, in carrying out its assigned function,
6397 shall:
- 6398 1. Read, view or listen to the material in its entirety;
 - 6399 2. Check general acceptance of the material by reading reviews
6400 and consulting recommended lists;
 - 6401 3. Determine the extent to which the material supports the
6402 curriculum;
 - 6403 4. Complete the "Checklist for Reconsideration of Library
6404 Media," judging the material for its strength and value as a
6405 whole and not in part; and
 - 6406 5. Forward, within fifteen (15) working days, a written
6407 recommendation to the Director.
- 6408 F. The complainant and the school's media specialist shall be
6409 informed in writing concerning the school-level committee's
6410 decision to retain or withdraw the challenged material as
6411 recommended by the school-level review committee.
- 6412 G. If the complainant or the media specialist is dissatisfied with the
6413 School-level Review Committee's decision, a written appeal may be
6414 filed with the FSUS Leon School Board within 15 working days.
6415 Failure to do so results in the conclusion of the reconsideration
6416 process.
- 6417 H. The School Board shall consider the decision of the School-level
6418 Review Committee and any other appropriate documentation (i.e.
6419 meeting summaries, material reviews, etc.). The decision of the

6420 School Board regarding appropriateness of a particular library
6421 media material will be considered final.

6422 I. Library Media materials in question can only be removed from
6423 circulation and/or used in the school district through the
6424 procedures of this policy.

6425

6426

6427 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

6428 **LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.28, 1006.34(2)(b), 1006.40 F.S.**

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HISTORY:
ADOPTED:
REVISION DATE(S): 12/8/09; 5/9/23; 12/5/23
FORMERLY: 3.09

FSUS Request for Reconsideration of Instructional Material Form

This form is to be submitted by any district resident(s), employee(s), or student(s), requesting the reconsideration of a curriculum-related material. *For an instructional material item to be reconsidered, this form must be completely filled out and returned to the office of the FSUS principal.*

Title of Work _____

Author/Producer _____

Description of Material _____

Location of Material _____

Request initiated by _____

Address: _____

Daytime Telephone: _____

Complainant represents: (circle one) himself/herself Organization _____

To what material do you object? Please be specific. _____

Did you read/view the material in its entirety? ____ Yes ____ No

If not, what portion(s)? _____

What do you believe to be the theme/content of this material? _____

After conferring with the appropriate faculty member, what did you understand to be the intended objective of this material? _____

What do you believe might be the result of students viewing/reading this material/work?

For what age group would you recommend this material? _____

What educational value does this material have? _____

Are you aware of the evaluation of this material by critics or experts in the field?

What is your desired outcome of this reconsideration process? _____

Signature of Complainant _____

Date _____

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6486 4.30

6487 **CHALLENGED MATERIALS**

6488
6489 The following procedures shall be followed when the appropriateness of books
6490 or materials is questioned:

6491 (1) School-community citizens may register their concerns with the
6492 Director of Florida State University Schools.

6493 (2) All concerns shall be presented in writing on a printed form that is
6494 available in the office of the Director. A complainant who does not
6495 complete and return the form shall receive no consideration. The
6496 statement shall include the following information:

6497 (a) Author, compiler, or editor;

6498 (b) Publisher;

6499 (c) Title;

6500 (d) Reason for objection;

6501 (e) Page number of each item challenged; and

6502 (f) Signature, address, date and telephone number of person
6503 making the criticism.

6504 (3) These procedures shall be followed for all challenges:

6505 (a) A committee of teachers, the educational media specialist, and
6506 other qualified personnel shall be appointed by the Director to
6507 evaluate the challenged materials and to make recommendations
6508 of any changes. The Administrative Staff shall notify the Director
6509 when a committee is convened.

6510 (b) Challenged materials shall not be removed immediately;
6511 however, such materials shall not be available for student use
6512 pending a final decision.

6513 (c) Challenged materials shall be read and re-evaluated by the
6514 committee, considering the specific challenges raised. The
6515 committee shall report its decision to the Director within fifteen
6516 (15) working days.

6517 (d) The Director, following the committee's recommendations, shall
6518 inform the complainant in writing.

6519 (4) The complainant may request an appeal to the Dean of the College of
6520 Education when the school appeal does not satisfactorily resolve the
6521 concerns. This shall be done within 10 working days and must be in
6522 writing. The Dean shall review recommendations from the school
6523 committee and shall render the final decision on the complainant's
6524 concern. Incorporated by reference herein, and attached as Appendix D
6525 to the Policy Handbook, are the *FSUS Procedures for Reconsideration of*
6526 *Challenged Materials*.

6527

6528 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

6529 **LAWS IMPLEMENTED:** 1001.41; 1001.43 F.S.

6530

6531 **HISTORY:**
6532 **ADOPTED:**
6533 **REVISION DATE(S): 12/8/09**

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6535 **FORMERLY: 3.13**

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6537 **FLORIDA STATE UNIVERSITY SCHOOLS**

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4.35

**PARTICIPATION OF HOME SCHOOLED STUDENTS IN
EXTRACURRICULAR ACTIVITIES**

DELETE POLICY AS DUPLICATIVE OF 4.71 (remvd. 9/1/09).

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.15 F.S.

**HISTORY: Deleted 3/9/10
as duplicative of Pol. 4.71
ADOPTED:
REVISION DATE(S):
FORMERLY: 3.14**

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4.38

USE OF FILM MEDIA IN CLASSROOM

The use of film media in the classroom is limited to instructional purposes only and all film media must be tied to specific instructional content. At no time may a staff member of Florida State University Schools show a “Film” that is rated above PG-13. When using film media in the classroom, the staff using such film media must have previewed such film media and determine that it is relevant for the purpose intended and that it contain no inappropriate content or language and that it has received Administrative approval. Incorporated by reference herein, and attached as Appendix C to the Policy Handbook, are the *FSUS Guidelines for the Educational Use of Videos (updated 11/07)*.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAWS IMPLEMENTED: 1000.21, 1000.42 1001.43, 1003.57, and 1006.07 F.S.
HISTORY:
ADOPTED:
REVISION DATE(S): 10/13/09
FORMERLY: 3.15

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6601 4.40
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6604 **EXTRACURRICULAR PROGRAM**
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6607 Interscholastic extracurricular activities shall be defined as a planned
6608 secondary school-sponsored competitive activity which exists or is performed
6609 between students representing Florida State University Schools, school
6610 districts, regions or the state. The extracurricular program shall be considered
6611 an essential part of the total school program and shall be under the Director's
6612 direction and/or designee. The Director or designee shall select the personnel
6613 to direct and to act as advisors for the various extracurricular activities. Care
6614 shall be exercised to limit the load assigned to one teacher.

- 6615
- 6616 (1) The Administrative Staff shall be responsible for determining
6617 each participant's eligibility in interscholastic extracurricular
6618 activities pursuant to the Bylaws of the Florida High School
6619 Athletic Association, Inc. If Florida State University Schools
6620 allows an ineligible student to participate Florida State
6621 University Schools shall be subject to the penalties set forth by
6622 the Bylaws of the Florida High School Athletic Association, Inc.
 - 6623 (2) All extracurricular activities shall be self-supporting, when
6624 possible. Students shall not be excluded from participating in
6625 activities for lack of money for dues, materials, or uniforms.

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4.41

NON-SCHOOL RELATED TRAVEL

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 Florida State University Schools.

- (1) Trips shall be organized between the individual participants and any sponsoring agency and that relationship shall be expressed in descriptive literature.
- (2) The School shall not be involved in the curriculum, itinerary, or selection of advisors for the trip.
- (3) Promotional activities and literature shall not include the Florida State University Schools nor be distributed through the school.
- (4) School facilities may not be used for planning or advertising such trips.
- (5) Participation in such travel by employees and/or students shall be subject to Florida State University Schools leave and attendance policies.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43, F.S.

**HISTORY:
ADOPTED:
REVISION DATE(S): 10/13/09 (strict
construction mandated)
FORMERLY: 3.10**

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PUBLIC APPEARANCE OF SCHOOL GROUPS

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No school group may make a public appearance without the Administrative

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Staff's approval.

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(1) Requests for the school band or any school organization to make a trip

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or a personal appearance shall be directed to the Administrative Staff

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for approval.

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(2) School groups may participate in or perform for a political function by

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parading or playing instruments provided it is a community rally.

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(3) School groups may be used for school activities, civic programs, and

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community programs.

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STATUTORY AUTHORITY:

1001.41; 1001.42, F.S.

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LAWS IMPLEMENTED:

1006.07; 1001.43, F.S.

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HISTORY:

6715

ADOPTED:

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REVISION DATE(S):

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FORMERLY: 3.06

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6726 **FIELD TRIPS**
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6729 Any trip that is directly related to a unit of instruction being studied by a particular
6730 group of students shall be considered an educational field trip. A field trip will be
6731 approved only when related to the instructional program of the school. The
6732 teacher shall direct the request for a field trip to the principal. The request shall
6733 include an outline of the trip and shall show how the field trip will be of benefit to
6734 the students.

- 6735 I. A field trip for one (1) day shall be limited to a radius of 200 miles from the
6736 school unless otherwise approved by the Board.
- 6737 II. Transportation costs of field trips shall be paid from the Student Activity
6738 Fund. Educational field trips shall be without cost to the students.
- 6739 III. The parent or guardian shall be notified prior to any field trip. Such notice
6740 shall state the place to be visited, the date of the trip, the time of departure,
6741 and the time or return to the school. Any student making a trip shall
6742 present a note from his/her parent or guardian giving permission for
6743 him/her to make the trip.
- 6744 IV. The sponsor of the trip is responsible for notifying parents and permission
6745 form documentation of approval by parents or guardians.
- 6746 V. The Director shall develop procedures to be followed relating to
6747 educational field trips.
- 6748 VI. A trip that is not directly related to the instructional program but which is
6749 related to a school-sponsored or connected activity shall be considered an
6750 extracurricular trip.

6751 VII. The Director shall develop procedures to be followed relating to
6752 extracurricular field trips.

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6755 **STATUTORY AUTHORITY:** 230.22(2); 230.23(17), F.S.

6756 **LAWS IMPLEMENTED:** 230.23(8); 230.23005(3)(c); (9); 234.02, F.S.

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6758 **HISTORY:**
6759 **ADOPTED:**
6760 **REVISION DATE(S):**
6761 **FORMERLY:**

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6778 **STUDENT CLUBS AND ORGANIZATIONS**

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6782 (1) The Director or designee shall approve all student clubs and
6783 organizations before they can operate within the school center.

6784 (2) All student clubs and organizations shall comply with the following:
6785

6786 (a) The decision of one member of an organization shall not be one
6787 of the factors in selecting additional members.

6788 (b) The charter and constitution of each student club or organization
6789 shall set forth the purposes, qualifications for members, and the
6790 rules of conduct for members and shall be maintained on file for
6791 immediate reference by all students and instructional personnel
6792 of the school.

6793 (c) There shall be no type of hazing in any club or organization
6794 within or in anyway affiliated with the school. Hazing shall be
6795 defined as any action or situation for the purpose of initiation or
6796 admission into or affiliation with any organization operating
6797 under the sanction of the school which recklessly or intentionally
6798 endangers a student's mental or physical health or safety.

6799 (d) Dues shall be reasonable and not prohibitive.

6800 (e) All meetings shall be held on School property. This may be
6801 waived for special meetings and events upon the faculty
6802 sponsor's request and Administrative Staff's approval.

6803 (f) A faculty sponsor shall be present at all meetings.

- 6804 (g) All social events shall be adequately chaperoned.
6805 (h) All monies accruing to any school club or organization shall be
6806 accounted for through the school's accounting system.
6807 (i) A student club or organization shall not conduct any activity or
6808 act which violates Florida Statutes, School rules, or the policies of
6809 the school.

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- 6811 (3) Any school club or organization which engages in an initiation
6812 ceremony for its members shall prepare and submit the program of
6813 initiation exercises to the faculty sponsor for review and approval by
6814 the Administrative Staff.

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6816 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

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6818 **LAWS IMPLEMENTED:** 1006.07; 1001.43; 1006.09; 1006.63, F.S.

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6829 **FLORIDA STATE UNIVERSITY SCHOOLS**

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HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 3.04

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STUDENT PUBLICATIONS

The Director or designee may approve establishment of a school newspaper or magazine for students and their parent(s) or legal guardian as a part of the school curriculum.

(1) The Administrative Staff 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 to the Florida State University Schools requirements relating to communications with the public.

(2) The Administrative Staff shall not allow advertisements in school publications from businesses that include, but are not limited to, the sale of intoxicants or tobacco.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1006.28; 1001.43, F.S.

**HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 3.05**

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6865 **SCHOOL AND STATE-WIDE ASSESSMENT PROGRAM**

- 6866 I. No student shall be excluded from participation in, be denied the benefit
6867 of, or be subjected to discrimination under any District testing program on
6868 the basis of race, color, religion, gender sex, age, national or ethnic origin,
6869 political or religious beliefs, marital status, sexual orientation, pregnancy,
6870 handicapping condition disability if otherwise qualified, genetic
6871 information, or social and family background.
6872
- 6873 III. Measurement of student performance shall be the responsibility of FSUS
6874 for subjects and grade levels that are not measured under the statewide
6875 standardized assessment program.
6876
- 6877 IV. The statewide standardized end of course assessment shall be used as the
6878 final cumulative examination for the relevant course. A local assessment
6879 may be required as the final cumulative examination for a course that is not
6880 assessed under the statewide assessment program. A student enrolled in
6881 an Advanced Placement (AP), International Baccalaureate (IB), or
6882 Advanced International Certificate of Education (AICE) course who takes
6883 the respective AP, IB, or AICE assessment and earns the minimum score
6884 necessary to earn college credit, does not have to take the EOC assessment
6885 for the corresponding course.
6886
- 6887 V. The uniform calendar of assessment and reporting schedules, provided by
6888 the Department of Education, shall be published on the FSUS website._The

6889 FSUS District assessment schedule and required information shall be
6890 incorporated into the uniform calendar.

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6892

6893 VI. Test modifications shall be made for students with disabilities and
6894 Individual Education Plans (IEP) to ensure aptitude and achievement are
6895 measured and not their disability.

6896

6897 VII. The parent, as defined by Florida Statutes, of each student must be notified
6898 regarding the progress of the student towards achieving state and FSUS
6899 expectations for proficiency in reading, science, writing and mathematics.
6900 A student's state assessment results and the results of district required local
6901 assessments must be reported to the parent.

6902 VIII. FSUS shall provide student performance results on statewide standardized
6903 assessments and district-required local assessments to instructional
6904 personnel for the purpose of improving instruction.

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6907 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
6908 **LAW(S) IMPLEMENTED:** 1000.21, 1001.11(5), 1001.43,
6909 1008.22, 1008.34, F.S.

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FORMERLY: 3.11

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6926 SECURITY OF TESTS

6927 All mandatory tests administered by or through the State School Board of
6928 Education and Florida State University Schools, including local assessments
6929 adopted under the provisions of § 1008.22, F.S., shall be secured pursuant to
6930 Florida Statutes and State School Board of Education Rule 6A-10.042

- 6931
- 6932 (1) School personnel who have access to mandated tests shall be informed
6933 of test security laws and procedures and of penalties for breaches of test
6934 security. The Director or designee shall be responsible for informing the
6935 faculty of test security measures.
- 6936 (2) The loss of tests, cheating, or any other breach of test security
6937 procedures and laws shall be reported immediately to the Director. Any
6938 unresolved problems in the School shall be reported to the Florida
6939 Department of Education pursuant to provisions in State School Board
6940 of Education Rule 6A-10.042.
- 6941 (3) The Director shall appoint someone to coordinate the destruction of test
6942 materials as directed by the Florida Department of Education and shall
6943 inform the Department, in writing, to certify that the designated testing
6944 materials were destroyed in a secure manner.

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6949 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

6950 **LAWS IMPLEMENTED:** 1008.22; 1008.23; 1008.24; 1001.11(5);

6951 1008.34; 1001.43, F.S.

6952 **STATE BOARD OF EDUCATION RULE:** 6A-10.042

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6957 **HISTORY:**

6958 **ADOPTED:**

6959 **REVISION DATE(S): 12/9/14**

6960 **FORMERLY: 3.12**

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

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Home-education students currently enrolled in an approved home-education program, as well as students entering grades six (6) 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 Florida State University Schools, Florida High School Activities Association and Florida School Music Association by-laws.

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The Athletic Director shall keep records of all students participating in extracurricular activities pursuant to this policy. No extracurricular program shall have more than 10% of the participants qualifying pursuant to this policy (extracurricular activities which have less than ten (10) participants may have one (1) participant pursuant to this policy). For teams that have 10 or fewer participants, if, in the opinion of the FSUS Athletic Director, there is capacity within a team roster for the addition of home-educated participants who would not displace non-home educated participants, the FSUS Director can waive the limitation for the one student cap for teams of 10 students or less.

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A private school student is eligible to participate in an interscholastic or intrascholastic sport provided the student meets all Florida Statutes, requirements

7000 and rules established by the School Board, and FHSA bylaws and resides in the
7001 following counties: Leon, Gadsden, Jefferson, Wakulla, Madison, and Liberty.

7002

7003 A full time Florida Virtual School student is eligible to participate in
7004 extracurricular activities at the school to which he/she would be assigned or could
7005 choose to attend under District enrollment policies. The student must meet all
7006 Florida Statutes and academic and conduct requirements of the District.

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7009 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

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7011 **LAWS IMPLEMENTED:** 1001.43; 1006.15 F.S.

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7025 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
ADOPTED: 2/14/12
REVISION DATE(S): 9/8/09; 9/13/11; 1/8/2013
FORMERLY: 3.14

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7031 **VIRTUAL INSTRUCTION**
7032

7033 I. At least one (1) course required for graduation must be earned through
7034 online learning. A student shall not be required to take an online course
7035 outside the regular school day or in addition to the courses in which a
7036 student is registered in a given semester.

7037
7038 II. The District shall provide various options for eligible students to
7039 participate in part-time or full time virtual instruction. Options may
7040 include

7041
7042 A. Courses in the traditional school setting taught by certified
7043 personnel who provide instruction through virtual instruction;

7044
7045 B. Blended learning courses taught by certified personnel that consist
7046 of traditional classroom and online instructional techniques;

7047
7048 C. Online courses offered by the District;

7049
7050 D. Online courses offered by another Florida school district;

7051
7052 E. Enrollment in Florida Virtual School; and
7053

7054 F. Enrollment with a virtual instruction provider approved by the
7055 Florida Department of Education.

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7057 III. Students may also use the following options to meet online course
7058 requirements:

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7060 A. Completion of a course in which a student earns an industry
7061 certification in information technology that is identified on the
7062 CAPE Industry Certification Funding list;

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7064 B. Passing the information technology certification exam without
7065 enrolling in or completing the course(s); or

7066

7067 C. Passing an online content assessment that requires the student to
7068 demonstrate skill and competency in locating information and
7069 applying technology for instructional purposes without enrollment
7070 in or completion of the relevant course(s).

7071

7072 IV. To participate in virtual instruction, a student must meet the eligibility
7073 requirements set forth in state law.

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7075 V. At the beginning of each school year, the District shall notify parents and
7076 students regarding the right and choice to participate in virtual
7077 instruction. Notification shall include eligibility requirements, the options
7078 available to the student, and the courses offered by Florida Virtual School.

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7081 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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7084 **LAW(S) IMPLEMENTED:** 1000.04, 1001.20, 1001.42, 1002.20, 1002.321,
7085 1002.37, 1002.45, 1002.455, 1003.02, 1003.428,
7086 1003.4282, 1003.498, 1006.29, 1007.27, 1011.62, F.S.

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7089 **STATE BOARD OF EDUCATION RULE(S):** 6A-6.0981, 6A-6.0982

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7092 **HISTORY: 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16**

7093 **ADOPTED: 12/13/16**

7094 **REVISION DATE(S): _____**

7095 **FORMERLY: NEW**

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7120 **GRADING**

7121 Academic grades shall reflect only the student’s achievement in learning. In no
7122 case shall a disciplinary penalty be enacted in terms of a diminished academic
7123 grade. The evaluation of conduct shall be recorded and reported separately from
7124 academic grades. Extra credit shall be given judiciously. If awarded, it shall be
7125 awarded only as an extension of student learning of course outcomes and
7126 approved standards and not as a substitute for missed learning or as a way to
7127 accumulate points for activities not related to the academic course outcomes and
7128 standards.

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7130 **STATUTORY AUTHORITY:** 1006.07, F.S.

7131 **LAWS IMPLANTED:**

7132 **ADDITIONAL RESOURCE:**

7133 **HISTORY:**
7134 **ADOPTED: 2/12/13**
7135 **REVISION DATE(S):**
7136 **FORMERLY: NEW**

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7147 **REPORT CARDS**
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7149 Report cards will be distributed to all students at the end of each 9 week grading
7150 period. Progress reports will be given to students at the midpoint of each 9-week
7151 period. At all times, teachers will keep students informed of their progress in class
7152 and make parents/guardians aware of any problems their child may be having in
7153 the class.
7154

7155 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F. S.

7156 **LAWS IMPLANTED:** 1001.43; 1003.33, F. S.

7157 **ADDITIONAL RESOURCE:** FSUS PINNACLE INTERNET VIEWER (PIV)
7158

7159 **HISTORY:**

7160 **ADOPTED:**

7161 **REVISION DATE(S): 11/10/09**

7162 **FORMERLY: 4.18**
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PARENT/COMMUNITY INVOLVEMENT

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Florida State University Schools recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal to educate all students effectively, the school and parents must work as knowledgeable partners.

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To this end, Florida State University Schools supports the development of a partnership between the school and parents that fosters:

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- Communications between the home and school on a regular and on-going basis;

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- Parents playing an integral role in assisting student learning;

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- Parents welcome at school, and their support and assistance sought;

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- Communities' resources sought that strengthen school programs, family practices and student learning.

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Florida State University Schools will ensure that parents are provided with specific information about the following:

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- Their child's educational progress;

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- Ways to become involved in their child's education;

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7249 **ADMISSIONS POLICY**

7250 **I.** Florida State University Schools is a K-12 public, Charter Developmental
7251 Research Laboratory school affiliated with the College of Education at Florida
7252 State University. The charter was issued pursuant to Section 1002.33(5)(a), Florida
7253 Statutes.

7254
7255 **II. FSUS Admissions Policy Committee and Committee Membership**

7256 The FSUS Admissions Committee is comprised of the Director, one Principal
7257 appointed by the Director, and the Admissions Coordinator.

7258
7259 **III. Admissions Criteria and Student Selection Process**

7260 The Florida State University Schools' Admissions Policy is established as a method
7261 to maintain a student body consistent with the demographic representation of the
7262 publicschool student population as permitted by Section 1002.32(4), Florida
7263 Statutes.

7264 Students are randomly selected by the FSUS admissions computer system to most
7265 closely represent the public school student population of the State of Florida
7266 within the following counties: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf,
7267 Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Nassau, Okaloosa, Santa
7268 Rosa, Suwannee, Taylor, Wakulla, Walton, and Washington.

7269
7270 An application for admissions to FSUS will be accepted year-round. Applications
7271 must be electronically submitted through the designated FSUS admissions system.
7272 FSUS typically begins the selection process in February for the following school

7273 year until all vacancies are filled. All students must reapply each year to continue
7274 to be eligible for enrollment. Parents and students who provide false and/or
7275 misleading information or omitting material information in an application may
7276 result in a withdrawal of an offer of enrollment or subsequent withdrawal of the
7277 applicant from FSUS.

7278

7279 A student may only be enrolled in FSUS by the student's parent or legal guardian.

7280

7281 FSUS does not request or access a student's Individual Education Plan (IEP) or
7282 other information regarding a student's special needs prior to the enrollment
7283 lottery.

7284 Selection should be made using the following criteria (Section 1002.32(4)).

7285

7286 **1. Gender**

7287 50% Female; 50% Male

7288

7289 **2. Race**

7290 For purposes of selection, the racial categories that shall be considered are:
7291 African American, American Indian/Alaskan Native, Asian, Native
7292 Hawaiian or Other Pacific Islander, White, Hispanic/Latino, and Multi-
7293 Racial.

7294

7295 **3. Socio-economic Status**

7296 The desired percent of students to be admitted in each of three income
7297 categories, based on the distribution of family income in the State of
7298 Florida, is developed from the most recent census information and may be
7299 adjusted annually. Family income is the adjusted gross income amount
7300 reported on the family's most recent Internal Revenue Service form 1040.

7301

7302 FSUS may establish admissions criteria under Section 1002.32 that supports the
7303 research mission(s) of the school. Once students have been identified through
7304 the selection process outlined above, FSUS administration will review and
7305 determine if a student is eligible for enrollment based on academic readiness,
7306 prior grades, discipline history, standardized test scores, and attendance history.
7307

7308 **IV. Program Placement**

7309 FSUS may assess prospective students for academic and developmental
7310 readiness. Such results may be used to determine appropriate program or course
7311 placement.

7312

7313 With respect to exceptional education students, upon enrollment, or notice of
7314 acceptance sent to the student, FSUS will request information related to the
7315 student's program and needs, including the student's most recent IEP. Parents
7316 and students who provide false and/or misleading information or who fail to
7317 provide requested information may be withdrawn from FSUS.

7318

7319 Although placement decisions are based on the unique needs of each student, by
7320 virtue of being a charter lab school, FSUS is limited in the programs and services
7321 it is able to provide as part of the continuum of placements available to students
7322 under the IDEA. In particular, FSUS is able to provide special education and
7323 related services in regular classes and in the hospital-homebound setting. If FSUS
7324 believes, upon review of the IEP, that the student's needs cannot be met at FSUS
7325 or that FSUS is unable to provide the program/services required in the IEP, an
7326 IEP meeting shall be convened within 30 school days. The IEP team shall
7327 determine whether FSUS is an appropriate placement for the student.

7328

7329 Those students, whose needs cannot be adequately addressed at FSUS, as
7330 determined by the IEP team, will be referred the student's resident school district
7331 to meet the student's educational needs. Parents of students with disabilities will

7332 be afforded procedural safeguards in their native language, consistent with the
7333 manner that those safeguards are provided under Florida law.

7334

7335 Any student who initially enrolls in the District shall be required to report any
7336 previous school expulsions, arrests resulting in a charge and juvenile justice
7337 actions the student has had and any prior referrals to mental health services. If
7338 the student is admitted, the student may be placed in an appropriate educational
7339 program and referred to mental health services identified by the school district,
7340 when appropriate, at the direction of the School Board.

7341

7342 **V. Vacancy Priority**

7343 Those students applying for admission shall constitute the general applicant
7344 pool. Priority for applicants shall be done in the following order of priorities:

7345 **Priority 1** - According to a contracted agreement between FSU and the St.
7346 Joe Company, commonly known as the **Southwood Seat Agreement**.

7347 **Priority 2** - Eligible students of FSUS employees. (Employee: Faculty,
7348 USPS, A&P or OPS working .50 FTE or higher. OPS must have 2
7349 consecutive years of FSUS service). A student is eligible for an FSUS
7350 employee seat if the FSUS employee is also the legal guardian or
7351 custodian.

7352 **Priority 3** - Students with siblings currently enrolled in FSUS.

7353 **Priority 4** - Children of Florida State University School's alumni. Priority

7354 **Priority 5** - Active Duty, Reserve Duty, or Guard Service

7355 Note: Twins applying for admission will be aggregated for the purposes of the
7356 lottery selection and considered as one entry;

7357

7358 **VI. Ties**

7359 Ties involving two or more students are broken by random selection.

7360

7361 **VII. Readmissions**

7362 Students involved with drugs, weapons, who have been involuntarily
7363 withdrawn by FSUS, or who have been expelled from FSUS, will not be
7364 considered for readmission. (See the current FSUS Student Code of Conduct.)
7365 Readmission to FSUS is determined by the Admissions Policy Committee, whose
7366 decision shall be final and non-appealable.

7367

7368 **VIII. Leave of Absence**

7369 A leave of absence may only be granted by the Director.

7370

7371 **IX. Unusual Circumstances**

7372 **Enrolled Students of Employees.** When a staff, administrative or faculty
7373 member vacates their position at FSUS, for any reason, their child /children, if
7374 selected under an employee seat designation, may remain enrolled in FSUS until
7375 the end of the school year, when the child/children must then withdraw. This
7376 applies to all employees hired after July 1, 2009. The Admissions Policy
7377 Committee may waive this provision for students of employees vacating FSUS
7378 due to extenuating medical or other reasons, military duty, or for graduating
7379 seniors in good status.

7380

7381 **X. Enrolled Southwood Seat Students.** If the parent of a Southwood student
7382 verifies with the Southwood office that they will no longer be eligible to remain
7383 in the Southwood seat(s) for the upcoming school year, the parent will be
7384 allowed to submit an FSUS online application for a general seat.

7385

7386 FSUS must receive written verification from the Southwood office that the parent
7387 will be vacating the Southwood seat(s) at the end of the current school year. **This**
7388 **in no way guarantees a general population seat for the coming school year, but**
7389 allows for the opportunity to be in the selection pool.

7390

7391 **XI. Admission Pool.** The Director may determine if an adequate number of
7392 applications have been submitted for each grade level to meet the targeted
7393 enrollment goal and maintain demographic balance. Should the computer
7394 selection process not produce an admitted class consistent with the statutory
7395 admissions guidelines set forth in section 1002.32(4), the Admissions Coordinator
7396 is authorized, with the approval of the FSUS Admissions Policy Committee, to
7397 select applicants from the following year's pool in order to satisfy the statutory
7398 criteria for admissions.

7399

7400 **XII. Exchange Students.** Up to eight (8) exchange students may be accepted
7401 from a Department of Education (DOE) approved program, on a first come first
7402 serve basis.

7403

7404 **XIII. Research**

7405 FSUS through the College of Education at Florida State University is a
7406 professional development and research school. Parents accepting an invitation
7407 for admission to FSUS are agreeing that their child/ children will be available to
7408 participate in FSU research projects and internships.

7409

7410 **XIV. School Year Transfers**

7411 The Board recognizes the value of interscholastic athletics and the positive
7412 impact sports have on students. The Board shall comply with the rules and
7413 regulations promulgated by the Florida High School Athletic Association, Inc.
7414 (FHSA), Florida law, and this policy when determining the eligibility of a
7415 student who is admitted to FSUS during the school year, transfers, and seeks to
7416 participate in interscholastic athletic program.

7417

7418 A student who transfers to a school during the school year may seek to
7419 immediately join an existing team if the roster for the specific interscholastic or
7420 intrascholastic extra-curricular activity has not reached the identified maximum

7421 size for the particular activity and if the coach for the activity determines that the
7422 student has the requisite skill and ability to participate. The FHSA and District
7423 may not declare such a student ineligible because the student did not have the
7424 opportunity to comply with qualifying requirements. However, a student may
7425 not participate in a sport if the student participated in that same sport at another
7426 school during that school year, unless the student meets one (1) of the following
7427 criteria:

- A. Dependent children of active duty military personnel whose move resulted from military orders.
- B. Children who have been relocated due to a foster care placement in a different school zone.
- C. 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.
- D. Authorized for good cause.

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7433 **STATUTORY AUTHORITY:** 1002.32, 1002.33, F.S.

7434 **HISTORY:**

7435 **ADOPTED:** 7/14/09

7436 **REVISION DATES:** Spring 2009; 1/8/2013, 2/12/13, 1/14/14, 9/8/15, 3/9/12; 9/13/22

7437 **FORMERLY:** 4.03, 4.04

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7442 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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CHAPTER 5.0

5.14*

HOMELESS STUDENTS

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;
 - d. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or

- 7475 e. Are migratory children who qualify as homeless
7476 because the children are living in circumstances
7477 described in II.A.1. through II.A.56.
- 7478
7479 B. Unaccompanied Homeless Youth: A student who is not in the
7480 physical custody of a parent or guardian.
- 7481
7482 C. Certified Homeless Youth – A minor, homeless child or youth, including
7483 an unaccompanied youth, who has been certified as homeless or
7484 unaccompanied by a school district homeless liaison, the director of an
7485 emergency shelter program funded by the U. S. Department of Housing and
7486 Urban Development or designee, the director of a runaway or homeless
7487 youth basic center or transitional living program funded by the U. S.
7488 Department of Health and Human Services or designee, a licensed clinical
7489 social worker, or a circuit court.
- 7490
7491 D. School of Origin: The school that a child or youth attended when
7492 permanently housed or the school in which the child or youth was
7493 last enrolled, including preschool.
- 7494
7495 E. Enroll and Enrollment: Attending classes and fully participating in school
7496 activities.
- 7497
7498 F. Immediate – Without delay.
- 7499
7500 G. Parent – Parent or guardian of a student.
- 7501
7502 H. Liaison – The staff person designated by the District as the person
7503 responsible for carrying out the duties assigned to the liaison by the
7504 McKinney-Vento Homeless Assistance Act.

7505

7506 **Enrollment**

7507

7508 FSUS enrolls students after being selected from the admissions process established
7509 in FSUS Board Policy 5.10. Once admitted, FSUS shall remove any barriers that
7510 affect identification and retention of homeless children and youth, including
7511 attending classes and full participation in school activities, including before and
7512 after school activities. FSUS shall immediately enroll the *admitted* homeless child

7513 or youth, even if the child or youth is unable to produce records normally required
7514 for enrollment, such as previous academic records, immunization or other health
7515 records, birth certificates, proof of residency, proof of guardianship, or other
7516 required documentation. *FSUS may waive any application or enrollment deadline for*
7517 *a homeless child or youth.* Students' immediate enrollment and attendance cannot be
7518 delayed due to lack of school uniforms or dress code requirements, outstanding
7519 fees/fines or absences. All student records (immunization, health records,
7520 academic records, guardianship records and evaluation for special services) shall
7521 be held confidential, maintained in the students' records, and made available in a
7522 timely fashion when a child or youth enters a new school. All students' records
7523 shall not be deemed to be directory information as stated under section 444 of the
7524 General Education Provision Act (20 U.S.C. 1232g)[s.722(g)(3)(G)].

7525

7526 The enrolling school shall immediately contact the last school attended by the
7527 student to obtain relevant academic and other records. The child or youth should
7528 be provided appropriate credit for full or partial coursework satisfactorily
7529 completed by homeless child or youth while attending a prior school. The school
7530 shall also contact the District's homeless liaison.

7531

7532 Homeless children or youth may continue their education in the school of origin
7533 for the duration of homelessness, in any case in which a family becomes homeless
7534 between academic years or during an academic year. Keeping a child or youth in
7535 the school of origin is presumed to be in the child's or youth's best interest except
7536 when doing so is contrary to the request of the child's or youth's parent or
7537 guardian, or (in the case of an unaccompanied youth) the youth. When
7538 considering placement in a school other than the child's or youth's school of origin,
7539 the District's homeless liaison will consider student-centered factors to determine
7540 a placement that is in the student's best interest.

7541

7542 Homeless students who become permanently housed during the academic year,
7543 may remain at their school of origin for the remainder of the academic year and
7544 continue to receive all McKinney-Vento Act benefits.

7545

7546 The following can be used as admissible evidence for date of birth for homeless
7547 children in the school registration process:

7548

7549 A. a duly attested transcript of the child's birth record filed according to law
7550 with a public officer charged with the duty of recording births; or

7551

7552 B. a duly attested transcript of a certificate of baptism showing the date of
7553 birth and place of baptism of the child, accompanied by an affidavit
7554 sworn to by the parent; or

7555

7556 C. an insurance policy on the child's life which has been in force for at least
7557 two (2) years; or

7558

7559 D. a bona fide contemporary bible record of the child's birth accompanied
7560 by an affidavit sworn to by the parent; or

7561

7562 E. a passport or certificate of arrival in the United States showing the age of
7563 the child; or

7564

7565 F. if none of these evidences can be produced, an affidavit of age sworn to
7566 by the parent, accompanied by a certificate of age signed by a public
7567 health officer or by a public school physician, or if neither of these shall
7568 be available in the county, by a licensed practicing physician designated
7569 by the School Board, which certificate shall state that the health officer or
7570 physician has examined the child and believes that the age as stated in
7571 the affidavit is substantially correct.

7572 **Comparable Services**

7573

7574 Children and youth experiencing homelessness and who meet the relevant
7575 eligibility criteria will have access to all available academic and extracurricular
7576 activities. Homeless children and youth shall have equal access to the same free,
7577 appropriate public education as provided to non-homeless children and youth,
7578 including receiving comparable services such as transportation services;
7579 educational services, including special education and related service; programs for
7580 English learners; career and technical education programs; gifted programs;
7581 school nutrition programs (free meals); Title I Part A programs; and before- and
7582 after-school programs; offered to other students in the school.

7583

7584 Homeless children and youth shall have access to the education and other services
7585 that such students need to ensure that such students have an opportunity to meet
7586 the same challenging State student academic achievement standards to which all
7587 students are held. Homeless and unaccompanied homeless high school youth will
7588 receive counseling to prepare and improve their readiness for postsecondary
7589 education or a career.

7590

7591 Homeless children and youth shall not be stigmatized or segregated or isolated on
7592 the basis of their status as homeless.

7593

7594 Students considered to be homeless, if expelled, will be permitted to attend an
7595 alternative school at their local school district, unless the student is expelled from
7596 all schools.

7597

7598 Homeless preschool-aged children and their families will be provided access to
7599 educational services for which they are eligible, including preschool programs
7600 administered by the School District.

7601

7602 **Transportation**

7603

7604 FSUS shall ensure transportation will be arranged or provided for a homeless
7605 student or unaccompanied youth to and from the school of origin, at the written
7606 request of the parent/guardian or unaccompanied student. Students who move
7607 out of their attendance zone are eligible to continue enrollment in the school of
7608 origin. The homeless liaison or designee shall ensure that the parent or guardian
7609 of a homeless child or youth, and any unaccompanied youth, is fully informed of
7610 all transportation services, including transportation to and from the school of
7611 origin, and is assisted in accessing transportation to and from the school of origin.
7612 The school will request transportation. The homeless liaison will work with the
7613 parent, guardian, or unaccompanied youth, to determine if transportation to and
7614 from the school of origin is in "the best interest" of the child or youth, given the
7615 impact of mobility on achievement, education, health, and safety of the student.

7616

7617 When the child or youth's living arrangements in the area served by the local
7618 education agency of origin terminate and the child or youth though continuing his
7619 or her education in the school of origin, begins living in an area served by another
7620 local educational agency, the local educational agency of origin and the local
7621 educational agency in which the child or youth is living shall agree upon a method
7622 to apportion the responsibility and cost for providing the child or youth with
7623 transportation to and from the school of origin. If the local educational agencies
7624 are unable to agree upon such method the responsibility and cost shall be shared
7625 equally.

7626

7627 **Dispute Resolution**

7628

7629 FSUS shall ensure that homeless students and their families are aware of the
7630 student's right to remain in the school of origin and their right to dispute.

7631

7632 The parent, guardian, or unaccompanied youth shall be referred to the district's
7633 designated homeless liaison to carry out the dispute resolution process as
7634 expeditiously as possible. When considering placement other than the child's or
7635 youth's school of origin, the school district will consider student-centered factors
7636 related to the impact of mobility on achievement, education, health, and safety of
7637 the homeless student, to determine a placement that is in the student's best interest
7638 and will provide the parent, guardian, or unaccompanied youth with a written
7639 explanation on their right to appeal the placement determination in a manner and
7640 form understandable to the parent, guardian or unaccompanied youth.

7641

7642 During a school selection dispute, the child or youth will either remain enrolled in
7643 the student's school of origin or shall be immediately enrolled in the school in
7644 which enrollment is sought, either the school zoned for the address where the
7645 student is residing or another school which students residing in that attendance
7646 zone for the address are eligible to attend pending final resolution of the dispute
7647 including all available appeals.

7648

7649 The parent or guardian of the child or youth or, in the case of an unaccompanied
7650 youth, the youth shall be provided with a written explanation, in a manner
7651 understandable to the parent, guardian or unaccompanied youth of any decision
7652 related to school selection or enrollment made by the school or the school district,
7653 including the rights of the parent, guardian or unaccompanied youth to appeal the
7654 decision.

7655

7656 **Age Limit for Student Entry**

7657

7658 A student desiring to enroll is not eligible to register in a regular high school
7659 program unless the student can graduate by completing a normal course load
7660 prior to the student's 20th birthday. A principal may grant an extension of this
7661 time if circumstances warrant such a decision.

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STATUTORY AUTHORITY:

LAW(S) IMPLEMENTED: TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT (42 U.S.C. 11431 ET SEQ.) (MCKINNEY-VENTO ACT)

HISTORY: The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).

**HISTORY:
ADOPTED: 4/14/09
REVISION DATES: 10/9/12; 12/11/18; 9/13/22
FORMERLY: NEW**

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5.18

CHILDREN OF MILITARY FAMILIES

The School 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. Assistance to children of military families, as defined in the *Compact*, shall include but not be limited to:

- Enrollment and eligibility;
- Educational records;
- Placement;
- Attendance; and
- Graduation.

The Director 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: 1/10/12
REVISION DATE(S): _____
FORMERLY: NEW

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5.30+

STUDENT CONTROL

All students enrolled at Florida State University Schools shall be subject to the laws and regulations of the State School Board of Education, the rules and policies of Florida State University Schools and the FSUS Student Code of Conduct as approved by the FSUS School Board and shall be under the control and direction of the Director, (or designee), or Administrative Staff during the time they are attending school or a school sponsored activity, and during a reasonable time they are on FSUS school premises for school attendance or authorized activities.

(1) The Director or the Director’s designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.

(2) The teacher or other members of the instructional staff shall assume authority for the control and supervision of students as may be assigned by the Director or the Director’s designated representative and shall keep good order in the classroom and/or other places where in charge of students.

(a) No student may be suspended from school, or from class, nor may corporal punishment be administered except as provided by law and the policies of Florida State University Schools. The corporal punishment policy shall be reviewed at least once every three (3) years during a School Board meeting.

7756 (b) No student shall be suspended for unexcused absence, tardiness,
7757 or truancy unless otherwise provided in the Code of Student
7758 Conduct.

7759 (3) The Code of Student Conduct for Elementary, Middle and High School
7760 is hereby incorporated by reference and made a part of this rule. The
7761 Code of Student Conduct shall:

7762 (a) Be developed by appropriate grade level teachers, school
7763 personnel, school administrators, students, and parent
7764 organizations.

7765 (b) State grounds for disciplinary action procedures and the rights of
7766 students.

7767 (c) Be distributed to all teachers, school personnel, students, and
7768 students' parent(s) or legal guardian(s) at the beginning of each
7769 school year.

7770 (d) Be filed in the General Counsel's Office of the Florida State
7771 University Schools.

7772 (4) The Code of Student Conduct shall be discussed with students, School
7773 Board, and parent/teacher associations at the beginning of each year.

7774 (5) The Director and the Administrative Staff shall use the Code of Student
7775 Conduct to familiarize students with Florida State University School
7776 rules relating to students' rights, responsibilities, and conduct at the
7777 beginning of each school year and whenever he/she deems it necessary.

7778

7779 **ADDITIONAL REFERENCE:**

7780 **The Board Approved Student Code of Conduct**

7781

7782 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

7783

7784 **LAWS IMPLEMENTED: 120.57(1); 1003.21, 1003.04, 1006.07, 1006.13,**

7785 **1001.43, 1006.08, 1003.31, 1006.09, 1006.10, 1003.32, F. S.**

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HISTORY:
ADOPTED: 4/14/09
REVISION DATES: 3/5/09, 12/8/09
FORMERLY: 4.06

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5.31

STUDENT DETENTION SEARCH AND SEIZURE

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: 4.07

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5.32*

7850 **ZERO TOLERANCE FOR SCHOOL RELATED CRIMES**
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7853 I. It is essential that schools be safe and orderly to provide environments
7854 that foster learning and high academic achievement. FSUS Leon shall
7855 strive to protect students, staff, visitors and volunteers from harm and to
7856 protect victims of crime from further victimization. In a disciplinary
7857 action, there is a rebuttable presumption that the actions of a student who
7858 intervened for the defense of others or in the student's own self-defense,
7859 was using only the amount of force necessary, to stop a violent act against
7860 a student, staff or volunteer that was necessary to restore or maintain the
7861 safety of others. This policy applies to conduct on School District
7862 property, school or District provided transportation and at any school or
7863 District sponsored activity. This policy implements the zero tolerance
7864 policy as outlined in Florida Statutes.

7865

7866 II. Acts that pose a threat to school safety are those acts that endanger the life
7867 or safety of a student, staff member or other person on campus or at a
7868 school or District sponsored activity. Such acts include but are not limited
7869 to

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7871 A. Aggravated battery;
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7873 B. Armed robbery;
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7875 C. Arson;
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7877 D. Battery or aggravated battery on a teacher or other school
7878 personnel;
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7880 E. Kidnapping or abduction;
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7882 F. Murder;
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7884 G. Manslaughter;
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7886 H. Possession, use or sale of a controlled substance;
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7888 I. Possession, use or sale of any explosive devise;
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7890 J. Possession, use or sale of any firearm or weapon;
7891
7892 K. Sexual battery.
7893
7894 III. Acts that are considered petty misconduct may disrupt the educational
7895 process but do not endanger the life or safety of an individual. Such acts
7896 include but are not limited to
7897
7898 A. Cellular telephone violation;
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7900 B. Defiance of authority;
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7902 C. Disruption, minor;
7903
7904 D. Dress code violation;
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7906 E. Eating or drinking on the bus;
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7908 F. Forgery;
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7910 G. Horseplay;
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7912 H. Leaving campus without permission;
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- 7914 I. Lying or misrepresentation;
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7916 J. Profanity;
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7918 K. Vehicle parking violation.
7919
- 7920 IV. The District shall establish agreements with the county sheriff's office and
7921 local police department(s) that provide for reporting conduct that
7922 threatens school safety and obtaining assistance from the appropriate law
7923 enforcement agency. Law enforcement consultation is not required for
7924 petty acts of misconduct which are not a threat to school safety.
- 7925 V. The District shall report to the appropriate law enforcement agency any
7926 act that poses a threat to the safety or welfare of students, staff and other
7927 persons on school property or at school events or is a serious violation of
7928 law. The following acts when committed on School District property or at
7929 a District activity shall be reported to the appropriate law enforcement
7930 agency:
- 7931
7932 A. Alcohol violation;
7933
7934 B. Alcohol, sale or distribution;
7935
7936 C. Arson;
7937
7938 D. Battery;
7939
7940 E. Bomb or biochemical threat;
7941
7942 F. Breaking and entering or burglary;
7943
7944 G. Disruption of school, major;
7945
7946 H. Drug use, sale or distribution;

- 7947
- 7948 I. Explosives, possession or use;
- 7949
- 7950 J. Extortion;
- 7951
- 7952 K. False alarm;
- 7953
- 7954 L. Firearms violation;
- 7955
- 7956 M. Gang-related activity;
- 7957
- 7958 N. Hate crime;
- 7959
- 7960 O. Illegal organization, membership;
- 7961
- 7962 P. Robbery;
- 7963
- 7964 Q. Sexual battery;
- 7965
- 7966 R. Sexual harassment;
- 7967
- 7968 S. Sexual misconduct;
- 7969
- 7970 T. Sexual offense;
- 7971
- 7972 U. Stalking;
- 7973
- 7974 V. Trespassing;
- 7975
- 7976 W. Weapons violation;
- 7977
- 7978 X. Any felony as defined by Florida Statutes.
- 7979
- 7980 VI. Consultation with law enforcement is required when a student commits
- 7981 more than one misdemeanor, to determine if the act should be reported.
- 7982
- 7983 VII. The school principal shall notify all school personnel of their
- 7984 responsibility to report to the principal or his/her designee crimes or

7985 incidents posing a threat to school safety and ensure the incident is
7986 properly documented.
7987

7988 VIII. Students found to have committed one of the following offenses on school
7989 property, school sponsored transportation or during a school sponsored
7990 activity shall be expelled.

7991

7992 A. Bringing a firearm or weapon as defined in Chapter 790, Florida
7993 Statutes, to school, to any school function, or onto any school-
7994 sponsored transportation or possessing a firearm at school.

7995 B. Making a threat or false report as defined in Florida Statutes,
7996 Sections 790.162 and 790.163 respectively, involving school or
7997 school personnel's property, school transportation or a school-
7998 sponsored activity.

7999 C. Assault or battery on specified officials or employees in violation of
8000 Section 784.081, Florida Statutes.

8001 D. Hazing as defined in 1006.135, Florida Statutes.

8002

8003 IX. When a student is formally charged with a felony or a delinquent act that
8004 would be a felony if committed by an adult, the Executive
8005 Director/Superintendent shall notify appropriate personnel including the
8006 principal, the transportation director, the student's classroom teachers, the

8007 student's bus driver and other school personnel who directly supervise
8008 the student.

8009

8010 X. If a student committing any of the offenses in this policy is a student with
8011 a disability, the School Board shall comply with the applicable State Board
8012 of Education rules.

8013

8014 XI. Any student found to have committed a violation of Section 784.081(1), (2)
8015 or (3), Assault or Battery on Specified Officials or Employees, shall be
8016 expelled. Upon being charged with the offense, the student shall be
8017 removed from the classroom immediately and placed in an alternative
8018 school setting pending disposition.

8019

8020 XII. A student or his/her parent may request a review by the Executive
8021 Director/Superintendent of any disciplinary action taken by the District.
8022 Such request must be submitted in writing to the Executive
8023 Director/Superintendent within ten (10) days of the imposition of
8024 disciplinary action.

8025

8026 **ADDITIONAL REFERENCE:**
8027 **The Board Approved Student Code of Conduct**

8028

8029

8030 **HISTORY:**

8031

8032

ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09, 12/8/09; 9/13/22; 12/5/23
FORMERLY: 4.10

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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

FLORIDA STATE UNIVERSITY SCHOOLS

8066 FLORIDA STATE UNIVERSITY SCHOOLS
8067 POLICY MANUAL
8068 STUDENTS
8069 CHAPTER 5.0

8070 5.321

8071 **POLICY AGAINST BULLYING AND HARASSMENT**

8072
8073 I. Statement prohibiting bullying and harassment:
8074

8075 A. It is the policy of FSUS that all of its students and school employees have
8076 an educational setting that is safe, secure, and free from harassment and
8077 bullying of any kind. FSUS will not tolerate bullying and harassment of any
8078 type against any students, employees, visitors, volunteers or agents who
8079 work on school related activities, subject to the control of school officials.
8080 Conduct that constitutes bullying and harassment, as defined herein, is
8081 prohibited.

8082 B. Bullying or harassment of any student or school employee, visitor,
8083 volunteer, or agent is prohibited

- 8084 1. During any education program or activity conducted by a public K- 12
8085 educational institution;
- 8086 2. During any school-related or school-sponsored program or activity;
- 8087 3. On a school bus of a public K-12 educational institution;
- 8088 4. Through the use of data or computer software that is accessed through
8089 a computer, computer system, or computer network of a public K- 12
8090 education institution within the scope of the School District, meaning
8091 regardless of ownership, any computer, computer system, computer
8092 network that is physically located on school property or at a school-
8093 related or school-sponsored program or activity; or

8094 5. Through the use of data or computer software that is accessed at a non-
8095 school-related location, activity, function, or program or through the use
8096 of technology or an electronic device that is not owned, leased, or used
8097 by the School District or a school, if the bullying substantially interferes
8098 with or limits the victim's ability to participate in or benefit from the
8099 services, activities, or opportunities offered by a school or substantially
8100 disrupts the education process or orderly operation of a school. School
8101 staff is not required to monitor any non-school-related activity, function,
8102 or program.

8103
8104 6. The above paragraph (5) does not require a school to staff or monitor
8105 any non-school-related activity, function, or program
8106

8107 II. Definitions

8108
8109 A. Accused is defined as any FSUS employee, consultant, contractor, agent,
8110 visitor, volunteer, student, or other person in the school or outside the
8111 school at school-sponsored events, on school buses, and at training facilities
8112 or training programs sponsored by the District who is reported to have
8113 committed an act of bullying, whether formally or informally, verbally or
8114 in writing, of bullying.

8115
8116 B. Bullying includes cyberbullying and means systematically and chronically
8117 inflicting physical hurt or psychological distress on one or more students or
8118 employees. It is further defined as unwanted and repeated written, verbal,
8119 or physical behavior, including any threatening, insulting, or
8120 dehumanizing gesture, by a student or adult, that is severe or pervasive
8121 enough to create an intimidating, hostile, or offensive educational
8122 environment; cause discomfort or humiliation; or unreasonably interfere
8123 with the individual's school performance or participation; and is often

8124 characterized by an imbalance of power. Bullying may involve but is not
8125 limited to:

8126

8127 1. Unwanted Teasing;

8128 2. Social Exclusion;

8129 3. Threat;

8130 4. Intimidation;

8131 5. Stalking;

8132 6. Cyberstalking or Cyberbullying

8133 7. Physical violence;

8134 8. Theft;

8135 9. Sexual, religious, anti-semitic, cultural, or racial harassment;

8136 10. Public or private humiliation; or

8137 11. Destruction of property.

8138 The term *bullying* shall include cyberbullying whether or not specifically
8139 stated.

8140

8141 C. Complainant is defined as any District employee, consultant, contractor,
8142 agent, visitor, volunteer, student, or other person who formally or
8143 informally makes a report of bullying, orally or in writing.

8144

8145 D. Cyberbullying means bullying through the use of technology or any
8146 electronic communication, which includes, but is not limited to, any
8147 transfer of signs, signals, writing, images, sounds, data or intelligence of
8148 any nature transmitted in whole or in part by a wire, radio, electromagnetic
8149 system, photoelectronic system, or photooptical system, including, but not
8150 limited to, electronic mail, Internet communications, instant messages, or
8151 facsimile communications. Cyberbullying includes the creation of a
8152 webpage or weblog in which the creator assumes the identity of another
8153 person, or the knowing impersonation of another person as the author of

8154 posted content or messages, if the creation or impersonation creates any of
8155 the conditions enumerated in the definition of bullying. Cyberbullying also
8156 includes the distribution by electronic means of a communication to more
8157 than one person or the posting of material on an electronic medium that
8158 may be accessed by one or more persons, if the distribution or posting
8159 creates any of the conditions enumerated in the definition of bullying.

8160

8161 E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a
8162 course of conduct to communicate, or cause to be communicated, words,
8163 images, or language by or through the use of electronic mail or electronic
8164 communication, whether or not physically located on school property,
8165 directed at a specific person, causing substantial emotional distress to that
8166 person and serving no legitimate purpose.

8167

8168 F. Harassment means any threatening, insulting, or dehumanizing gesture,
8169 use of data or computer software, or written, verbal or physical conduct
8170 directed against a student or school employee that:

8171

- 8172 1. Places a student or school employee in reasonable fear of harm to his
8173 or her person or damage to his or her property;
- 8174 2. Has the effect of substantially interfering with a student's
8175 educational performance, opportunities, or benefits;
- 8176 3. Has the effect of substantially negatively impacting a student's or
8177 employee's emotional or mental well-being; or
- 8178 4. Has the effect of substantially disrupting the orderly operation of a
8179 school.

8180

8181 G. Bullying and harassment also encompasses:

- 8182 1. Retaliation against a student or school employee by another student or
8183 school employee for asserting or alleging an act of bullying or

8184 harassment. Reporting an act of bullying or harassment that is not made
8185 in good faith is considered retaliation.

8186 2. Perpetuation of conduct listed in the definition of bullying or
8187 harassment by an individual or group with intent to demean,
8188 dehumanize, embarrass, or cause emotional or physical harm to a
8189 student or school employee by:

- 8190 a. Incitement or coercion
- 8191 b. Accessing or knowingly and willingly causing or providing
8192 access to data or computer software through a computer,
8193 computer system, or computer network within the scope of FSUS
- 8194 c. Acting in a manner that has an effect substantially similar to the
8195 effect of bullying or harassment

8196

8197 III. Behavior Standards

8198

8199 A. FSUS expects students to conduct themselves as appropriate for their levels
8200 of development, maturity, and demonstrated capabilities with a proper
8201 regard for the rights and welfare of other students and school staff, the
8202 educational purpose underlying all school activities, and the care of school
8203 facilities and equipment. FSUS employees are responsible for adhering to
8204 the Principles of Professional Conduct of the Education Profession in
8205 Florida and district policies governing conduct and behavior.

8206

8207 B. FSUS believes that standards for student behavior must be set cooperatively
8208 through interaction among the students, parents/legal guardians, staff, and
8209 community members producing an atmosphere that encourages students
8210 to grow in self-discipline. The development of this atmosphere requires
8211 respect for self and others, as well as for FSUS and community property on
8212 the part of students, staff, and community members. Since students learn
8213 by example, school administrators, faculty, staff, and volunteers will

8214 demonstrate appropriate behavior, treat others with civility and respect,
8215 and refuse to tolerate bullying or harassment.

8216

8217 C. Refer to the Code of Conduct for specific behavior expectations.

8218

8219 IV. Consequences

8220

8221 A. Committing an act of bullying or harassment

8222 1. Concluding whether a particular action or incident constitutes a violation
8223 of this policy requires a determination based on all of the facts and
8224 surrounding circumstances followed by the determination of disciplinary
8225 sanctions appropriate to the perpetrators position within the district. The
8226 physical location or time of access of a computer-related incident cannot
8227 be raised as a defense in any disciplinary action.

8228 2. Consequences and appropriate remedial interventions for students who
8229 commit acts of bullying or harassment may range from positive
8230 behavioral interventions up to and including suspension or expulsion, as
8231 outlined in the Code of Student Conduct.

8232 3. Consequences and appropriate remedial interventions for a school
8233 employee found to have committed an act of bullying or harassment may
8234 be disciplined in accordance with FSU's policies, procedures, and
8235 agreements. Additionally, egregious acts of harassment by certified
8236 educators may result in a Department of Education professional
8237 practices sanction against an educator's state issued certificate. (See State
8238 Board of Education Rule 6A-10.081, FAC., *The Principles of Professional
8239 Conduct of the Education Profession in Florida.*)

8240 4. Consequences and appropriate remedial action for a visitor or volunteer,
8241 found to have committed an act of bullying or harassment shall be
8242 determined by the school or district administrator after consideration of

8243 the nature and circumstances of the act, including reports to Professional
8244 Standards and/or appropriate law enforcement officials.

8245

8246 B. Wrongful and intentional accusation of an act of bullying or harassment

8247 1. Consequences and appropriate remedial interventions for a student
8248 found to have wrongfully and intentionally accused another as a means
8249 of bullying or harassment range from positive behavioral interventions
8250 up to and including suspension or expulsion, as outlined in the Code of
8251 Student Conduct.

8252 2. Consequences and appropriate remedial interventions for a school
8253 employee found to have wrongfully and intentionally accused another
8254 as a means of bullying or harassment may be disciplined in accordance
8255 with FSU's policies, procedures, and agreements.

8256 3. Consequences and appropriate remedial action for a visitor or
8257 volunteer, found to have wrongfully and intentionally accused another
8258 as a means of bullying or harassment shall be determined by the school
8259 administrator after consideration of the nature and circumstances of the
8260 act, including reports to Professional Standards and/or appropriate law
8261 enforcement officials.

8262

8263 V. Reporting an Act of Bullying or Harassment

8264

8265 A. At FSUS, the principal and/or the principal's designee is responsible for
8266 receiving oral or written complaints alleging violations of this policy and
8267 will determine the appropriate action.

8268

8269 B. All school employees are required to report alleged violations of this policy
8270 to the principal or the principal's designee.

8271

- 8272 C. All other members of the school community, including students,
8273 parents/legal guardians, volunteers, and visitors are encouraged to report
8274 any act that may be a violation of this policy anonymously or in-person to
8275 the principal or principal's designee.
8276
- 8277 D. The principal and/or the principal's designee in FSUS shall establish and
8278 prominently publicize to students, staff, volunteers, and parents/legal
8279 guardians, visitors and other agents how a report of bullying or harassment
8280 may be filed either in-person or anonymously and how this report will be
8281 acted upon.
8282
- 8283 E. The alleged victim of bullying or harassment, anyone who witnessed the
8284 bullying or harassment, and anyone who has credible information that an
8285 act of bullying or harassment has taken place may file a report of bullying
8286 or harassment.
8287
- 8288 F. A school employee, school volunteer, student, parent/legal guardian or
8289 other persons who promptly reports in good faith an act of bullying or
8290 harassment to the appropriate school official and who makes this report in
8291 compliance with the procedures set forth in FSUS policy is immune from a
8292 cause of action for damages arising out of the reporting itself or any failure
8293 to remedy the reported incident.
8294
- 8295 G. Submission of a good faith complaint or report of bullying or harassment
8296 will not affect the complainant or reporter's future employment, grades,
8297 learning or working environment, or work assignments.
8298
- 8299 H. Any written or oral reporting of an act of bullying or harassment shall be
8300 considered an official means of reporting such act(s).
8301

8302 I. Reporting may be made anonymously, but formal disciplinary action may
8303 not be based solely on the basis of an anonymous report. The
8304 principal/designee or District Administrator shall document all complaints
8305 in writing and/or through the appropriate data system to ensure that
8306 problems are addressed in a timely manner.

8307

8308 VI. Investigation of a Report of Bullying or Harassment

8309

8310 A. The investigation of a reported act of bullying or harassment is deemed to
8311 be a school-related activity and shall begin with a report of such an act.

8312

8313 B. While FSUS does not assume any liability for incidents that occur at a bus
8314 stop or en route to and from school, a student or witness may file a
8315 complaint following the same procedures for bullying or harassment
8316 against a student and the school will investigate and/or provide assistance
8317 and intervention as the principal/designee deems appropriate.

8318

8319 C. Incidents that require a reasonable investigation when reported to
8320 appropriate school authorities shall include alleged incidents of bullying or
8321 harassment allegedly committed against a child while the child is en route
8322 to school aboard a school bus or at a school bus stop.

8323

8324 D. The principal and/or designee selects an individual(s), employed by the
8325 school, trained in investigative procedures to initiate the investigation. The
8326 person may not be the accused perpetrator (harasser or bully) or victim.

8327

8328 E. Documented interviews of the victim, alleged perpetrator, and witnesses
8329 are conducted privately, separately, and are confidential. Each individual
8330 (victim, alleged perpetrator, and witnesses) will be interviewed separately
8331 and at no time will the alleged perpetrator and victim be interviewed
8332 together.

8333

8334 F. The investigator shall collect and evaluate the facts including, but not
8335 limited to:

- 8336 1. Description of incident(s) including nature of the behavior;
8337 2. Context in which the alleged incident(s) occurred, etc.;
8338 3. How often the conduct occurred;
8339 4. Whether there were past incidents or past continuing patterns of
8340 behavior;
8341 5. The relationship between the parties involved;
8342 6. The characteristics of parties involved, i.e., grade, age, sex, race;
8343 7. The identity and number of individuals who participated in bullying
8344 or harassing behavior;
8345 8. Where the alleged incident(s) occurred;
8346 9. Whether the conduct adversely affected the student's education or
8347 educational environment or the employees work or workplace
8348 environment
8349 10. Whether the alleged victim felt or perceived an imbalance of power
8350 as a result of the reported incident;
8351 11. The date, time, and method in which the parents/legal guardians of
8352 all parties involved were contacted; and
8353 12. The date, time and method in which all parties involved, in the case
8354 of employees were contacted.

8355

8356 G. Whether a particular action or incident constitutes a violation of this policy
8357 requires a determination based on all the facts and surrounding
8358 circumstances and shall include

- 8359 1. Any recommended remedial steps necessary to stop the bullying
8360 and/or harassing behavior; and
8361 2. A written final report to the principal or the appropriate
8362 administrator.

8363

8364 H. The maximum of 10 school days shall be the limit for the initial filing of
8365 incidents and completion of the investigative procedural steps.

8366

8367 I. The highest level of confidentiality possible will be upheld regarding the
8368 submission of a complaint or a report of bullying and/or harassment, and
8369 the investigative procedures that follow.

8370

8371 VII. Investigation to Determine Whether a Reported Act of Bullying or
8372 Harassment is Within the Scope of FSUS

8373

8374 A. A principal and/or designee will assign a designee(s) that is trained in
8375 investigative procedures to initiate an investigation of whether an act of
8376 bullying or harassment is within the scope of FSUS.

8377

8378 B. The trained designee(s) will provide a report on results of investigation
8379 with recommendations for the principal to make a determination if an act
8380 of bullying or harassment falls within the scope of FSUS.

8381 1. If it is within scope of FSUS, a thorough investigation shall be
8382 conducted.

8383 2. If it is outside scope of FSUS, and determined a criminal act, the
8384 principal shall refer the incident(s) to appropriate law enforcement.

8385 3. If it is outside scope of FSUS, and determined not a criminal act, the
8386 principal or designee shall inform the parents/legal guardians of all
8387 students involved.

8388

8389 C. Computers without web-filtering software or computers with web-filtering
8390 software that is disabled shall be used when complaints of cyberbullying
8391 are investigated.

8392

8393 VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

8394

8395 A. Immediate notification to the parents/legal guardians of a victim of
8396 bullying or harassment and the parents/legal guardians of the perpetrator
8397 of an act of bullying or harassment as well as notification to all agencies
8398 when criminal charges may be pursued against the perpetrator

8399 1. The principal, and/or designee, shall promptly report via telephone,
8400 personal conference, and/or in writing, the occurrence of any
8401 incident of bullying or harassment as defined by this policy to the
8402 parent or legal guardian of all students involved on the same day an
8403 investigation of the incident(s) has been initiated, or reasonably
8404 thereafter. Notification must be consistent with the student privacy
8405 rights under the applicable provisions of the Family Educational
8406 Rights and Privacy Act of 1974 (FERPA).

8407 2. If the bullying or harassment incident results in the perpetrator
8408 being charged with a crime, the principal, and/or designee, shall by
8409 telephone or in writing by first class mail, inform parents/legal
8410 guardian of the victim(s) involved in the bullying or harassment
8411 incident about the Unsafe School Choice Option (No Child Left
8412 Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a
8413 student who becomes a victim of a violent criminal offense, as
8414 determined by State law, while in or on the grounds of a public
8415 elementary school or secondary school that the student attends, be
8416 allowed to attend a safe public elementary school or secondary
8417 school within the local educational agency, including a public
8418 charter school."

8419

8420 B. Immediate notification to the parents/legal guardians of the perpetrator of
8421 an act bullying or harassment.

8422

8423 The principal, or designee, shall promptly report via telephone, personal
8424 conference, and/or in writing, the occurrence of any incident of bullying or
8425 harassment as defined by this policy to the parent or legal guardian of all
8426 students involved on the same day an investigation of the incident(s) has
8427 been initiated. Notification must be consistent with the student privacy
8428 rights under the applicable provisions of the Family Educational Rights and
8429 Privacy Act of 1974 (FERPA).

8430

8431 C. Notification to local agencies where criminal charges may be pursued.

8432 Once the investigation has been completed and it has been determined that
8433 criminal charges may be pursued against the perpetrator, all appropriate
8434 local law enforcement agencies will be notified by telephone and/or in
8435 writing.

8436

8437 IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

8438

8439 When bullying or harassment is suspected or when a bullying or harassment
8440 incident is reported, counseling services shall be made available to the victim(s),
8441 perpetrator(s), and parents/guardians.

8442

8443 A. The teacher or parent/legal guardian may request informal consultation
8444 with school staff (specialty staff, *e.g.*, school counselor, school psychologist,
8445 etc.) to determine the severity of concern and appropriate steps to address
8446 the concern. The involved students' parents or legal guardian may be
8447 included.

8448

8449 B. School personnel or parent/legal guardian may refer a student to the school
8450 intervention team or equivalent school-based team with a problem-solving
8451 focus for consideration of appropriate services. Parent or legal guardian

8452 involvement shall be required when the student is referred to the
8453 intervention team.

8454

8455 C. If a formal discipline report or formal complaint is made, the principal or
8456 designee must refer the student(s) to the school intervention team for
8457 determination of counseling support and interventions. Parent or legal
8458 guardian involvement shall be required.

8459 D. If a formal discipline report or formal complaint is made against an
8460 employee, the principal/designee or district administrator must refer the
8461 employee to the Employee Assistance Program for determination of
8462 appropriate counseling support and/or interventions.

8463

8464 E. A student may be required to obtain counseling and/or attend a recognized
8465 treatment program at parental expense and show proof of completion of
8466 such counseling or program. Such offenses may include, but are not limited
8467 to, substance abuse, threats, intimidation, bullying, harassment, or acts
8468 motivated by hate or bias.

8469

8470 F. An employee component to address intervention and assistance as
8471 determined appropriate by the Employee Assistance Program that
8472 includes, but are not limited to:

8473

8474 ○ Counseling and support to address the needs of the victims of
8475 bullying; and

8476 ○ Research-based counseling/interventions to address the behavior of
8477 the employees who bully others (e.g., empathy training, anger
8478 management).

8479

8480 G. A school-based component to address intervention and assistance shall be
8481 utilized by the intervention team. The intervention team may recommend

- 8482 1. Counseling and support to address the needs of the victims of
8483 bullying or harassment;
- 8484 2. Research-based counseling or interventions to address the behavior
8485 of the students who bully and harass others, *e.g.*, empathy training,
8486 anger management; and/or
- 8487 3. Research-based counseling or interventions which includes
8488 assistance and support provided to parents/legal guardians, if
8489 deemed necessary or appropriate.

8490

8491 X. Reporting Incidents of Bullying and Harassment

8492

8493 A. Incidents of bullying or harassment shall be reported in the school's report
8494 of data concerning school safety and discipline data required under s.
8495 1006.09(6), F.S. The report must include each incident of bullying or
8496 harassment and the resulting consequences, including discipline and
8497 referrals. Cyberbullying incidents shall be included within the bullying
8498 incidents category. The report shall also include, in a separate section,
8499 each reported incident of bullying or harassment that did not meet the
8500 criteria of a prohibited act under this section with recommendations
8501 regarding such incidents.

8502

8503 B. FSUS will utilize Florida's School Environmental Safety Incident Reporting
8504 (SESIR) Statewide Report on School Safety and Discipline Data, which
8505 includes bullying and harassment as incident codes as well as bullying-
8506 related as a related element code.

8507

1. SESIR Definitions

8508

8509

8510

8511

- 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

8512 unreasonably interfere with the individual's school
8513 performance or participation.

8514 b) Harassment – Any threatening, insulting, or dehumanizing
8515 gesture, use of data or computer software, or written,
8516 verbal, or physical conduct that 1) places a student or school
8517 employee in reasonable fear of harm to his or her person or
8518 damage to his or her property, 2) has the effect of
8519 substantially interfering with a student's educational
8520 performance, opportunities, or benefits, or 3) has the effect
8521 of substantially disrupting the orderly operation of a school
8522 including any course of conduct directed at a specific person
8523 that causes substantial emotional distress in such a person
8524 and serves no legitimate purpose.

8525 2. Bullying and/or harassment incidents shall be reported in SESIR
8526 with the bullying (BUL) or harassment (HAR) code.
8527 Unsubstantiated incidents of bullying or harassment shall be coded
8528 UBL or UHR.

8529 3. If the bullying or harassment results in any of the following SESIR
8530 incidents, the incident will be coded appropriately using the relevant
8531 incident code and the bullying-related code. Such incidents are

- 8532 a) Alcohol
- 8533 b) Arson
- 8534 c) Battery
- 8535 d) Breaking and Entering
- 8536 e) Disruption on Campus
- 8537 f) Drug Sale/Distribution Excluding Alcohol
- 8538 g) Drug Use/Possession Excluding Alcohol
- 8539 h) Fighting
- 8540 i) Homicide
- 8541 j) Kidnapping

- 8542 k) Larceny/Theft
- 8543 l) Robbery
- 8544 m) Sexual Battery
- 8545 n) Sexual Harassment
- 8546 o) Sexual Offenses
- 8547 p) Threat/Intimidation
- 8548 q) Trespassing
- 8549 r) Tobacco
- 8550 s) Vandalism
- 8551 t) Weapons Possession
- 8552 u) Other Major (Other major incidents that do not fit within the
- 8553 other definitions)

8554

8555 C. Discipline and referral data shall be recorded in Student
8556 Discipline/Referral Action Report and Automated Student Information
8557 System.

8558

8559 D. FSUS shall provide bullying or harassment incident, discipline, and referral
8560 data to the Florida Department of Education in the format requested,
8561 through Surveys 2, 3 and 5 from Education Information and Accountability
8562 Services, and at designated dates provided by the Department.

8563

8564 E. Data reporting on bullying, harassment, unsubstantiated bullying,
8565 unsubstantiated harassment, sexual harassment and threat/intimidation
8566 incidents as well as any bullying-related incidents that have as a basis sex,
8567 race or disability should include the incident basis. Victims of these offenses
8568 should also have the incident basis (sex, race or disability) noted in their
8569 student record.

8570

8571 XI. Instruction on Identifying, Preventing, and Responding to Bullying or
8572 Harassment.

8573

8574 A. FSUS shall ensure that schools sustain healthy, positive, and safe learning
8575 environments for all students. It is important to change the social climate of
8576 the school and the social norms with regards to bullying or harassment.
8577 This requires the efforts of everyone in the school environment – teachers;
8578 administrators; counselors; school nurses; other non-teaching staff such as
8579 bus drivers, custodians, cafeteria workers; school librarians; parents/legal
8580 guardians; and students.

8581

8582 B. Students, parents/legal guardians, teachers, school administrators,
8583 counseling staff, and school volunteers shall be given instruction at a
8584 minimum on an annual basis on FSUS' Policy and Regulations against
8585 bullying and harassment. The instruction shall include evidence-based
8586 methods of preventing bullying and harassment as well as how to
8587 effectively identify and respond to bullying or harassment in schools.

8588

8589 C. FSUS shall establish a list of programs that provide instruction to students,
8590 parents, teachers, school administrators, counseling staff, and school
8591 volunteers on identifying, preventing, and responding to bullying and
8592 harassment including instruction on recognizing behaviors that lead to
8593 bullying and harassment and taking appropriate preventive action based
8594 on those observations. The list of authorized programs shall be available at
8595 FSUS's student services office and on the FSUS website.

8596

8597 XII. Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect
8598 the Victim

8599

8600 The principal or designee shall by telephone and/or in writing report the
8601 occurrence of any incident of bullying or harassment as defined by this policy to
8602 the parent or legal guardian of all students involved on the same day an
8603 investigation of the incident has been initiated. According to the level of infraction,
8604 parents/legal guardians will be notified by telephone and/or writing of actions
8605 being taken to protect the child; the frequency of notification will depend on the
8606 seriousness of the bullying or harassment incident. Notification must be consistent
8607 with the student privacy rights under the applicable provisions of the Family
8608 Educational Rights and Privacy Act of 1974 (FERPA).

8609

8610 XIII. Publicizing the Policy

8611

8612 A. At the beginning of each school year, the Director or designee shall, in
8613 writing, inform school staff, parents/legal guardians, or other persons
8614 responsible for the welfare of a student of FSUS' student safety and violence
8615 prevention policy.

8616

8617 B. FSUS shall provide notice to students and staff of this policy through
8618 appropriate references in the *Code of Student Conduct* and employee
8619 handbooks and through other reasonable means.

8620

8621 C. The Director shall also make all contractors contracting with FSUS aware of
8622 this policy.

8623

8624 D. Each school principal shall develop an annual process for discussing the
8625 school district policy on bullying and harassment with students.

8626

8627 E. Reminders of the policy and bullying prevention messages such as posters
8628 and signs will be displayed around each school and on FSUS school buses.

8629

8630

8631 XIV. Review of Policy

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8634 The Director and appropriate staff shall review this policy at a minimum every

8635 (3) three years. The review should include input from parents, law enforcement,

8636 and other community members. The Director shall take any recommended

8637 changes to the School Board for consideration.

8638

8639

8640 **STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

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8643 **LAW(S) IMPLEMENTED:**

1001.43, 1003.04, 1003.31, 1003.32,

8644

1006.07, 1006.08, 1006.09,

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1006.10, 1006.147, F.S.

8646

20 USC 1232g

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HISTORY:

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ADOPTED:

8651

REVISION DATE(S): Spring 2009; 3/10/15, 4/10/18; 8/10/21

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FORMERLY:

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8662 **FLORIDA STATE UNIVERSITY SCHOOLS**

8663 FLORIDA STATE UNIVERSITY SCHOOLS
8664 POLICY MANUAL
8665 STUDENTS
8666 CHAPTER 5.0

8667 5.325*

8668 **DATING VIOLENCE AND ABUSE**

8669 It is the policy of FSUS that all of its students and school employees have an
8670 educational setting that is safe, secure, and free from dating violence and abuse.
8671 The District shall not tolerate dating violence and abuse of any kind. Dating
8672 violence or abuse by any student is prohibited on school property, during any
8673 school related or school sponsored program or activity, or during school
8674 sponsored transportation.

8675
8676 II. Definitions

8677
8678 A. *Teen dating violence* is a pattern of emotional, verbal, sexual, or
8679 physical abuse used by one person in a current or past intimate
8680 relationship to exert power and control over another when one or
8681 both of the partners is a teenager.

8682
8683 B. *Abuse* is mistreatment which may include insults, coercion, social
8684 sabotage, sexual harassment, threats and/or acts of physical or
8685 sexual abuse. The abusive partner uses this pattern of violent and
8686 coercive behavior to gain power and maintain control over the
8687 dating partner. This may also include abuse, harassment, and
8688 stalking via electronic devices such as cell phones and computers,
8689 and harassment through a third party, and may be physical, mental,
8690 or both.

8692 III. Reporting Teen Dating Violence or Abuse

8693

8694 A. The principal or designee shall be responsible for receiving
8695 complaints alleging violations of this policy.

8696

8697 B. All school employees are required to report alleged violations of this
8698 policy to the principal or designee.

8699

8700 C. In addition to reporting the incident to the principal or designee, if a
8701 district employee or agent has reason to suspect that an alleged
8702 violation of this policy might constitute a crime, the district
8703 employee or agent shall also immediately report the complaint to
8704 law enforcement. Any uncertainty regarding whether an alleged
8705 violation might constitute a crime must be resolved in favor of
8706 reporting the incident to law enforcement.

8707

8708 D. All other members of the school community, including students,
8709 parents as defined by Florida Statutes, volunteers, and visitors are
8710 encouraged to report any act that may be a violation of this policy
8711 anonymously or in person to the principal or designee.

8712

8713 E. In cases involving an alleged perpetrator who is of adult age and an
8714 alleged teen victim, certain suspicions of abuse must be reported to
8715 the Florida Abuse Hotline (1-800-962-2873) or local law enforcement
8716 pursuant to Section 39.201, Florida Statutes.

8717

8718 F. The principal shall establish and prominently publicize to students,
8719 staff, volunteers, and parents how a report of dating violence and
8720 abuse may be filed either in person or anonymously and how this
8721 report will be acted upon.

8722

8723

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.

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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.

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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.

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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.

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IV. Investigations

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J. 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.

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8751 K. Documented interviews of the victim, alleged perpetrator and
8752 witnesses shall be conducted privately and separately. All
8753 interviews are confidential. Each individual (victim, alleged
8754 perpetrator and witnesses) will be interviewed separately and at no
8755 time will the alleged perpetrator and victim be interviewed together.

8756

8757 L. The investigative process shall be completed within ten (10) school
8758 days from the time the report is filed.

8759

8760 M. The highest level of confidentiality possible will be upheld regarding
8761 the submission of a complaint or a report of teen dating violence
8762 and/or abuse and the investigative procedures that follow. School
8763 employees shall refrain from sharing confidential student
8764 information with other school employees, students, or community
8765 members, unless disclosure is required by law or is necessary to
8766 protect the student's safety. Any notification made must be
8767 consistent with the student' privacy rights under the applicable
8768 provisions of the Family Educational Rights and Privacy Act of 1974
8769 (FERPA).

8770

8771 N. If it is determined that inappropriate behavior(s) has occurred, the
8772 investigator will make recommendations for disciplinary action to
8773 the principal or Director.

8774

8775 V. Discipline

8776

8777 A. Immediate action shall be taken to eliminate the behavior.

8778

8779 B. Disciplinary action shall be taken based on the circumstances of the
8780 behavior(s).

8781

8782

- C. Discipline shall be consistent with the provisions of the *Code of Student Conduct*.

8783

8784

8785

- D. If a crime has been committed, the appropriate law enforcement agency shall be immediately notified.

8786

8787

8788 VI. Restraining Orders

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- A. If an order of protection has been issued, the student or his/her parent(s) should inform the school immediately.

8791

8792

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- 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.

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- 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.

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- 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.

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8806 VII. Support Services for the Victim

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

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8811 A. A contract with the offender to stay away from the victim while on
8812 school grounds, on school transportation and during school
8813 sponsored programs and events;

8814

8815 B. Reasonable accommodations, such as class schedule changes;

8816

8817 C. If needed, the school will assist the student in creating an alternative
8818 education plan for the student such as transferring to a different
8819 school or the ability to make up school work missed due to dating
8820 violence.

8821

8822 D. Security protection, such as safe egress/regress from school and
8823 within the school;

8824

8825 E. Timely and comprehensive investigation of dating violence and
8826 abuse complaints.

8827

8828 F. Information and assistance in securing intervention which includes
8829 assistance and support provided to parents/legal guardians, if
8830 deemed necessary and appropriate.

8831

8832 G. Referrals for outside support and/or counseling.

8833

8834 VIII. Methods of Intervention with the Alleged Perpetrator

8835

8836 A. Allow the alleged perpetrator to respond in writing to the
8837 allegations.

8838

8839 B. Identify and implement interventions tht will be taken to prevent
8840 further incidents.

8841

8842 C. Refer the alleged perpetrator and parents/legal guardians to help
8843 and support available at the school and withing the community.

8844

8845 D. Address the seriousness of retaliations against the victim for
8846 reporting the incident or cooperating with the investigation. Inform
8847 the alleged perpetrator that retaliation or threats of retaliations in
8848 any form designed to intimidate the victim of dating violence or
8849 abuse, those who are witnesses, or those who investigate an incident,
8850 shall not be tolerated.

8851

8852 E. Provide for increased supervision of the alleged perpetrator.

8853

8854 F. Document the meeting and action plans.

8855

8856 IX. Curriculum

8857

8858 A. The health education curriculum for students in grades 7 through 12
8859 shall include dating violence and abuse. The teen dating violence
8860 and abuse component shall include, but is not limited to, the
8861 definition of dating violence and abuse, the warning signs of dating
8862 violence and abusive behavior, the characteristics of healthy
8863 relationships, measures to prevent and stop dating violence and
8864 abuse, and community resources available to victims of dating
8865 violence and abuse.

8866

8867 B. The curriculum shall have an emphasis on prevention-based
8868 education.

8869

8870 X. Training

8900 FLORIDA STATE UNIVERSITY SCHOOLS
8901 POLICY MANUAL
8902 STUDENTS
8903 CHAPTER 5.0

8904 5.327*

8905 **HAZING**

8906 FSUS shall not tolerate hazing of any form. Conduct that constitutes hazing, as
8907 defined herein, is prohibited. The District expects students to conduct themselves
8908 appropriately for their levels of development, maturity, and demonstrated
8909 capabilities with proper regard for the rights and welfare of other students and the
8910 educational purpose underlying all school activities.

8911
8912 I. Definition of Hazing

8913 Hazing means any action or situation endangering the mental or physical
8914 health or safety of a student at a school with any of grades six (6) through
8915 twelve (12) for purposes including, but not limited to, initiation or
8916 admission into or affiliation with any organization operating under the
8917 sanction of a school with any of grades six (6) through twelve (12). Hazing
8918 shall include, but is not limited to,

- 8919 ○ Pressuring, Coercing, or forcing a student into violating state
8920 or federal law; consuming any food, liquor, drug or other
8921 substance; or participating in physical activity that could
8922 adversely affect the health or safety of the student.
- 8923 ○ Any brutality of a physical nature such as beating, whipping,
8924 branding, or exposure to the elements.

8925
8926 II. Reporting an Act of Hazing

- 8927 A. At each school with any of grades six (6) through twelve (12), the
8928 principal or the principal's designee shall be responsible for
8929 receiving complaints alleging violations of this policy.
- 8930 B. All school employees are required to report alleged violations of
8931 this policy to the principal or the principal's designee.
- 8932 C. All other members of the school community, including students,
8933 parents as defined by Florida Statutes, volunteers, and visitors are
8934 encouraged to report any act that may be a violation of this policy
8935 anonymously or in person to the principal or principal's designee.
- 8936 D. The principal of each school that includes any of grades six (6)
8937 through twelve (12) in the District shall establish and prominently
8938 publicize to students, staff, volunteers, and parents, how a report of
8939 hazing may be filed either in person or anonymously and how this
8940 report will be acted upon.
- 8941 E. The victim of hazing, anyone who witnessed the hazing, and
8942 anyone who has credible information that an act of hazing has
8943 taken place may file a report of hazing.
- 8944 F. A school employee, school volunteer, student, parent or other
8945 person who promptly reports in good faith an act of hazing to the
8946 appropriate school official and who makes this report in
8947 compliance with the procedures set forth in the District policy is
8948 immune from a cause of action for damages arising out of the
8949 reporting itself or any failure to remedy the reported incident.
- 8950 G. Submission of a good faith complaint or report of hazing will not
8951 affect the complainant or reporter's future employment, grades,
8952 learning or working environment, or work assignments.
- 8953 H. Any written or oral reporting of an act of hazing shall be
8954 considered an official means of reporting such act(s).
- 8955 I. Reports may be made anonymously, but formal disciplinary action
8956 may not be based solely on the basis of an anonymous report.

- 8957 III. Investigation of a Report of Hazing
- 8958 A. The investigation of a reported act of hazing is deemed to be a
- 8959 school-related activity and shall begin with a report of such an act.
- 8960 B. The principal or designee shall select an individual(s), employed by
- 8961 the school and trained in investigative procedures, to initiate the
- 8962 investigation. The person may not be the accused perpetrator or
- 8963 victim.
- 8964 C. Documented interviews of the victim, alleged perpetrator(s), and
- 8965 witnesses shall be conducted privately, separately, and shall be
- 8966 confidential. Each individual (victim, alleged perpetrator, and
- 8967 witnesses) will be interviewed separately and at no time will the
- 8968 alleged perpetrator and victim be interviewed together.
- 8969 D. The investigator shall collect and evaluate the facts including but
- 8970 not limited to
- 8971 1. Description of incident(s) including nature of the behavior;
- 8972 2. Context in which the alleged incident(s) occurred;
- 8973 3. How often the conduct occurred;
- 8974 4. Whether there were past incidents or past continuing
- 8975 patterns of behavior;
- 8976 5. The relationship between the parties involved;
- 8977 6. The characteristics of parties involved, *i.e.*, grade, age;
- 8978 7. The identity and number of individuals who participated in
- 8979 hazing;
- 8980 8. Where the alleged incident(s) occurred;
- 8981 9. Whether the conduct adversely affected the
- 8982 student's/students' health or safety;
- 8983 10. The date, time, and method in which the parents of all
- 8984 parties involved were contacted.

- 8985 E. Whether a particular action or incident constitutes a violation of
8986 this policy shall require a determination based on all the facts and
8987 surrounding circumstances and shall include
- 8988 1. Recommended remedial steps necessary to stop the hazing;
8989 and
 - 8990 2. A written final report to the principal.
- 8991 F. The maximum of ten (10) school days shall be the limit for the
8992 initial filing of incidents and completion of the investigative
8993 procedural steps.
- 8994 G. The highest level of confidentiality possible will be upheld
8995 regarding the submission of a complaint or a report of hazing and
8996 the investigative procedures that follow.
8997
- 8998 IV. Investigation to Determine Whether a Reported Act of Hazing is Within
8999 the Scope of the District
- 9000 A. The principal or designee will assign an individual(s) who is
9001 trained in investigative procedures to initiate an investigation of
9002 whether an act of hazing is within the scope of the School District.
 - 9003 B. The trained investigator(s) will provide a report on results of
9004 investigation with recommendations for the principal to make a
9005 determination if an act of hazing falls within the scope of the
9006 District.
 - 9007 1. If it is within the scope of the District, a thorough
9008 investigation shall be conducted.
 - 9009 2. If it is outside the scope of the District and determined a
9010 criminal act, the principal shall refer the incident(s) to
9011 appropriate law enforcement.

9012 3. If it is outside the scope of the District and determined not a
9013 criminal act, the principal or designee shall inform the
9014 parents of all students involved.

9015

9016 V. Notification to Parents of Incidents of Hazing

9017 A. Immediate notification to the parents of a victim of hazing.

9018 The principal, or designee, shall promptly report via telephone,
9019 personal conference, and/or in writing, the occurrence of any
9020 incident of hazing as defined by this policy to the parent(s) of all
9021 students involved on the same day an investigation of the
9022 incident(s) has been initiated. Notification must be consistent with
9023 the student privacy rights under the applicable provisions of the
9024 Family Educational Rights and Privacy Act of 1974 (FERPA).

9025 B. Immediate notification to the parents of the perpetrator of an act of
9026 hazing. The principal, or designee, shall promptly report via
9027 telephone, personal conference, and/or in writing, the occurrence
9028 of any incident of hazing as defined by this policy to the parents of
9029 all students involved on the same day an investigation of the
9030 incident(s) has been initiated. Notification must be consistent with
9031 the student privacy rights under the applicable provisions of the
9032 Family Educational Rights and Privacy Act of 1974 (FERPA).

9033 C. Notification to local agencies where criminal charges may be
9034 pursued. Once the investigation has been completed and it has
9035 been determined that criminal charges may be pursued against the
9036 perpetrator(s), all appropriate local law enforcement agencies will
9037 be notified by telephone and/or in writing.

9038

9039 VI. Referral of Victims and Perpetrators of Hazing for Counseling.

9040 When hazing is suspected or when a hazing incident is reported,

9041 counseling services shall be made available to the victim(s), perpetrator(s),
9042 and parents.

9043 A. The teacher or parent may request informal consultation with
9044 school staff, *e.g.*, school counselor, school psychologist, to
9045 determine the severity of concern and appropriate steps to address
9046 the concern. The teacher may request that the involved student's
9047 parents are included.

9048 B. School personnel or the parent may refer a student to the school
9049 intervention team for consideration of appropriate services.
9050 Parental involvement shall be required when the student is referred
9051 to the intervention team.

9052 C. If a formal discipline report or formal complaint is made, the
9053 principal or designee must refer the student(s) to the child study
9054 team for determination of counseling support and interventions.
9055 Parental involvement shall be required.

9056 D. The intervention team may recommend
9057 1. Counseling and support to address the needs of the victims
9058 of hazing;
9059 2. Research-based counseling or interventions to address the
9060 behavior of the students who haze others; and/or
9061 3. Research-based counseling or interventions which include
9062 assistance and support provided to parents, if deemed
9063 necessary or appropriate.

9064

9065 VII. Disciplinary Action

9066 If the incident is determined to be within the scope of the District,
9067 disciplinary action will be consistent with the *Code of Student Conduct*.

9068

9069 VIII. Reporting Incidents of Hazing

9070 A. Incidents of hazing shall be reported in the school’s report of data
9071 concerning school safety and discipline data required under s.
9072 1006.09(6), F.S. The report shall include each incident of hazing and
9073 the resulting consequences, including discipline and referrals. The
9074 report shall also include each reported incident of hazing that did
9075 not meet the criteria of a prohibited act under this section with
9076 recommendations regarding such incidents.

9077 B. The District will utilize Florida’s School Environmental Safety
9078 Incident Reporting (SESIR) Statewide Report on School Safety and
9079 Discipline Data to report hazing incidents.

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9082 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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9085 **LAW(S) IMPLEMENTED:** **1000.21, 1001.41, 1001.42, 1001.43, 1001.51,**
9086 **1001.54, 1003.04, 1003.31, 1003.32, 1006.07,**
9087 **1006.08, 1006.09, 1006.10, 1006.135, F.S.**

9088 **20 USC 1232g**

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9090

HISTORY: ADOPTED: 12/9/14

9091 **REVISION DATE(S): 5/11/21**

9092 **FORMERLY: NEW**

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FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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5.33

TEACHER REMOVAL OF STUDENTS FROM CLASSROOM

(1) Appropriate action will be taken to remove or to make special provisions for a disruptive student. Disruptive behavior will include: assault on staff or students, threat(s) or violence, 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 Administrative Staff 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 Director, Administrative Staff and the student's parent(s) or legal guardian(s) 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.

(2) A teacher may remove a student from his/her class whose behavior the teacher determines interferes with the teacher's ability to

9122 (3) effectively communicate with other students in the class or with the
9123 ability of the student's classmates to learn.

9124 (4) The Director or Administrative Staff may not return a student who has
9125 been removed by a teacher from the teacher's class without the teacher's
9126 consent, unless the Placement Review Committee established herein
9127 determines that such placement is the best or only available alternative.
9128 The teacher and Placement Review Committee must render decisions
9129 within five (5) working days of the removal of the student from the
9130 classroom.

9131 (5) Florida State University Schools will establish a Placement Review
9132 Committee to determine if a student is to be returned to a teacher's class
9133 after that student has been removed by the teacher and the teacher has
9134 withheld consent for that student to be returned to the teacher's class.

9135 (a) Committee membership shall include the following:

9136 1. Two (2) teachers selected by the instructional staff of the
9137 school.

9138 2. One (1) member of the school staff selected by the Director or
9139 Administrative Staff.

9140 3. One (1) teacher selected by the instructional staff of the school
9141 to serve as an alternate member of the committee.

9142 (b) A teacher who removed a student from his/her class and who
9143 has withheld consent for the return of that student to his/her
9144 class, shall not serve on the committee when the committee
9145 makes its decision regarding the return of the student.

9146 The Placement Review Committee(s) will be selected during pre-
9147 school planning. The staff of Florida State University Schools
9148 shall determine the following during pre-school planning:

9149 1. If a current school committee(s) meets the criteria contained
9150 herein for the Placement Review Committee(s) and if the
9151 faculty wishes that committee to perform the duties of the
9152 Placement Review Committee(s).

9153 2. The number of Placement Review Committees needed at
9154 Florida State University Schools.

9155 3. The terms of office of the members of the Placement Review
9156 Committee(s).

9157 4. The method the instructional staff will use in the selection of
9158 the Placement Review Committee(s) members.

9159 5. The appropriate form a teacher is to use to document the
9160 behavior that resulted in the teacher having the student
9161 removed from his/her classroom.

9162 6. Any teacher who removes 25 percent (25%) of his/her total
9163 class enrollment during the course of the school year shall be
9164 required to complete professional development to improve
9165 classroom management skills. Any required training under
9166 this provision shall be free of cost to the teacher.

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9169 **STATUTORY AUTHORITY:** **1001.42; 1001.42, F.S.**

9170 **LAWS IMPLEMENTED:** **1001.43; 1003.32, F. S.**

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HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: 4.17

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9194 **FLORIDA STATE UNIVERSITY SCHOOLS**

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5.34

EXPLUSION OF STUDENTS

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

**HISTORY:
ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09
FORMERLY: 4.09**

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**USE OF TIME-OUT AND PHYSICAL RESTRAINT FOR STUDENTS WITH
DISABILITIES**

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- I. The School 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.

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II. Time Out

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Time out is a procedure in which access to reinforcement is removed or reduced for a designated time.

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A. *Nonexclusion time out* is the least restrictive form of time out. The student is allowed to observe the classroom activity but not participate.

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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.

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- III. *Seclusion or isolation* removes the student from the classroom for a predetermined period of time. The student is placed in a non-stimulating room away from the classroom. The student must be observed continuously by trained personnel.

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9260 IV. Physical Restraint

9261 A. *Manual physical restraint* is the use of physical restraint techniques
9262 that involve physical force to restrict free movement of all or part of
9263 a student's body. It is a method to prevent a student from harming
9264 himself/herself or others.

9265 B. Physical restraint should only be used in an emergency situation
9266 when an immediate and significant threat to the student or others
9267 exists.

9268 C. Physical restraint may only be implemented by trained, qualified
9269 school personnel.

9270 D. Techniques or devices such as straightjackets, zip ties, handcuffs, or
9271 tie downs may not be used in ways that may obstruct or restrict
9272 breathing or blood flow or that place a student in a facedown
9273 position with the student's hands restrained behind the student's
9274 back. Restraint techniques may not be used to inflict pain to induce
9275 compliance.

9276

9277

9278 V. Documentation and Reporting

9279 All instances of time out and restraint shall be documented and reported as
9280 required.

9281

9282 VI. Monitoring and Analysis

9283 A. At the beginning of each school year, the district shall post its policies
9284 and procedures on positive behavior interventions and supports as
9285 adopted by the school district.

9286

9287 B. The use of manual physical restraint shall be monitored at the
9288 classroom and school levels.

9289 C. The use of the behavior interventions, the appropriateness of use and
9290 the effectiveness of the interventions shall be analyzed.

9291

9292 VII. Prohibitions

9293 School personnel shall not

9294 A. Use a mechanical restraint or a manual physical restraint that
9295 restricts a student's breathing or

9296 B. Close, lock or physically block a student in a room that is unlit or
9297 that does not meet the rules of the State Fire Marshall for a seclusion
9298 time out room.

9299

9300 VIII. Training

9301 A. The School shall provide initial training for designated personnel in
9302 the use of time out and physical restraint.

9303 B. Refresher training shall be conducted annually.

9304 C. Personnel who have been trained in manual restraint techniques in
9305 positions outside of the School shall receive training in School
9306 methods.

9307

9308 IX. Procedures

9309 The Director shall develop procedures to implement this policy and related
9310 statutes. Procedures shall include but not be limited to the following:

9311 A. Incident reporting;

9312 B. Data collection;

9313 C. Monitoring and analysis;

9314 D. Plan for reducing the use of restraint;

9315 E. Identification of staff to be trained; and

9316 F. Training components.

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9319 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
9320 **LAW(S) IMPLEMENTED:** 1001.43, 1003.32, 1003.573,
9321 1006.07, 1006.11, 1012.75, F.S.

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9324 **STATE BOARD OF EDUCATION RULE(S)** 6A-6.03312

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9326 **HISTORY:** Approved for 2nd Reading on 1/10/12
9327 **ADOPTED:** _____
9328 **REVISION DATE(S):** _____
9329 **FORMERLY:** NEW
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**GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL
CAMPUS**

Students shall be subject to the FSUS Student Code of Conduct, as approved
by the School Board.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

**HISTORY:
ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09
FORMERLY: 4.05**

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VEHICLE USE BY STUDENTS

Students shall be subject to the FSUS Student Code of Conduct, as approved
by the School Board.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

**HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: NEW**

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USE OF CELL PHONES ON CAMPUS

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9431

9432 Students shall be subject to the FSUS Student Code of Conduct, as approved
9433 by the School Board.

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9436 **ADDITIONAL REFERENCE:**

9437 **The Board Approved Student Code of Conduct**

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**HISTORY:
ADOPTED: 4/14/09
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FORMERLY:4.111**

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STUDENT ATTENDANCE

Students shall be subject to the FSUS Student Code of Conduct, as approved
by the School Board.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: 4.02

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9487 POLICY MANUAL
9488 STUDENTS
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9490 5.53*+

9491 **SCHOOL HEALTH SERVICES**

9492
9493 I. Florida State University Schools shall collaborate with the County
9494 Health Department and the District school health advisory committee to
9495 develop and implement a health services plan. This plan shall be
9496 contained in the *Health Services Manual*.

9497
9498 II. The plan shall include, but not be limited to, provisions for all aspects
9499 required by law.

9500
9501 III. At the beginning of each school year, the principal, or designee, shall
9502 inform the parent(s) as defined by Florida Statutes, in writing, that
9503 students will receive specified health services as provided in the health
9504 services plan. A student shall be exempt from any of these services when
9505 his/her parent(s) requests an exemption in writing. A health care
9506 practitioner may not solicit or arrange to provide health care services or
9507 prescribe medicinal drugs to a minor child without first obtaining written
9508 parental consent. When invasive screening is one (1) of the specified
9509 services, written consent of the student's parent(s) shall be obtained prior
9510 to any such screening.

9511
9512 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

9513 **LAW(S) IMPLEMENTED:** **381.0056, 394.463, 1001.21, 1002.20,**
9514 **1006.062, 1014.06 F.S.**

HISTORY:

ADOPTED: 9/13/22

REVISION DATE(S):

FORMERLY: NEW

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9543 5.55*+

9544 **NOTIFICATION OF INVOLUNTARY EXAMINATION**

- 9545 I. When there is a student crisis situation, school or law enforcement
9546 personnel must make a reasonable attempt to contact, either in person or
9547 using telehealth, a mental health professional who may initiate an
9548 involuntary examination pursuant to section 394.463, unless the child poses
9549 an imminent danger to themselves or others.
- 9550 II. The principal or designee shall exercise reasonable diligence and care to
9551 make contact with the parent, as defined by law, before the student who is
9552 removed from school, school transportation, or a school-sponsored activity
9553 is to be taken to a receiving facility for an involuntary examination.
- 9554 A. Methods of communication to contact the student's parent or other
9555 known emergency contact include but are not limited to, telephone
9556 calls, text messages, e-mails, and voicemail messages following the
9557 decision to initiate an involuntary examination of the student.
- 9558 B. The method and number of attempts made to contact the student's
9559 parent or other known emergency contact and the outcome of each
9560 attempt must be documented.
- 9561 C. If an emergency contact is notified, the principal/designee may only
9562 share the information necessary to alert such contact that the parent
9563 must be contacted.
9564

9565 III. The principal or designee may delay the notification to the parent for up to
9566 twenty-four (24) hours if:

9567 A. the delay is considered in the student's best interest and a report has
9568 been submitted to the central abuse hotline, pursuant to s. 39.201, based
9569 upon knowledge or suspicion of abuse, abandonment, or neglect; or

9570 B. it is reasonably believed to be necessary to avoid jeopardizing the
9571 health and safety of the student.

9572

9573 IV. Before contacting a law enforcement officer, a principal or designee must
9574 verify that de-escalation strategies have been utilized and outreach to a
9575 mobile response team has been initiated unless the principal or designee
9576 reasonably believes that any delay in removing the student will increase the
9577 likelihood of harm to the student or others.

9578 V. The Director shall develop procedures for the notification of parents and
9579 for reporting, if appropriate, alleged child abuse, abandonment, or neglect
9580 to the central abuse hotline when a student is taken to a facility for an
9581 involuntary examination. The procedures shall be contained in the *Health*
9582 *Services Manual*. The Superintendent shall annually report to the
9583 Department of Education the number of involuntary examinations, as
9584 defined in section 394.455, F.S., initiated at a school, on school
9585 transportation, or at a school-sponsored activity.

9586

9587 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

9588 **LAW(S) IMPLEMENTED:** 381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.

9589 **HISTORY:** **ADOPTED:**

9590 **REVISION DATE(S):** 6/21/16; 9/13/22

9591 **FORMERLY:** NEW

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SPECIAL DIETARY NEEDS

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

FAMILY’S RESPONSIBILITY

- Notify the school of the child’s allergies.
- Work with the school team to develop a plan that accommodates the child’s needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as develop and use a Food Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - Safe and unsafe foods
 - Strategies for avoiding exposure to unsafe foods
 - Symptoms of allergic reactions
 - How and when to tell an adult they may be having an allergy-related problem

- 9622 ○ How to read food labels (age appropriate)
- 9623 • Review policies/procedures with the school staff, the child’s physician, and
- 9624 the child (if age appropriate) after a reaction has occurred.
- 9625 • Provide emergency contact information.

9626

9627 **SCHOOL’S RESPONSIBILITY**

- 9628 • Be knowledgeable about and follow applicable federal laws including
- 9629 ADA, IDEA, Section 504, and FERPA and any state laws or district policies
- 9630 that apply.
- 9631 • Review the health records submitted by parents and physicians.
- 9632 • Include food-allergic students in school activities. Students should not be
- 9633 excluded from school activities solely based on their food allergy.
- 9634 • Identify a core team of, but not limited to, school nurse, teacher, principal,
- 9635 school food service and nutrition manager/director, and counselor (if
- 9636 available) to work with parents and the student (age appropriate) to
- 9637 establish a prevention plan. Changes to the prevention plan to promote
- 9638 food allergy management should be made with core team participation.
- 9639 • Assure that all staff who interact with the student on a regular basis
- 9640 understand food allergy, can recognize symptoms, know what to do in an
- 9641 emergency, and work with other school staff to eliminate the use of food
- 9642 allergens in the allergic student’s meals, educational tools, arts and crafts
- 9643 projects, or incentives.
- 9644 • Utilize the Food Allergy Action Plan before an allergic reaction occurs to
- 9645 assure the efficiency/effectiveness of the plan.
- 9646 • Coordinate with the school nurse to be sure medications are appropriately
- 9647 stored, and be sure than an emergency kit is available that contains a
- 9648 physician’s standing order for epinephrine. In states where regulations
- 9649 permit, medications are kept in an easily accessible secure location central
- 9650 to designated school personnel, not in locked cupboards or drawers.

- 9651 Students should be allowed to carry their own epinephrine, if age
9652 appropriate after approval from the student’s physician/clinic, parent and
9653 school nurse, and allowed by state or local regulations.
- 9654 • Designate school personnel who are properly trained to administer
9655 medications in accordance with the State Nursing and Good Samaritan
9656 Laws governing the administration of emergency medications.
 - 9657 • Be prepared to handle a reaction and ensure that there is a staff member
9658 available who is properly trained to administer medications during the
9659 school day regardless of time or location.
 - 9660 • Review policies/prevention plan with the core team members,
9661 parents/guardians, student (age appropriate), and physician after a
9662 reaction has occurred.
 - 9663 • Work with the district transportation administrator to assure that school
9664 bus driver training includes symptom awareness and what to do if a
9665 reaction occurs.
 - 9666 • Recommend that all buses have communication devices in case of an
9667 emergency.
 - 9668 • Enforce a “no eating” policy on school buses with exceptions made only to
9669 accommodate special needs under federal or similar laws, or school district
9670 policy. Discuss appropriate management of food allergy with family.
 - 9671 • Discuss field trips with the family of the food-allergic child to decide
9672 appropriate strategies for managing the food allergy.
 - 9673 • Follow federal/state/district laws and regulations regarding sharing
9674 medical information about the student.
 - 9675 • Take threats or harassment against an allergic child seriously.

9676

9677 **STUDENT’S RESPONSIBILITY**

9678

- 9679 I. Should not trade food with others.

- 9680 II. Should not eat anything with unknown ingredients or known to contain
 9681 any allergen.
- 9682 III. Should be proactive in the care and management of their food allergies
 9683 and reactions based on their development level.
- 9684 IV. Should notify an adult school official immediately if they eat something
 9685 they believe may contain the food to which they are allergic.

9686

9687 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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9690 **LAW(S) IMPLEMENTED:** 570.981, 1001.43, 1002.20, F.S.
 9691 20 USC §1232g (FERPA)
 9692 P.L. 108-446 (IDEIA)

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9695 **STATE DEPARTMENT OF AGRICULTURE**
 9696 **AND CONSUMER SERVICES RULE(S)** 5P-1.001, 5P-1.002, 5P-1.003

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HISTORY:
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REVISION DATE(S): 1/8/2013
FORMERLY: NEW

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STUDENT INJURIES

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

- I. The nearest person with first-aid training shall administer first aid.
- II. The student’s parent(s), as defined by Florida Statutes, shall be notified immediately.
- III. The family physician shall be notified and his/her instructions followed if the parent(s) or a responsible adult member of the family cannot be reached.
- IV. A physician who has agreed to handle school emergencies shall be called if the parent(s), an 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 *Florida High School Athletic Association Concussion Action Plan 2011* shall be followed.

9748 VII. A serious injury to a student shall be reported immediately to the principal
9749 who shall make a prompt report by telephone to the Director or designee.

9750

9751 VIII. An accident report shall be filed when an injury occurs, including a detailed
9752 description of the accident and a list of witnesses.

9753

9754 IX. An insurance report shall be prepared if an injury is covered by insurance.

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9758 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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9761 **LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1006.07, 1006.08,
9762 **F.S.**

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9765 **HISTORY:** **ADOPTED:** _____
9766 **REVISION DATE(S): 1/8/2013**
9767 **FORMERLY:**
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STUDENT ILLNESS

9784 I. The teacher, principal or nurse shall isolate a student who becomes ill while at
9785 school until the student can be removed to his/her home. A student with a
9786 temperature above normal, diarrhea, or emesis shall be evaluated and sent home,
9787 if necessary.

9788

9789 II. A student who has had a serious communicable disease shall present a statement
9790 from a physician licensed by the state of Florida before being readmitted to
9791 classes. A student not attended by a physician may be readmitted if the principal,
9792 or designee, in his/her judgment, finds the student has met the criteria for
9793 readmission as established by the County Health Unit.

9794

9795 III. No internal medicine of any kind may be given to a student without the written
9796 permission of the parent(s), as defined by Florida Statutes.

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9799 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

9800 **LAW(S) IMPLEMENTED:** **1000.21, 1001.43, 1006.07, 1014.06, F.S.**

9801 **HISTORY:** **ADOPTED: 9/13/22**

9802 **REVISION DATE(S):**

9803 **FORMERLY: NEW**

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5.61A

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

For use in cases of sudden cardiac arrest.

LOCATION

AED unit/s will be located where it is easily accessible to staff.

MAINTENANCE/REGISTRATION

Florida State University Schools (FSUS) shall register each AED with the local emergency medical services director, as required by 768.1325(3)(a) and 1013.502(3), F.S.

FSUS shall ensure that each AED is properly maintained and tested, as required by 768.1325(3).

FSUS shall ensure that each AED purchased meets the criteria established in 768.1325(2)(b).

USE/TRAINING

The Director will identify who can use the AED, and shall ensure that employees or volunteers who are expected to use the AED obtain appropriate training, as required by 1013.502, F.S. Appropriate training will include successful completion of a course in cardiopulmonary resuscitation (CPR) and a first aid course with AED training, demonstrating proficiency in the use of an automated external defibrillator.

9841 **STATUTORY AUTHORITY:** 1001.42 F.S.
9842 **LAWS IMPLEMENTED:** 768.13, 768.1325, 1013.502, 401.2915, F.S.
9843 **REFERENCE PROCEDURE NUMBER:** E-561A

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9872 **FLORIDA STATE UNIVERSITY SCHOOLS**

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MEDICATION ADMINISTRATION

Medication Policy for Students, K through 12

The purpose of this policy is to regulate assistance with the administration of medication (prescription and non-prescription) to Florida State University School students in grades K-12.

Assistance with administration of medication shall be provided during school hours, including any occasion when the student is away from school property on official school business, when deemed absolutely necessary by the prescribing physician.

A written parental order is required.

Additional requirements may include Individual Education Plan (IEP), or Section 504 Plan.

For those times when medication must be taken during school hours, that medication will be administered by the school nurse in the clinic or other designated staff member under the supervision of the school nurse.

- 1) Administration of Prescription Medication

- 9901 a) Each school principal shall designate a staff member(s) to administer
9902 medications. The staff member(s) shall be trained annually by a registered
9903 nurse, a licensed practical nurse, or a licensed physician.
9904
- 9905 b) Administration of prescription medications during school hours is
9906 discouraged unless a physician determines that a student's health needs
9907 require medication during school hours. The Florida School Health
9908 Administration Guidelines shall set forth provisions for administering
9909 prescription medications.
9910
- 9911 c) Instructions on using a prescription shall be provided by a physician or
9912 described on the medication container provided by the physician or
9913 pharmacist.
9914
- 9915 d) All prescription medications shall be delivered to the office/clinic with a
9916 Medication Permission form signed by the student's parent's, as defined by
9917 the Florida Statutes, which includes the following information:
9918
- 9919 1. Diagnosis/reason for giving
 - 9920 2. Name and purpose of medication;
 - 9921 3. Time the medication is to be given;
 - 9922 4. Specific instructions on the administration of the medication (dose and
9923 route)
 - 9924 5. Beginning date - Ending date;
 - 9925 6. Allergies;
 - 9926 7. Side effects;
 - 9927 8. A note signed by the student's parent(s), as defined by Florida Statutes,
9928 to grant permission for administering the prescription medication;
 - 9929 9. Medication to be counted with two (2) persons signing.
9930

- 9931 e) First dosage of any new medication shall not be administered during school
9932 hours because of the possibility of an allergic reaction.
9933
- 9934 f) Prescription medication which is kept at school shall be stored in a secure
9935 place under lock and key with the student's name attached. Only
9936 authorized staff who administers said medication shall have access to it.
9937
- 9938 g) A student with a special health condition(s) such as asthma, life threatening
9939 allergies, diabetes, pancreatic insufficiency, cystic fibrosis or
9940 hypersensitivity may carry prescription medication for emergency
9941 situations on self if approved by his/her physician and his/her parent. The
9942 approval of the physician and the parent and information regarding the
9943 medication required in 1(d) must be on file in the office/clinic. A student
9944 who has permission to self-administer emergency medication may carry
9945 the medication on the school bus or at any school related activity. The
9946 principal, or designee, shall notify the bus driver and the transportation
9947 department regarding such students.
9948
- 9949 h) A record shall be maintained on each student who receives a prescription
9950 medication during school hours, including the time each dose of
9951 prescription medication was administered. These records shall be made
9952 available daily to the principal and the county health nurse.
9953
- 9954 2) Administration of Nonprescription Medication - All nonprescription
9955 medication shall be treated like prescription medication.
9956
- 9957 a) Each school principal shall designate a staff member(s) to administer non-
9958 prescribed medications pursuant to instructions in the Florida School
9959 Health Administration Guidelines. The staff member(s) shall be trained
9960 annually by the registered nurse at each school.

9961

9962 b) Administration of nonprescription medications during school hours is
9963 discouraged unless necessary for student's illness.

9964

9965 c) Instructions on using nonprescription medication shall be provided by the
9966 student's physician or a physician's note.

9967

9968 d) All nonprescription medications shall be delivered to the office/clinic with
9969 a Medication Permission form signed by the student's parent's, as defined
9970 by the Florida Statutes, which includes the following information:

9971

9972 i) Diagnosis;/reason for giving

9973 ii) Name and purpose of a nonprescription medication;

9974 iii) Time or condition under which the nonprescription medication is to be
9975 given;

9976 iv) Specific instructions on administration of the medication (dose and
9977 route)

9978

9979 v) Beginning date - Ending date;

9980 vi) Allergies;

9981 vii) Side effects;

9982 viii) A note signed by the student's parent(s), as defined by Florida
9983 Statutes, to grant permission for administering the prescription
9984 medication;

9985 ix) Medication to be counted by two (2) persons signing.

9986

9987 e) First dosage of any new medication shall not be administered during school
9988 hours because of the possibility of an allergic reaction.

9989

9990 f) Nonprescription medication which is kept at school shall be stored in a
9991 secure place under lock and key with the student's name attached. Only
9992 authorized staff who administer said medication shall have access to it.

9993

9994 g) A record shall be maintained on each student who receives medication
9995 during school hours, including the time each dose of nonprescription
9996 medication was administered. These records shall be made available daily
9997 to the principal and the county health nurse.

9998

9999 3) Field Trips - The requirements for the administration of medication while
10000 students are away from school property or on official school business shall be
10001 the same as those while on school property. All medications including
10002 nonprescription medications that are taken on field trips or other official school
10003 business must be in the original container. Only trained personnel will
10004 administer medication away from the school site except for students who have
10005 permission to self-administer emergency medications.

10006

10007 4) Administration of Emergency Medication

10008 a) Schools may purchase and maintain a supply of epinephrine auto-injectors
10009 to use when a student is having an anaphylactic reaction. The medication
10010 shall be kept in a locked, secure location accessible only to trained
10011 personnel.

10012 b) The School Board shall adopt a protocol, developed by a licensed physician,
10013 for the administration of epinephrine in emergency situations.

10014 c) Only school personnel who are trained to recognize an anaphylactic
10015 reaction and certified to administer an epinephrine auto-injector or a person
10016 who is authorized by an authorized health care practitioner shall be
10017 permitted to administer this medication; however, the auto-injector may be
10018 given to a student who is authorized to self-administer an epinephrine
10019 auto-injector.

10020 d) Under the provisions of Florida Statutes, the District and trained and
10021 certified personnel, or an uncertified person who administers an
10022 epinephrine auto-injector under the authorization of an authorized health
10023 care provider shall not be liable for any injury resulting from the
10024 administration of an auto-injector provided that school personnel were
10025 trained or authorized as provided by law, followed the established protocol
10026 and believed that the student was having an anaphylactic reaction.

10027

10028

10029 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

10030

10031 **LAW(S) IMPLEMENTED:** 381.88, 381.885, 768.13, 1000.21, 1001.43, 1002.20,
10032 1002.22, 1006.062, F.S.

10033

10034 **STATE BOARD OF EDUCATION RULE(S):** 6A-6.0251, 6A-6.0252, 6A-6.0253

10035

10036 **STATE DEPARTMENT OF HEALTH RULE(S):** 64F-6.004

10037

10038 **HISTORY:**

10039

10040 **ADOPTED:**
REVISION DATE(S): 7/9/09; 11/12/13; 3/10/15

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FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS

POLICY MANUAL

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CHAPTER 5.0

5.621

PSYCHOTROPIC MEDICATION

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

**HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: NEW**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
STUDENTS
CHAPTER 5.0

5.622

MEDICAL MARIJUANA

- 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 FSUS 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 FSUS property shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students on FSUS property during school hours shall be in accordance with

10114 applicable law and Board policy concerning the administration of
10115 medications to students.

10116

10117 C. Medical marijuana/low THC cannabis cannot be administered to a
10118 qualifying student/patient while aboard a school bus or at a school-
10119 sponsored event.

10120

10121 D. This policy conveys no right to any student or to the student's
10122 parents/guardians or other caregiver to demand access to any
10123 general or particular location on FSUS property, a school bus or at a
10124 school-sponsored event to administer medical marijuana/low THC
10125 cannabis.

10126

10127 E. If the federal government indicates that the district's federal funds
10128 are jeopardized by this policy, or asks the District to cease and desist
10129 the implementation of this policy, the Board declares that this policy
10130 shall be suspended immediately and that the administration of any
10131 form of medical marijuana/low THC cannabis to qualified students
10132 on school property shall not be permitted. FSUS will comply with
10133 any federal guidance and/or directives related to this policy. FSUS
10134 shall post notice of such policy suspension and prohibition in a
10135 conspicuous place on its website.

10136

10137 F. Definitions - For purposes of this policy, the following definitions
10138 shall apply per Florida Statute:

10139

10140 1. "Student" means an individual enrolled in FSUS, K through
10141 12th grade who are subject to compulsory school attendance,
10142 as well as students with disabilities 18 through 21 years of age
10143 that are still enrolled in FSUS.

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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 FSUS in its sole discretion on school grounds, such as the nurse’s office ~~or a building administrator’s office~~. 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).

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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 FSUS 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 FSUS 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 FSUS. 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,

- 10203 amount, time to be administered, possible side effects and any
10204 special instructions regarding the medication.
10205
- 10206 2. A written statement signed by the qualified student's
10207 parent/guardian must be on file which assumes all
10208 responsibility for ensuring the administering individual is
10209 qualified to perform the task, assumes all responsibility for
10210 the administration, maintenance and use under state and
10211 federal law, and releases FSUS from liability for any injury
10212 arising out of the administration of medical marijuana on
10213 FSUS property.
10214
- 10215 3. The parent/guardian/caregiver shall be responsible for
10216 providing the permissible form of medical marijuana to be
10217 administered to the qualified student and for removing the
10218 medical marijuana from school grounds immediately after
10219 the administration is complete.
10220
- 10221 4. FSUS determines, in its sole discretion, that a designated
10222 location and method of administration of medical marijuana
10223 are available that do not create a risk of disruption to the
10224 educational environment or exposure to other students.
10225
- 10226 5. In accordance with this policy, district or school
10227 administration shall prepare, with input from the qualified
10228 student's parent/guardian/caregiver, a written medical
10229 marijuana/low THC cannabis implementation plan that
10230 identifies the registration number for the medical marijuana
10231 registration, permissible form of the medical marijuana/low

10232 THC cannabis, designated location(s), and which shall be on
10233 file with the school.

10234

10235 6. The written plan shall be signed by the school nurse, school
10236 administrator, and the qualified student's
10237 parent/guardian/caregiver.

10238

10239 C. Any parent/guardian seeking access to FSUS property for purposes
10240 of this policy must comply with FSUS policy and/or procedures
10241 concerning visitors to schools, including checking in through the
10242 FSUS Raptor*Check-in System.

10243

10244 D. Student possession, use, distribution, sale or being under the
10245 influence of medical marijuana inconsistent with this policy may be
10246 considered a violation of Board policy concerning drug and alcohol
10247 use by students or other Board policy and may subject the student to
10248 disciplinary consequences, including suspension and/or expulsion,
10249 in accordance with applicable Board policy.

10250

10251 E. Permission to administer medical marijuana/low THC cannabis to a
10252 qualified student/patient may be limited or revoked if the qualified
10253 student/patient or the student's caregiver violate this policy or
10254 demonstrate an inability to responsibly follow this policy's
10255 parameters.

10256

10257 F. At no time shall the qualifying student/patient have the medical
10258 marijuana/low THC cannabis in their possession except during the
10259 administration process, through dispensation by the designated
10260 primary caregiver, per the FSUS implementation plan.

10261

10262

10263 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

10264

10265

10266 **LAW(S) IMPLEMENTED:** **381.88, 381.885, 768.13, 1000.21, 1001.43,**
10267 **1002.20, 1002.22, 1006.062, F.S.**

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10271 **HISTORY:** **ADOPTED: 1/14/2020**
10272 **REVISION DATE(S):**
10273 **FORMERLY: NEW**
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10291 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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5.70*+

STUDENT RECORDS

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, including the “Parents’ Bill of Rights”, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act and Privacy Rights of Parents and Students. The Director 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.

1) Procedures on student records shall be approved by the School Board and contained in the *Student Educational Records Manual*. 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.

2) Parents, as defined by law, and students shall be notified annually of their rights regarding education records.

3) FSUS shall not collect or retain information including biometric information restricted by §100.2.222, F. S.

- 10321 4) The District acknowledges important information relating to a minor child
10322 should not be withheld inadvertently or purposefully, from the parent,
10323 including information relating to the minor child's health, well-being, and
10324 education, while the minor child is in the custody of the school district.
- 10325 5) Parents have the right to access and review all school records related to the
10326 minor child including but not limited to, the right to access school safety and
10327 discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.
- 10328 6) The individual records of children enrolled in the Voluntary Prekindergarten
10329 Education Program shall be maintained as confidential records exempt from
10330 the public records law as required by Florida Statutes.
10331
- 10332 7) A school may release a student's education records to partners to an
10333 interagency agreement among the Department of Juvenile Justice, the school,
10334 law enforcement authorities and other signatory agencies as allowed by law.
10335
- 10336 8) Student information that is confidential and exempt shall not be released
10337 except when authorized by §100.2.222, F. S
- 10338
- 10339 9) District, upon receiving a written request for another school, public or private,
10340 within or out of State, shall transfer within three (3) school days the records of
10341 the student.
- 10342
- 10343 a) The records to be transferred shall include:
- 10344 i) Category A and B (including disciplinary records with respect to
10345 suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.
- 10346 ii) Verified reports of serious or recurrent behavior patterns, including
10347 threat assessment evaluations and intervention services; and
- 10348 iii) Psychological evaluations, including therapeutic treatment plans and
10349 therapy or progress notes created or maintained by School District or
10350 charter school staff, as appropriate.
- 10351 10) Reporting of student database information shall comply with these safeguards.
10352

- 10353 a) Data reported to the Florida Department of Education shall not disclose a
10354 student's name or identity unless required by Florida Statutes;
10355 b) Data shall not be stored in a single file or released in such a manner that a
10356 complete student profile can be reported unless specified by Florida
10357 Statutes; and
10358 c) Data shall be protected from unauthorized use at all times.

10359

10360 11) Social security numbers may be collected from students

- 10361 a) To be used as student identification numbers as allowed by §1008.386, F.S.
10362 until the Department of Education has issued a student identification
10363 number;
10364 b) To facilitate the processing of student scholarships, college admission and
10365 other applications; and
10366 c) For other purposes when consent of the parent or adult student is granted.

10367

10368

10369 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

10370

10371 **LAW(S) IMPLEMENTED:** 119.07(1), 119.071, 1001.43, 1001.52, 1002.22,
10372 1002.221, 1002.222, 1002.72, 1003.25, 1008.386, F.S.,
10373 20 USC §1232g (34 CFR PART 98)
10374 P.L. 103-382 (34 CFR PART 99)

10375

10376 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0955

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10378 **HISTORY:** **ADOPTED:**
10379 **REVISION DATE(S):** 12/9/14; 9/13/22

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FLORIDA STATE UNIVERSITY SCHOOLS
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5.71

DIRECTORY INFORMATION

Students' parent(s), as defined by Florida Statutes, shall be notified annually in the *Code of Student Conduct* that the School Board may release "directory information" to the general public.

- I. Directory information includes the following data about a student:
 - A. Name;
 - B. Address;
 - C. Telephone number, if listed;
 - D. Participation in officially recognized activities and sports;
 - E. Weight and height, if an athletic team member;
 - F. Name of the most recent previous school or program attended;
 - G. Dates of attendance at schools in the District and degrees and honors received; and,
 - H. Date and place of birth.

- II. Information described in subsections I.A., D., E., F., and G. herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.

- III. Directory information shall not be published when the student's parent(s) submits written notification to the principal within thirty (30) days of

10417 distribution of the *Code of Student Conduct*. Failure to submit the required
10418 notification form shall be deemed a waiver of any right to preclude release
10419 of such directory information pursuant to Florida Statutes or federal laws.

10420
10421 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

10422
10423
10424 **LAW(S) IMPLEMENTED:** **1000.21, 1001.43, 1002.22, 1002.222, F.S.**
10425 **20 USC 1232g**

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10428 **HISTORY:**
10429 **ADOPTED:**
10430 **REVISION DATE(S): 7/9/09; 12/9/14**
10431 **FORMERLY: 4.16**

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FLORIDA STATE UNIVERSITY SCHOOLS
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5.711+

PARENT ACCESS TO INFORMATION

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY:

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FLORIDA STATE UNIVERSITY SCHOOLS
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LEGAL NAME

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F. S.

LAWS IMPLEMENTED: 1001.43; 1003.21, F. S.

HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: 4.01

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FLORIDA STATE UNIVERSITY SCHOOLS
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5.80

ATHLETICS

Students shall be subject to the Florida High School Athletic Association (FHSAA) rules and regulations.

ADDITIONAL REFERENCE:

The Florida High School Athletic Association (FHSAA)

<http://www.fshaa.org>

HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: 3.07

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FLORIDA STATE UNIVERSITY SCHOOLS
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DRUG AND ALCOHOL TESTING OF STUDENT ATHLETES

Students shall be subject to the Florida High School Athletic Association (FHSAA) rules and regulations.

ADDITIONAL REFERENCE:

The Florida High School Athletic Association (FHSAA)

<http://www.fshaa.org>

HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: NEW

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FLORIDA STATE UNIVERSITY SCHOOLS
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5.82

ANABOLIC STEROID TESTING OF F STUDENT ATHLETES

Students shall be subject to the Florida High School Athletic Association (FHSAA) rules and regulations.

ADDITIONAL REFERENCE:

The Florida High School Athletic Association (FHSAA)

<http://www.fshaa.org>

HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: NEW

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FLORIDA STATE UNIVERSITY SCHOOLS
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FSUS HEALTH AND SCIENCE PROGRAM DRUG AND ALCOHOL POLICY

Purpose

This policy is established as an addendum to the Florida State University Schools Drug and Alcohol Policy as outlined in the Student Code of Conduct. This policy addendum is established to ensure compliance with Tallahassee Memorial Hospital, Capital Regional Medical Center and Westminster Oaks Nursing Home Drug-Free Workplace policy. FSUS has a longstanding commitment to provide a safe, quality-oriented and productive clinical work environment consistent with the standards of the medical community in which the program operates. Alcohol and drug abuse poses a threat to the health and safety of patients, students, faculty, and to the security of the medical facilities in which students perform their clinical experiences. For these reasons, Florida State University Schools Health Science program is committed to the prevention of drug and alcohol use and abuse and shall maintain a zero tolerance policy.

Scope

This policy outlines the practice and procedure designed to identify alcohol and drug use by Health Science Students. This policy applies to all students who participate in the Health Science Certified Nursing Assistant program (Health Science III).

10644 **Substance Abuse Awareness**

10645 Illegal drug use and alcohol misuse have many serious adverse health and safety
10646 consequences. Information about those consequences and sources of help for drug
10647 or alcohol problems is available through the FSUS guidance department.

10648

10649 **Rules**

10650 I. Whenever students are working in a clinical or lab area, are present on
10651 medical facility premises or are performing Health Science program related
10652 activities (including volunteer events off campus) they are prohibited from:

10653 a. Using, possessing, buying, selling, manufacturing or dispensing an
10654 illegal drug (to include possession of drug paraphernalia).

10655 b. Being under the influence of alcohol or an illegal drug as defined in this
10656 policy.

10657 c. Possessing or consuming alcohol.

10658 II. The presence of any detectable amount of any illegal drug or illegal
10659 controlled substance in a Health Science program student's body system is
10660 prohibited.

10661

10662 III. FSUS will also not allow students to perform their duties while taking
10663 prescribed drugs that are adversely affecting their ability to safely and effectively
10664 perform their clinical duties. Students that are not on the FSUS campus, operating
10665 in a clinical environment, and are required to have prescription medication with
10666 them must carry it in the container labeled by a licensed pharmacist or be prepared
10667 to produce it if asked.

10668

10669 IV. Any illegal drugs or drug paraphernalia will be turned over to an
10670 appropriate law enforcement agency and may result in criminal prosecution.

10671 **Required Testing**

10672 All Health Science Students must pass a drug test before beginning of each clinical
10673 semester. The administration of all drug testing will be the responsibility of FSUS
10674 and the Health Science program staff. Refusal to submit to testing will result in
10675 immediate expulsion from the FSUS Health Science program.

10676 All Health Science Students may be asked, on a random basis, to pass a drug test
10677 during the clinical semester. The administration of all drug testing will be the
10678 responsibility of FSUS and the Health Science Program staff. Refusal to submit to
10679 testing will result in immediate expulsion from the FSUS Health Science program.

10680

10681 **Collection and Testing Procedures**

10682 Students subject to drug testing will do so in the FSUS Clinic where they will be
10683 directed to provide urine specimens to the school nurse. Students will be allowed
10684 to provide specimens in private unless they appear to be submitting altered,
10685 adulterated or substitute specimens. Collected specimens will be sent to a federally
10686 certified laboratory and tested for evidence of marijuana, cocaine, opiates,
10687 amphetamines, PCP, benzodiazepines, methadone, methaqualone and
10688 propoxphane use. (Where indicated, specimens may be tested for other illegal
10689 drugs.) The laboratory will screen all specimens and confirm all positive screens.
10690 There FSUS school nurse will be responsible to maintain a chain of custody from
10691 the time specimens are collected through testing and storage.

10692

10693 **Consequences**

10694 Students who refuse to cooperate in required tests or who use, possess, buy, sell,
10695 manufacture or dispense an illegal drug in violation of this policy will be
10696 immediately expelled from the FSUS Health Science program.

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10700 **Confidentiality**

10701 Information and records relating to positive test results, drug and alcohol
10702 dependencies, and legitimate medical explanations provided to the Health Science
10703 Program will be kept confidential to the extent required by law and maintained in
10704 secure files. The results of all drug test screening is considered privileged and
10705 confidential information. If the student is under eighteen years of age such results
10706 will be made available to their parent or legal guardian.

10707

10708 **Definitions**

10709 “Illegal drug” means a substance whose use or possession is controlled by federal
10710 law but that is not being used or possessed under the supervision of a licensed
10711 health care professional. (Controlled substances are listed in the Code of Federal
10712 Regulation Schedule, Tittle 1, sections I-V of 21 C.F.R. Part 1308 @
10713 www.deadiversion.usdoj.gov/21cfr/cfr/2108cfrt.htm)

10714

10715 “Refuse to cooperate” means to obstruct the collection or testing process; to
10716 submit an altered, adulterated or substitute sample; to fail to show up for a
10717 scheduled test; to refuse to complete the requested drug testing forms; or to fail to
10718 promptly provide specimen(s) for testing when directed to do so, without a valid
10719 medical basis for the failure.

10720

10721 “Under the influence of alcohol” means an alcohol concentration equal to or
10722 greater than .04, or actions, appearance, speech or bodily odors that reasonably
10723 cause an instructor to conclude that a student is impaired because of alcohol use.

10724

10725 “Under the influence of drugs” means a confirmed positive test result for illegal
10726 drug use per this policy. In addition, it means the misuse of legal drugs
10727 (prescription and possibly OTC) when there is not a valid prescription from a
10728 physician for the lawful use of a drug in the course of medical treatment
10729 (containers must include the patient’s name, the name of the substance,
10730 quantity/amount to be taken and the period of authorization).

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10732 **Enforcement**

10733 The Administration of Florida State University Schools and the Health Science
10734 Program Medical Director are responsible for policy interpretation, administration
10735 and enforcement.

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10771 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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FOREIGN EXCHANGE STUDENTS

- I. Up to eight (8) foreign exchange students may be accepted from a Department of Education (DOE) approved program, on a first come first serve basis. A foreign exchange student may be enrolled in Florida State University Schools provided that the student
 - A. Is sponsored by a program approved by the Council on Standards for International Educational Travel (CSIET).
 - B. Is at least fifteen (15) years or age but has not attained the age of eighteen and one-half (18 ½) years of age at the time of enrollment. Proof of age must be documented by a birth certificate or passport.
 - C. Will be living with an American host family that resides in the county and has been approved by the sponsoring program.
 - D. Shall gain legal entry into the United States with a J-1 Exchange Visa.
 - E. Provides an academic transcript from the home school with English translation.
 - F. Provides evidence of sufficient English proficiency to function successfully in the academic level in which he/she is enrolled.
 - G. Meets immunization requirements in accordance with Florida statutes.
 - H. Has health, accident and liability insurance coverage that is valid in the United States.
- II. A student shall be enrolled for a semester or a complete school year [two (2) semesters].

- 10811 III. The student shall be subject to the *Code of Student Conduct*.
10812
10813 IV. Eligibility for participation in athletics shall be consistent with Florida High
10814 School Athletic Association and School Board rules.
10815
10816 V. The Director or designee shall approve the admission of each foreign
10817 exchange student.
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10819 VI. The Director shall develop procedures for implementing the foreign
10820 exchange student program.
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10823 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**
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10826 **LAW(S) IMPLEMENTED:** **1001.43, 1006.07**
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10829 **HISTORY:** **ADOPTED: _____**
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10847 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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**CONTROLLED OPEN ENROLLMENT POLICY RELATING TO
NON-TRADITIONAL STUDENTS**

- I. Up to four percent (4%) of the number of students enrolled at Florida State University School each year may be accepted for admission, on a first come first served basis for non-traditional students, for the limited purpose of engaging in interscholastic extracurricular student athletic activities. Non-traditional students include, but are not limited to, home education students and Florida Virtual School students. This policy may be known as the Controlled Open Enrollment Policy Relating to Non-Traditional Students.
- II. To be eligible to participate in interscholastic extracurricular student activities, a non-traditional student who is a home education student must:
 - (a). Be actively making substantial progress with home school education;
 - (b). Demonstrate such progress to the Superintendent or Principal;
 - (c). Annually demonstrate educational progress at a level commensurate with his or her ability to the Superintendent or Principal in accord with section 1002.41(1)(f), Florida Statutes.
- III. To seek admission under this provision and be eligible to participate in interscholastic extracurricular student activities, a non-traditional student must:
 - (a) Submit an essay to the Superintendent or Principal indicating why participation in interscholastic extracurricular student athletic activities will assist in the growth or development of the student, or
 - (b) Meet with the Superintendent or Principal and discuss how participation in interscholastic extracurricular student activities will assist in the growth or development of the student.

- 10882 IV. The non-traditional student must meet the same residency requirements
 10883 and other standards of acceptance as other students of Florida High.
- 10884 V. The non-traditional student must meet the same standards of behavior as
 10885 required of other students, and is subject to the Code of Student Conduct.
- 10886 VI. Any insurance provided by school districts for participants in
 10887 extracurricular activities shall cover the participating non-traditional
 10888 student. If there is an additional premium for such coverage, the
 10889 participating non-traditional student shall pay said premium.
- 10890 VII. The admission of a non-traditional student under this policy shall not be
 10891 used for the purpose of obtaining state full-time equivalent funding, and
 10892 the admitted non-traditional student shall not be present in the school
 10893 classroom on a regular basis for the purpose of receiving educational
 10894 instruction. Further, a student admitted under this policy shall be
 10895 deemed to be attending school pursuant to Florida High School Athletic
 10896 Association Bylaw 9.2.1.1.
- 10897 Admission to Florida High under this limited policy shall constitute a
 10898 demonstration of good cause.

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10901 **STATUTORY AUTHORITY:**

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10904 **LAW(S) IMPLEMENTED:**

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10907 **HISTORY:**

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10919 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FOR POLICIES NOT LISTED, REFER TO FLORIDA STATE UNIVERSITY
POLICIES AT
www.fsu.edu

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.10*+

EMPLOYMENT OF PERSONNEL

- I. All personnel shall be appointed or reappointed as prescribed by Florida Statutes and in conformance with applicable State Board of Education rules and Florida State University policies and procedures.

- II. The School must follow appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all personnel consistent with Florida Statutes, State Board of Education rules, federal requirements and Florida State University policies and procedures.

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

LAW(S) IMPLEMENTED: 1001.42, 1001.43, 1012.22,
1012.27, 1012.32, 1012.335, 1012.39, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502, 6A-1.064, 6A-4.0081,
6A-4.0082, 6A-4.0083

HISTORY:
ADOPTED: 1/10/12
REVISION DATE(S): _____
FORMERLY: NEW

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.142*

NONCERTIFIED INSTRUCTIONAL PERSONNEL

Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate constitute an invaluable community resource for the education of the students in the District. Such persons may serve as nonpaid volunteers or as a paid member of the instructional staff to render instructional service in the individual's field of specialty but shall not be required to hold a Florida teaching certificate. Policies concerning noncertificated instructional personnel shall be as follows:

I. Employment Procedures

Procedures shall be the same as those followed for certificated personnel, except that noncertificated personnel shall not be entitled to a contract as prescribed by State Board of Education rules. The supervisor recommending the appointment must explain the circumstances that necessitate employing a noncertificated instructional person. A copy of such material shall be placed in the employee's personnel file.

II. Personnel Records

The records of noncertificated personnel shall contain the same kinds of information that would be contained in the record of a regular member of the instructional staff. In lieu of a certificate and transcripts there shall be complete, detailed and certified documentation attesting to the individual's expertise in the area for which he/she is employed. The record shall also contain a statement of the specific instructional duties assigned to be performed and evaluations of performance of such duties.

III. Salary

Noncertificated persons shall be paid according to the terms set forth in the salary schedule.

11012 IV. Assignment, Suspension, and Dismissal
11013 Noncertificated instructional personnel may not be assigned to any
11014 teaching duties other than those for which specifically employed. They
11015 shall remain employed only as long as the need exists. At any time during
11016 the employment of a noncertificated instructional person there is an
11017 indication that he/she is not carrying out his/her duties as assigned,
11018 he/she shall be suspended from that duty immediately and further action,
11019 including dismissal, shall be recommended by the Superintendent.

11021 V. Assessment of Performance
11022 The performance of each noncertificated person shall be assessed against
11023 his/her specifically assigned duties. The supervisor recommending the
11024 appointment of these personnel shall monitor performance and provide a
11025 written evaluation at least once each school term using the teacher
11026 evaluation form.

11028 VI. Student Welfare
11029 Each noncertificated instructional person shall, prior to assuming his/her
11030 duties, be instructed as to his/her responsibilities in regard to the health,
11031 safety, and welfare of students. If assigned duties require knowledge of
11032 rules, regulations or policies of a special nature, the written statement of
11033 duties assigned shall include the duty to be familiar with such material.

11035 VII. Instructional Practices and Policies
11036 Prior to assuming their duties all noncertificated instructional personnel
11037 shall be advised of the state, District, and school policies relevant to
11038 instructional responsibilities.

11041 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.
11042 **LAW(S) IMPLEMENTED:** 1001.43, 1012.42, 1012.55, F.S.
11043 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0502

11046 **HISTORY:** **ADOPTED: 12/14/21**
11047 **REVISION DATE(S):**
11048 **FORMERLY: NEW**

11050 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.144*

EDUCATIONAL PARAPROFESSIONALS AND AIDES

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 (ESSA).

- I. The conditions of employment of an aide or paraprofessional shall include the following:
 - A. An aide shall have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education rules.
 - B. A paraprofessional shall meet one of the following requirements:
 - 1. Hold an associate’s or higher degree;
 - 2. Two (2) years of study at an institution of higher education; or
 - 3. A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.
 - C. Be at least eighteen (18) years of age.

- 11082 D. Results of fingerprints taken by Leon County School District must be
11083 received by the FSUS Human Resource Office. The fingerprints will be
11084 processed by the Florida Department of Law Enforcement and the Federal
11085 Bureau of Investigation.
11086
- 11087 E. The principal shall ensure that the aide or paraprofessional assigned to the
11088 school possesses a clear understanding of state and Board rules relating to
11089 his or her responsibilities and to the safety, welfare, and health of students.
11090 It shall be the principal and the instructional staff member's responsibility
11091 to ascertain that an aide or paraprofessional possesses the necessary
11092 knowledge about rules to perform duties of a special nature in a proper and
11093 reasonable manner.
- 11094 II. It shall be the principal's responsibility to assure the School Board and the Director
11095 that each aide or paraprofessional possesses a clear understanding of all state and
11096 Board instructional practices and rules relevant to his/her responsibilities if he/she
11097 is expected to assist a teacher in promoting learning activities. When an aide is
11098 assigned duties requiring knowledge of instructional practices and policies or
11099 providing prescribed physical care for students of a specialized nature, it is the
11100 instructional staff member's responsibility to ascertain in advance whether the aide
11101 possesses the necessary knowledge and skills.
11102
- 11103 III. The aide or paraprofessional shall complete a period of supervised practice when
11104 assigned to a new instructional staff member or assigned a type of duty which
11105 he/she has not previously performed. The length of such supervised practice may
11106 vary depending upon previous experiences of the aide or paraprofessional. A
11107 record shall be maintained in each school to show the length, nature, and inclusive
11108 dates of each supervised practice assignment for each aide or paraprofessional.
11109
11110
- 11111 IV. An education paraprofessional may administer or proctor statewide standardized
11112 assessments or assessments associated with Florida Approved Courses in

11113 accordance with Florida Statutes and State Board of Education rules.
11114 Paraprofessionals must complete required training prior to performing these tasks.

11115

11116 V. An aide or paraprofessional shall not perform any of the following:

11117 A. Establish instructional objectives;

11118 B. Render decisions regarding the relevancy of certain activities or procedures
11119 to achieve instructional objectives;

11120 C. Make decisions regarding the appropriateness of training materials for
11121 accomplishing instructional objectives; and,

11122 D. Evaluate a student's attainment of instructional objectives unless clear and
11123 objective criteria such as a specific achievement standard on an objective
11124 test are defined.

11125

11126 VI. The principal and instructional staff members who are assigned aides or
11127 paraprofessional personnel shall be responsible for assigning duties which are
11128 consistent with Florida Statutes, State Board of Education rules, School Board
11129 rules, and other controlling regulations.

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11131 **STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

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11134 **LAW(S) IMPLEMENTED:** **1001.43, 1008.24, 1012.22, 1012.32, 1012.37, F.S.**
11135 **34 CFR 200**

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11138 **STATE BOARD OF EDUCATION RULE(S):** **6A-1.070, 6B-1.006**

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11141 **HISTORY:** **ADOPTED: _____**

11142 **REVISION DATE(S): 6/21/16**

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11148 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.145*

SUBSTITUTE TEACHERS

- I. Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties.

- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by FSUS Human Resources:
 - A. Hold a high school diploma or equivalent and a minimum of sixty (60) semester hours of credit from an accredited college or university or have completed three years of successful experience at FSUS as a teacher aide or instructional assistant based on positive recommendation from the supervising administrator where the services were performed; and
 - B. Have successfully completed a Substitute Training Program provided through FSUS or another school district in Florida; and
 - C. Be at least eighteen (18) years of age;
 - D. 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); and

- III. The Director, or designee, shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.

- IV. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board.

11191 V. Any member of the Florida Retirement System who has been retired for at
11192 least one (1) calendar month from any state administered retirement system
11193 may be employed as a substitute or hourly teacher on a non-contractual
11194 basis.

11195

11196 VI. A substitute teacher shall hold

11197

11198 A. A valid Florida Educator’s Certificate or

11199

11200 B. A valid substitute certificate/document issued by the District or
11201 another Florida school district. The substitute certificate/document
11202 shall verify satisfaction of requirements specified in section II.

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11204 C. herein.

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11207 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

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11210 **LAW(S) IMPLEMENTED:** 121.091, 1001.43, 1012.32, 1012.35, 1012.36,
11211 1012.39, 1012.55, 1012.56, F.S.

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11214 **HISTORY:** **ADOPTED: 9/8/15**

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.173

RESPONSIBILITIES OF SCHOOL BUS OPERATORS

- 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.

11260 G. To instruct students, teachers, and chaperones who are being
11261 transported on field and activity trips regarding the locations and
11262 proper use of school bus emergency exits prior to each trip.

11263

11264 H. To perform a complete interior inspection of the bus after each run
11265 and trip to ensure that no students remain on the bus.

11266

11267 I. To ensure that no one is on the bus while refueling.

11268

11269 J. To avoid unnecessary idling of the bus while in the vicinity of
11270 students.

11271

11272 K. To adhere to the requirements for the reduction of heavy-duty
11273 idling.

11274

11275 III. Failure to fulfill the responsibilities of a school bus operator may result in
11276 disciplinary action up to and including dismissal.

11277

11278 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

11279 **LAW(S) IMPLEMENTED:** 316.305, 322.57, 1001.42, 1001.43, 1012.45, F.S.

11280 49 CFR 382, 49 CFR 391

11281 **STATE BOARD OF EDUCATION RULE(S):** 6A-3.0141, 6A-3.0171

11282 **DEPARTMENT OF ENVIRONMENTAL**

11283 **PROTECTION RULE(S):** 62-285.420

11284

11285 **HISTORY:** ADOPTED: 11/12/13

11286 REVISION DATE(S): _____

11287 FORMERLY: NEW

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11289 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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6.18*

**CONTRACTS: INSTRUCTIONAL AND FACULTY ADMINISTRATIVE
PERSONNEL**

1. Any person employed as a member of the instructional staff shall hold a valid Florida Educator Certificate or professional license except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the School adopted job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with Florida State University as provided by law. 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.

ae Contracts with Instructional Staff

- I. Each member of the instructional staff shall receive a contract in accordance with the provisions of law. The contracts shall be in accordance with the duly adopted salary schedule(s) of the School and shall be for a definite term of service.
- II. 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.

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b. Contracts with Administrative Staff

- i. Each member of the Faculty administrative staff shall be given a written contract in accordance with Florida State University policies and procedures.

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

LAW(S) IMPLEMENTED: 120.57, 1001.43, 1011.60, 1012.22, 1012.32, 1012.33, 1012.335, 1012.56, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502, 6A-1.064

HISTORY: Approved for 2nd Reading on 1/10/12
ADOPTED: 2/14/12
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FORMERLY:

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.20*

**CERTIFICATION OF ADMINISTRATIVE AND
INSTRUCTIONAL PERSONNEL**

No person shall be employed or continued in employment if he/she does not hold or is ineligible to hold a Florida Educator’s Certificate, a local certificate, or a certificate issued by a Florida School District that has a reciprocal agreement with the School District or holds a professional license. However, a person may be employed under emergency conditions, pursuant to Florida Statutes, or may qualify as noncertificated instructional personnel pursuant to School Board rules. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his/her certificate and each certificate reissuance or renewal in the District office as soon as the Department of Education issues the new validity period on the certificate.

- I. The Director 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 FSUS does not achieve a passing score on any subtest of the general knowledge examination, FSUS 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.

11382 II. An individual nominated for an instructional position shall be properly
11383 certificated, be eligible for certification, meet conditions prescribed in State
11384 Board of Education rules or qualify for employment or re-employment as a
11385 non-degreed vocational education or adult education teacher based on
11386 School Board rules.

11387 III. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of
11388 temporary instructors, teachers of adult education, non-degreed teachers of
11389 career education, adjunct educators, career specialists, and experts in the
11390 field, each school district will establish the minimal qualifications for the
11391 issuance of FSUS certificates. Such certificates establish eligibility for
11392 employment, but do not confer a right to employment.

11393 A. The School Board defines an adjunct educator as a teacher who has
11394 expertise in the subject area to be taught. A teacher shall be
11395 considered to have expertise in the subject area to be taught if the
11396 teacher demonstrates sufficient subject area mastery through
11397 passage of a subject area test. The district is permitted to issue
11398 adjunct certificates to qualified applicants.

11399 B. Adjunct certificate holders should be used primarily to enhance the
11400 diversity of course offerings offered to all students.

11401 C. Adjunct teaching certificates issued for full time teaching positions
11402 are valid for no more than three (3) years and are nonrenewable.

11403
11404 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

11405
11406 **LAW(S) IMPLEMENTED:** 1001.43, 1011.60, 1012.24,
11407 1012.54, 1012.55, 1012.56, 1012.57, F.S.

11408 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0501, 6A-1.0502, 6A-1.0503

11409
11410 **HISTORY:** **ADOPTED: 1/14/2020**
11411 **REVISION DATE(S): _____**
11412 **FORMERLY:**

11413 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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HUMAN RESOURCES
CHAPTER 6.0**

6.27*

PROFESSIONAL ETHICS

- 1) 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 FSUS Board shall also expect all administrative, instructional and support staff members to adhere to the *Code of Ethics of the Education Profession in Florida* and the *Principles of Professional Conduct for the Education Profession in Florida*. (State Board of Education Rules: 6B-1.001, 6B-1.006)

- 2) 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.

- 3) The Director and School Board members shall complete annual ethics training as required by law.

- (4) All employees shall be responsible for reporting misconduct by FSUS employees that affects the health, safety or welfare of a student.

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

LAW(S) IMPLEMENTED: **112.313, 112.3142, 1001.42, 1012.01, 1012.22, 1012.27, 1012.796 F .S.**

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STATE BOARD OF EDUCATION RULE(S):

6B-1.001, 6B-1.006

HISTORY:

ADOPTED: 4/1409

REVISION DATE(S): 3/5/09, 11/12/13

FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.28

DISCIPLINARY ACTION AGAINST EMPLOYEES

The Director is authorized to take appropriate disciplinary action against any employee who has violated, or the Director has a good faith basis to believe has violated, Board policy, state criminal law or federal criminal law. The disciplinary action shall not be inconsistent with the existing collective bargaining agreement, and must be authorized by state law or Board policy. The disciplinary action taken shall have a rational relationship to the violation of law or policy which occurred. The Director shall report to the Board all disciplinary actions which result in dismissal or suspension of any employee.

STATUTORY AUTHORITY: 1006.061, 1012.7986 F.S.

HISTORY:
ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09
FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
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6.29*

REPORT OF MISCONDUCT

The Florida State University School shall adhere to all requirements related to employee misconduct that affects the health, safety or welfare of a student.

I. Mandatory Reporting of Misconduct

It is the duty of all employees to report to the Director within two business days alleged misconduct by any FSUS employee that affects the health, safety or welfare of a student. Failure of an employee to report such misconduct shall result in disciplinary action.

II. Investigation

The Director shall immediately investigate any allegation of misconduct by an employee that affects the health, safety or welfare of a student.

A. An employee who is alleged to have committed such misconduct may be reassigned to a position not requiring direct contact with students, or placed on administrative leave with pay (depending on the severity and character of the offense) and pending the outcome of the investigation.

11543 B. Information related to the alleged misconduct shall be considered
11544 confidential until the investigation is concluded with a finding to
11545 proceed or not to proceed with disciplinary action or charges and the
11546 subject of the complaint has been notified of the finding.

11547

11548 C. The Director shall report alleged misconduct to the Department of
11549 Education as required by Florida Statutes.

11550

11551 III. **Legally Sufficient Complaint**

11552

11553 The Director shall file any legally sufficient complaint with the Department
11554 of Education within thirty (30) days after the date the District became aware
11555 of the subject matter of the complaint. A complaint is considered to be
11556 legally sufficient if it contains ultimate facts that show that an instructional
11557 or administrative employee has committed a violation as provided in
11558 1012.795, F.S., and defined by State Board of Education rule.

11559

11560 IV. **Resignation or Retirement in Lieu of Termination**

11561

11562 If an instructional or administrative employee resigns or retires in lieu of
11563 termination for misconduct that affects the health, safety or welfare of a
11564 student, the Director shall report the misconduct to the Department of
11565 Education as required.

11566

11567 V. **Employment Reference**

11568

11569 A representative of FSUS shall not provide an employment reference or
11570 discuss the performance of an employee with a prospective employer in an
11571 educational setting without disclosing the person's misconduct that
11572 affected the health, safety or welfare of a student. An FSUS official shall not

11573 enter into any confidentiality agreement regarding terminated or dismissed
11574 personnel or personnel who resigned or retired in lieu of termination.

11575

11576 VI. **Notification**

11577

11578 The policies and procedures for reporting alleged misconduct by
11579 employees that affects the health, safety or welfare of a student shall be
11580 posted in a prominent place at FSUS and on the FSUS website. The notice
11581 shall include the name of the person to whom the report is made and the
11582 consequences for misconduct.

11583

11584 VII. **Protection from Liability**

11585

11586 A. Any individual who reports in good faith any act of child abuse,
11587 abandonment or neglect to the Department of Children and Family
11588 Services or any law enforcement agency shall be immune from any
11589 civil or criminal liability that might result from such action.

11590

11591 B. Any member of FSUS who discloses information about a current or
11592 former employee to a prospective employer, at the employee's
11593 request or at the prospective employer's request, shall be immune
11594 from civil liability for such disclosure as provided by Florida Statute.

11595

11596 VIII. **False or Incorrect Report**

11597

11598 The Director, a Board member or any school administrator shall not sign
11599 and/or transmit any report regarding employee misconduct to a state
11600 official that he/she knows to be false or incorrect. An individual who
11601 knowingly makes a false or incorrect report shall be subject to disciplinary
11602 action as prescribed by Florida Statute.

11603 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

11604

11605 **LAW(S) IMPLEMENTED:** 39.203, 112.313, 119.071, 768.095, 1001.42, 1006.061,
11606 1012.01, 1012.22, 1012.27, 1012.795, 1012.796, F.S.

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11610 **STATE BOARD OF EDUCATION RULE(S):** 6B-1.001, 6B-1.006

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11638 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:

ADOPTED: 4/14/09

REVISION DATE(S): 3/5/09, 2/12/13, 11/12/13

FORMERLY: NEW

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**FLORIDA STATE UNIVERSITY SCHOOLS
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6.30

VIOLATION OF LOCAL, STATE OR FEDERAL LAWS

- I. Anyone known to have violated a local, state, and/or federal law on FSUS property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to Florida Statutes and FSUS School Board rules.

- II. Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action by the Director or Board up to or including dismissal.

- III. As required by the provisions of State Board of Education Rule 6B-1.006(5), the *Principles of Professional Conduct for the Education Profession in Florida*, and Florida Statutes, professional employees and non-instructional and contractual personnel who have direct contact with students or who have access to or control of funds are required to self-report within forty-eight (48) hours to the Director any arrests/charges involving criminal activity. 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

11669 other than a minor traffic violation within forty-eight (48) hours after the
11670 final judgment.

11671

11672 IV. It is the duty of all employees to report to the Director any misconduct by
11673 any FSUS employee that affects the health and safety of a student in
11674 accordance with FSUS policy.

11675

11676 V. When handling sealed and expunged records disclosed under this rule,
11677 school districts shall comply with the confidentiality provisions of Sections
11678 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

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11682 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

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11685 **LAW(S) IMPLEMENTED:** 877.13, 943.0585, 943.059, 1001.41, 1001.42,
11686 1001.43, 1006.145, 1012.22, 1012.27, 1012.465, F.S.

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11689 **STATE BOARD OF EDUCATION RULE(S):** 6B-1.006(5)

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11704 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
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FORMERLY: 6.31

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.301

CONFLICT OF INTEREST IN PURCHASING

All procedures regarding conflict of interest in purchasing shall be guided by Florida State University's policy *4-OP-A-6 PROCUREMENT OF COMMODITIES AND CONTRACTUAL SERVICES*

LINK:

<http://policies.vpfa.fsu.edu/bmanual/procurement.html>

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: 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16

ADOPTED: 12/13/16

REVISION DATE(S): _____

FORMERLY: NEW

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.31

RECORDS AND REPORTS

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 Director may deem necessary for the effective administration of the District school system. Such records and reports shall include:

- A. any determination to withhold from a parent information regarding the provision of any services to support mental, physical, or emotional well-being of the parent’s minor child. Any such determination must be based solely on child-specific information personally known to the school personnel and documented and approved by the school principal or designee. The determination must be annually reviewed and re-determined.

- B. student attendance, property inventory, personnel, school funds and other types of information.

Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall

11770 receive the final salary warrant when all reports are current and officially
11771 checked.

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11774 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

11775 **LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.53, F.S.

11776 **HISTORY:**

11777 **ADOPTED:** 9/13/22

11778 **REVISION DATE(S):** _____

11779 **FORMERLY:**

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11799 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.40

ASSESSMENT OF EMPLOYEES

- I. The Director shall develop or select personnel performance assessment systems for all instructional staff.
- II. Each member of the staff shall receive, at a minimum, an annual evaluation by his/her immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the Director.
- III. A copy of each employee's evaluation report shall be filed in the School Personnel office.
- IV. The assessment of all employees shall be based on observations of the individual's work by his/her immediate supervisor and shall be made at least once each year prior to reappointment. Evaluation of instructional personnel and school administrators shall include indicators of student learning growth.
- V. The School shall arrange for the assessment of all principals, supervisors and administrative personnel as required by law.
- VI. The principal and/or administrator supervising personnel shall arrange for the assessment of all employees under his/her supervision as required by law.
- VII. Prior to preparing the written report of the assessment, the individual being assessed shall be informed as to the criteria and the procedure to be used.

- 11829 VIII. The written report of the assessment shall be reviewed with the employee
11830 and discussed with him/her by the person who made the assessment.
- 11831 IX. An employee may respond to an assessment in the manner provided by
11832 law or other approved procedures.
- 11833 X. To the extent this policy conflicts with any terms of the Collective
11834 Bargaining Agreement regarding assessment of employees, the terms of the
11835 Collective Bargaining Agreement shall apply.

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11838 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

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11841 **LAW(S) IMPLEMENTED:** 1001.43, 1008.22, 1008.36, 1012.22, 1012.27, 1012.34, F.S.

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11862 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
ADOPTED: 1/10/12
REVISION DATE(S): 12/9/14, 9/8/15

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FLORIDA STATE UNIVERSITY SCHOOLS
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HUMAN RESOURCES
CHAPTER 6.0

6.41*

INSTRUCTIONAL EMPLOYEE PERFORMANCE CRITERIA

- I. The Director 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 Director shall submit the instructional performance appraisal system to the Department of Education for approval.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.
LAW(S) IMPLEMENTED: 1001.43, 1008.22, 1008.36, 1012.22,
1012.27, 1012.34, F.S.
STATE BOARD OF EDUCATION RULE(S): 6A-5.030, 6A-5.0411

HISTORY:
ADOPTED: 12/9/14, 9/8/15
REVISION DATE(S): 12-12-17
FORMERLY: NEW

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.532

RETIRED PERSONNEL REHIRED AT FSUS, INC.

FSUS, Inc. may, in its discretion, hire teachers who have retired and are receiving benefits from the Florida State Retirement (FRS) program. An individual who is appointed after retiring from FSUS, Inc. or another employer who provides retirement benefits under the FRS program shall be granted applicable service credit according to the current and approved salary schedule up to a maximum of twenty years of service and credit for educational achievement and shall subsequently advance in successive years based on additional years of service credit earned while being employed under this policy. The appointments under this policy shall be made annually, comply with Florida law, and set forth in a duly executed employment contract, which either party may opt not to renew in its discretion. The initial appointment shall include a probationary period that is in accord with FSUS, Inc. policy and practice.

STATUTORY AUTHORITY:

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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CHAPTER 6.0**

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AIDS, BLOODBORNE PATHOGENS, AND ENVIRONMENTAL HAZARDS

The Board shall adopt appropriate procedures and guidelines consistent with federal and state regulations regarding the training and methods of handling and ameliorating the potential risks of exposure to bloodborne pathogens, other communicable diseases, and environmental hazards, such as asbestos, lead in drinking water, and radon gas.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.22, 1012.23, F.S.
LAW(S) IMPLEMENTED: 381.0098, 1001.43, 1012.27, 1013.12, F.S.
STATE DEPARTMENT OF HEALTH RULE(S): 64E-16

**HISTORY:
ADOPTED: 7/8/14
REVISION DATE(S):
FORMERLY: NEW**

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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STAFF TRAINING

- 1) 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.
- 2) The Director is to provide appropriate training to all employees and volunteers of the District.
- 3) 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 bloodborne 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*;
 - f) Suicide awareness and prevention; and
 - g) Other topics as deemed appropriate by the Director or required by law, rule, or other governing provision.
- 4) The Director shall annually provide the Board a report of the type of training provided employees and volunteers.

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11989 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23,
11990 **1013.12, F.S.**

11991 **LAW(S) IMPLEMENTED:** 1001.43, 1006.07, 1012.22, 1012.27,
11992 1012.38, 1012.583, 1012.98, 1012.985, F.S.

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11995 **HISTORY:** **ADOPTED:** _____

11996 **REVISION DATE(S): 12/12/17**

11997 **FORMERLY: NEW**

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12019 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.91*

FACULTY SALARY SCHEDULES

- i. All faculty 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.

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

LAW(S) IMPLEMENTED: 1001.43, 1011.60, 1012.22, 1012.27, 1012.55, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.052

HISTORY: ADOPTED: 1/10/12

REVISION DATE(S): _____

FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS

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BUSINESS SERVICES

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FLORIDA STATE UNIVERSITY SCHOOLS
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SCHOOL BUDGET SYSTEM

- I. The Director shall prepare and maintain an annual budget in the manner prescribed by the State Board of Education. In formulating the budget, the Director shall take into consideration the immediate and long range needs of the school and student achievement data obtained pursuant to Florida Statutes. The Director shall submit the proposed annual budget to the School Board for review. The School Board shall adopt a balanced budget in accordance with Florida Statutes and submit it to the State on or before the date prescribed in State Board of Education rules or established by the Commissioner.
- II. In order to ensure appropriate preparation and management of the budget, the Director or designee is authorized to develop and implement appropriate budgetary accounting and record keeping procedures consistent with mandatory federal and state laws, rules, and regulations and with School Board rules. Such procedures shall be consistent with good business practice.
- III. Expenditures shall be in accordance with state law and rules of the State Board of Education.
- IV. The tentative budget, the adopted budget, and any amended budget(s) shall be posted on the School’s official website as required by law.

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12111 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

12112 **LAW(S) IMPLEMENTED:** 1001.43, 1008.385, 1010.01, 1010.04,

12113 1011.01 - 1011.18, F.S.

12114 **STATE BOARD OF EDUCATION RULES:** 6A-1.002, 6A-1.004, 6A-1.006,

12115 6A-1.007, 6A-1.0071

12116 **HISTORY:**

12117 **ADOPTED:** 1/10/12

12118 **REVISION DATE(S):** _____

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ACCOUNTING AND CONTROL PROCEDURES

- I. The financial records and accounts of the School shall be kept on forms and in the manner prescribed by the Florida State University
- II. The Director shall submit to the School Board a financial statement for each month of the school fiscal year. The format of the statement shall be approved by the School Board and shall include a cumulative report to date of all receipts and expenditures for the school fiscal year.
- III. Fund balances shall be classified and reported in accordance with the Governmental Accounting Standards Board (GASB) Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 215.85, CHAPTER 668, 1001.43, 1001.51,
1010.11, 1011.60, 1011.62, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.001

HISTORY:
ADOPTED: 1/10/12
REVISION DATE(S): _____
FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
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GRANT MANAGEMENT

- I. The Director shall seek grant funds to expand the financial capabilities of FSUS and provide additional resources to enhance educational opportunities and to support student learning and performance.
- II. All grant monies awarded to FSUS shall be used in accordance with applicable federal and state laws and rules, grantor rules, and FSUS School Board policies.
- III. For projects utilizing federal funds, FSUS shall adhere to the requirements of Uniform Grant Guidance (UGG). In the event that state requirements are more stringent than federal requirements, state mandates shall be followed.
- IV. FSUS will follow policies and procedures established by Florida State University's Sponsored Research Administration and Florida State University's Finance and Administration.

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:
REVISION DATE(S): 6/21/16
FORMERLY: NEW**

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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7.31

SCHOOL FOOD SERVICE FUNDS

School food service funds shall be considered Special Revenue funds, but shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing unless specific requirements are established by Federal or State laws, rules or regulations.

- I. Daily deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board.
- II. Revenue from the sale of all items handled by the Food Service Department shall be considered school food service income. This includes income from sale of cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.
- III. All payments from school food service funds shall be made by check or wire transfer.
- IV. School food service funds shall be used only to pay regular operating costs.
- V. Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Director's office. Such losses shall be itemized and a copy of the report submitted with the regular reports.

12232 VI. Funds shall be collected and expended in compliance with United States
12233 Department of Agriculture and State Department of Agriculture and
12234 Consumer Services rules.

12235

12236 VII. The Board shall annually adopt prices charged to students and adults who
12237 participate in the food services program.

12238

12239 VIII. The Director shall develop written procedures for conducting the District's
12240 food service program.

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12242 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

12243 **LAW(S) IMPLEMENTED:** 570.981, 1001.43; 1010.05, 1010.20, F.S.

12244 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.001, 6A-1.085, 6A-1.087,
12245 6A-1.091

12246 **STATE DEPARTMENT OF AGRICULTURE**

12247 **AND CONSUMER SERVICES RULE(S):** 5P-1.003

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12250 **HISTORY:** **ADOPTED:** _____

12251 **REVISION DATE(S):** 1/8/2013

12252 **FORMERLY:**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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7.38

FACSIMILIE SIGNATURE

- I. In accordance with Florida Statutes, the Director and the chairperson of the Board, after filing with the Department of State, his/her manual signature certified by him/her under oath, may execute or cause to be executed with a facsimile signature in lieu of his/her manual signature
 - A. Any public security as permitted by Florida Statutes.
 - B. Any instrument of payment.
 - C. Any official order, proclamation, instrument of conveyance, or resolution, provided, however, that the same has been authorized by said Board and such authorization be reflected in the minutes thereof.
 - D. Contracts with school personnel.
- II. Definitions as used in this policy are as follows:
 - A. *Public security* means a bond, note, certificates of indebtedness, or other obligation for the payment of money, issued by the Board.

12290 B. *Instrument of payment* means a check, draft, warrant, or order for the
12291 payment, delivery, or transfer of funds.

12292

12293 C. *Instrument of conveyance* means an instrument conveying any interest
12294 in real property.

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12296 D. *Facsimile signature* means a reproduction by engraving, imprinting,
12297 stamping, or other means of the manual signature of an authorized
12298 officer.

12299

12300 III. The vice-chairperson shall have no authority to sign warrants or school
12301 documents except when he/she is required to assume the duties of the
12302 chairperson, in which case, he/she shall be legally empowered to sign
12303 warrants and other legal documents as the chairperson would be
12304 empowered to sign.

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12308 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

12309 **LAW(S) IMPLEMENTED:** 116.34, 1001.43, F.S.

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12312 **HISTORY:** **ADOPTED: 9/8/15**

12313 **REVISION DATE(S): _____**

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ANTIFRAUD

- I. The Florida State University Schools, Inc. School Board will not tolerate fraud or the concealment of fraud.
- II. This policy applies to any fraud, suspected or observed, involving School employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School and any other persons or parties in a position to commit fraud on the School.
- 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 School 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.

- 12347 C. Disclosing to other persons the purchasing/bidding activities
12348 engaged in, or contemplated by the School in order to give any
12349 entity, person or business an unfair advantage in the bid process.
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- 12351 D. Causing the School to pay excessive prices or fees where justification
12352 is not documented.
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- 12354 E. Unauthorized destruction, theft, tampering or removal of records,
12355 furniture, fixtures or equipment.
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- 12357 F. Using School equipment or work time for any outside private
12358 business activity.
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- 12360 IV. Any perceived fraud that is detected or suspected by any staff member or
12361 other person shall be reported immediately to Human Resource Office for
12362 guidance as to whether pursuit of an investigation is warranted. The
12363 obligation to report fraud includes instances where an employee knew or
12364 should have known that an incident of fraud occurred. Any investigation
12365 required shall be conducted without regard to the suspected wrongdoer's
12366 length of service, position/title, or relationship. Investigations shall be
12367 conducted in a confidential manner. Violation of this policy may result in
12368 disciplinary action, termination of employment, termination of contract or
12369 legal action.
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- 12371 V. The Director or designee shall develop procedures to implement this policy.
12372 Procedures shall include but not be limited to
- 12373 A. Employee notification and education;
12374
12375 B. Self-assessment of risk of fraud;
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- 12378 C. Reporting suspected or detected fraud;
- 12379
- 12380 D. Investigation of fraud;
- 12381
- 12382 E. Consequences and disciplinary action.
- 12383

12384
12385 **STATUTORY AUTHORITY:** 1001.32, 1001.41, 1001.42, F.S.

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12388 **LAW(S) IMPLEMENTED:** 1001.42, 1001.421, 1001.43, F.S.

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12390 **HISTORY:** Approved for 2nd Reading on 1/10/12

ADOPTED: 2/14/12

12391 **REVISION DATE(S):** _____

12392 **FORMERLY:** NEW

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FLORIDA STATE UNIVERSITY SCHOOLS
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7.70*

PURCHASING

All procedures regarding the methods and responsibilities for requisitioning commodities and contractual services, whether by outright purchase, rent, lease, installment or lease-purchase, in accordance with established statutes, rules, regulations and policies shall be done in accordance to Florida State University's policy 4-OP-A-6 *Requisitioning Commodities and Contractual Services From Sources Outside the University.*

LINK:

[HTTP://POLICIES.VPFA.FSU.EDU/BMANUAL/PROCUREMENT.HTML](http://POLICIES.VPFA.FSU.EDU/BMANUAL/PROCUREMENT.HTML)

STATUTORY AUTHORITY:

1001.42, 1001.43, F.S.

LAW(S) IMPLEMENTED:

120.53, 120.57, F.S.

HISTORY:

ADOPTED: 1/10/12

REVISION DATE(S): 12/9/14

FORMERLY:

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AUXILIARY SERVICES

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8.10*+

SAFETY

- (1) The Administrative Staff shall cooperate with the University Police Department, the Fire Marshal, the Highway Patrol, and the County Sheriff's Department in providing safe conditions for students. School safety patrol units are encouraged.
- (2) The Administrative Staff, bus drivers, teachers, school food service personnel, and custodians shall strive to protect the physical welfare of each student.
- (3) The Administrative Staff shall remove hazards where possible and shall report in writing to the Director or designee all other known hazards. Barbed wire shall not be used on school grounds except by the School Board's authorization.
- (4) Students shall be given information that encourages compliance with the safety belt usage law by means of appropriate curricula.
- (5) 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.
- (6) The School shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Director or designee shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions, as

12482 it deems necessary and appropriate to address safety and security in
12483 the School.

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12485 **STATUTORY AUTHORITY:** 1001.42(6), F.S.

12486 **LAWS IMPLEMENTED:** 316.614; 985.401, 1006.062(3), 1006.07, F.S.

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HISTORY:
ADOPTED:
REVISION DATE(S): 2/9/10; 9/13/22
FORMERLY: 8-10

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FLORIDA STATE UNIVERSITY SCHOOLS
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CHAPTER 8.0

8.12+

TOXIC SUBSTANCES IN SCHOOL WORK AREAS

The Director or designee shall develop and implement a program to ensure School employees are provided information concerning the nature of toxic substances that may occur in the workplace. The program shall include, but not be limited to:

- (1) Notification of School Board employees of where to direct requests for information on such substances;
- (2) 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,
- (3) Provision of information regarding the use of any toxic substances in the school to the local fire department.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 2/9/10
FORMERLY: 8.20

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**FLORIDA STATE UNIVERSITY SCHOOLS
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8.14*

INSPECTIONS

1. All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the designated state agency. Such inspection shall be conducted to determine compliance with State Board of Education rules and shall include, but not be limited to, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, Director, and School Board.

2. The Director shall report to the designated state agency the results of initial measurements on the level of indoor radon in all District school buildings and any facility housing students.

STATUTORY AUTHORITY: 10014.41, 1001.42, F.S.

LAWS IMPLEMENTED: 404.056, 1001.43, 1013.12, F.S.

**HISTORY:
ADOPTED: REVISION DATE(S): 7/8/14
FORMERLY: NEW**

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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8.16*

EMERGENCY EVACUATION DRILLS

- I. The Principal shall hold at least two (2) emergency evacuation drills during each semester with the first drill being held within the first thirty (30) days of the school term.

- II. The Principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.

- III. The Principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school buildings.

- IV. The Principal shall identify and report to the Director hazardous areas requiring corrective measures. The Director shall be responsible for informing the School Board of the Principal's report.

- V. The Director 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.

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STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

404.056, 1001.43, 1013.12, F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-2.0010

HISTORY:

ADOPTED: 9/13/22

REVISION DATE(S): _____

FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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8.17

SAFE SCHOOL OFFICERS

- I. Florida State University Schools may enter into an agreement with local law enforcement and/or Florida State University police to provide law enforcement and related services to the school.
- 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 Director 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

12676 his designee shall be present during the questioning of students by SRO's
12677 concerning crimes committed. If a student is arrested and/or taken into
12678 custody, the SRO and school personnel shall utilize best efforts to
12679 immediately notify the parent/guardian. The SRO's shall use best efforts
12680 to comply with the policies set forth by FSUS and procedures established
12681 by administration.

12682 V. Student OFF campus incidents:

12683 The SRO shall not routinely conduct investigations or question students as
12684 to off campus incidents or crimes while serving as an SRO on school
12685 property. Other sheriff deputies or law enforcement shall be utilized for
12686 this function unless impracticable.

12687 VI. On a yearly basis, the SRO's and appropriate school administration shall
12688 meet for an "in-service" to discuss the role of the SRO in the schools and
12689 to familiarize the SRO's with School Board policy and administrative
12690 procedures.

12691 VII. The Director is responsible for notifying the Office of Safe Schools, and the
12692 Board Chair immediately after, but no later than seventy-two (72) hours
12693 after, the occurrence of the following:

- 12694 A. A safe-school officer is dismissed for misconduct or disciplined; or
- 12695 B. A safe-school officer discharges his/her firearm in the exercise of
12696 his/her duties other than for training purposes.

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12698 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
12699 **LAW(S) IMPLEMENTED:** 1001.42, 1006.12
12700 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0018

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12702 **HISTORY:** **ADOPTED: 12/14/21**
12703 **REVISION DATE(S):**
12704 **FORMERLY: NEW**

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8.22

VANDALISM AND MALICIOUS MISCHIEF

The Administrative Staff or designee shall report any vandalism immediately to the Director or designee and to the proper law enforcement agency giving all available information.

(1) A student who willfully damages school property shall be properly disciplined and his/her parent(s) or legal guardian, 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 Administrative Staff, the responsible department head, or in extreme cases the Director or designee 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.

(2) 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

12734 been committed by a minor and the parent(s) or legal guardian
12735 refuses to restore or replace the property.

12736

12737 (3) In any case of willful or negligent damage to school property by a
12738 person other than a student, the user or the person responsible for
12739 the damage shall replace the property or pay the damages in
12740 accordance with the true value as determined by the Director or
12741 designee.

12742

12743 (4) Each organization which is granted a permit for the use of public
12744 property shall be responsible for any damage to the buildings,
12745 equipment, or grounds beyond that which would be considered
12746 normal wear and tear and shall pay for any such damage in
12747 accordance with the true value as determined by the Director or
12748 designee. Failure to comply with a request for payment of such
12749 assessed damages shall result in the individual, group, or
12750 organization being ineligible for further use of school property and
12751 such legal action as the School Board deems proper to recover the
12752 amount of damages.

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12754 **STATUTORY AUTHORITY:** 1001.42, F.S.

12755 **LAWS IMPLEMENTED:** 741.24, 806.13, 1001.43, 1013.10, F. S.

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12764 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
ADOPTED:
REVISION DATE(S): 2/9/10
FORMERLY: 8.30

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FLORIDA STATE UNIVERSITY SCHOOLS
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8.36

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

1. The Board will normally use school buses, as defined in Florida Statutes, for transportation of students, kindergarten through grade 12. “Transportation” means to and from school-related activities that are part of a scheduled series or sequence of events. Transportation of students in motor vehicles other than school buses may occur only under the following conditions:
 1. When transportation is for a physically handicapped or isolated student and the Board has entered into a written agreement for the transportation of the student.
 2. When the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation and other services.
 3. When the transportation is provided through a public transit system.
 4. When the transportation of students is necessary or practical in a Board owned or commercially leased passenger car not to exceed eight students in designated seating positions.
2. Except as provided above, the transportation of students in private vehicles may be authorized by the principal on a case-by-case basis only under the following conditions:
 1. When a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances and

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2. The school has been unable to contact the student's parent or guardian, or such parent, guardian or responsible adult designated by the parent or guardian is not available to provide the transportation;
 3. Proper adult supervision of the student is available at the location to which the student is being transported;
 4. If the school has been unable to contact the parent or guardian prior to the transportation, the school continues to attempt to contact the parent or guardian until the school is able to notify the parent or guardian of the transportation and the circumstances.
 5. When the transportation is in connection with a school function or event in which the school has undertaken to participate and
 - The function is a single event which is not part of a scheduled series or sequence of events to the same location, such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an educational program; and
 - Transportation is not available, as a practical matter, using a school bus or school board passenger car; and
 - 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.
 6. When a student is so disruptive to the classroom and school that they must be removed by the Dean of students or by law enforcement and taken to a parent or guardian, the following precautions must be taken:
 - An adult escort will accompany the adult driver.
 - Care must be taken to ensure the safety of the student, escort and driver.

- 12823 ▪ Parents must have given consent and recognize the severity
12824 of the discipline problem.
- 12825 7. When Board employees are required to use their own vehicle to
12826 perform duties of employment and such duties include the
12827 occasional transportation of students.
- 12828 3. Any private vehicles used to transport students under this policy shall be
12829 currently registered in the state of Florida, be insured for personal injury
12830 protection and property damage liability in at least the minimum amounts
12831 required by law, and be in good working order. A person wishing to
12832 transport students in a private vehicle will request approval by submitting
12833 his/her driver's license, vehicle registration and insurance I.D. card, to the
12834 principal in a reasonable amount of time before the planned travel. The
12835 principal will examine the driver's license, vehicle registration and
12836 insurance card, and may, in his or her discretion, give approval for the
12837 transportation of students in the private vehicles as requested. A student
12838 who is transported to any activity in a private vehicle approved under this
12839 Policy shall return from the activity in the same vehicle, unless the student
12840 is released to his/her parents.
- 12841 4. A driver who is transporting students under the provisions of this policy
12842 shall adhere to Florida laws and regulations related to driving including the
12843 Florida Ban on Texting While Driving Law.
- 12844 5. Student transportation in private vehicles may only be authorized for trips
12845 within the state of Florida. When transportation is authorized in a private
12846 vehicle, students may only be transported in designated seating positions
12847 and shall be required to use the occupant crash protection system provided
12848 by the vehicle manufacturer.
- 12849 6. Employees will be covered by the Board's liability program when they are
12850 transporting students as part of their assigned or related duties. Benefits
12851 due from private vehicle insurance will be primary, except for workers'
12852 compensation, in accordance with state law.

12853 7. Notwithstanding any other provision of this policy, in an emergency
12854 situation, which constitutes an imminent threat to student health or safety,
12855 school personnel may take whatever action is necessary under the
12856 circumstances to protect students.

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12859 **STATUTORY AUTHORITY:** 1001.42, 1001.43 F.S.

12860 **LAWS IMPLEMENTED:** 316.305, 1000.21, 1006.21, 1006.22, 1006.24, F.S.

12861 **STATE BOARD OF EDUCATION RULE:** 6A-3.017

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12880 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
ADOPTED: 11/14/01
REVISION DATE(S): 11/12/13
FORMERLY:

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**FLORIDA STATE UNIVERSITY SCHOOLS
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8.37*+

SEAT BELTS

- I. The operator and each passenger of a motor vehicle who are conducting School Board business or a school-related activity shall be restrained by a safety belt when the vehicle is in operation. This provision is applicable to all vehicles as defined in Florida Statutes, except for the following:
- a. A school bus purchased prior to January 1, 2001;
 - b. A bus used for transportation of persons for compensation;
 - c. A farm tractor or implement of husbandry;
 - d. A truck of net weight of more than five thousand (5,000) pounds;
and,
 - e. A motorcycle, moped, or bicycle.
- II. A school bus purchased new after December 31, 2000 must be equipped with safety belts or other federally approved restraint system if used for pre-K to grade 12 students. Each passenger shall wear a seatbelt when the bus is in operation.
- III. The number of passengers of a vehicle shall not exceed the number of safety belts which were installed by the manufacturer.
- IV. School bus operators shall wear a seat belt when operating a school bus.

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12911 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

12912 **LAW(S) IMPLEMENTED:** 316.003, 316.614, 316.6145, 316.6146,

12913 1001.43, 1006.21, 1006.22, F.S.

12914 **STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

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12917 **HISTORY: NEW**

12918 **ADOPTED:** _____

12919 **REVISION DATE(S):** _____

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**FLORIDA STATE UNIVERSITY SCHOOLS
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8.38

AUTOMOTIVE EQUIPMENT

All automotive equipment owned by the School Board shall be assigned to the Director or designee for proper care and maintenance.

II. Automotive equipment shall be used exclusively for school business. It shall not be used for unauthorized purposes.

A. The Director shall report any unauthorized equipment usage to the School Board.

B. Violation of this rule shall be cause for disciplinary action.

III. 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.

II. 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.

III. All mechanical defects of equipment, where repairs are needed, shall be the Director's or designee's responsibility and repairs shall be made immediately; provided that the vehicle may be withdrawn from use by the

12968 Director until the repairs are made. The School Board shall not assume any
12969 financial responsibility for purchases or contract for repairs unless prior
12970 approval is obtained from the Director or designee.

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12972 IV. The transportation supervisor shall determine that all equipment is
12973 inspected at regular intervals.

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12975 V. Under no conditions shall equipment be repaired by a private shop or
12976 private individual without approval of the Director or transportation
12977 supervisor.

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12979 VI. The person who is assigned a vehicle on a full time basis shall be
12980 responsible for delivering the vehicle for inspection as prescribed by the
12981 transportation supervisor.

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12983 VII. The operator of any vehicle with a gross vehicle weight rating of 8,500
12984 pounds and with a heavy-duty diesel engine shall adhere to the
12985 requirements for the reduction of heavy-duty idling.

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12987 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

12988 **LAW(S) IMPLEMENTED:** 316.305, 1001.43, 1006.21, 1006.22, F.S.

12989 **STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

12990 **DEPARTMENT OF ENVIRONMENTAL**

12991 **PROTECTION RULE(S):** 62-285.420

12992 **HISTORY:** ADOPTED: 11/12/13

12993 REVISION DATE(S): _____

12994 FORMERLY: NEW

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FLORIDA STATE UNIVERSITY SCHOOLS
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8.40*+

GENERAL FOOD SERVICE REQUIREMENTS

- 1) The school food service program shall operate according to requirements set forth in Florida Statutes and State Department of Agriculture and Consumer Services rules. The school food service program shall include the federally reimbursed lunch program, *a la carte* food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include the federally reimbursed breakfast program.
- 2) The District shall participate in the Florida Farm Fresh Schools Program.
- 3) The school food service program shall be an integral part of the District’s educational program, offering nutritional and educational opportunities to students.
- 4) 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 an Consumer Services_ rules and approved by the Director.
- 5) 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.

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13027 6) School food and nutrition service funds shall not be considered or treated as
13028 internal funds of the local school, but shall be a part of the District school funds.
13029 School food and nutrition service funds shall be subject to all the requirements
13030 applicable to the District fund such as budgeting, accounting, reporting, and
13031 purchasing and such additional requirements as set forth in the written
13032 procedures manual authorized in this policy.

13033 7) USDA commodities shall be acquired, stored, and utilized in accordance with
13034 United States Department of Agriculture and related State Department of
13035 Agriculture and Consumer Services rules.

13036 8) The Director or designee shall develop a written procedures manual to govern
13037 school food and nutritional services programs.

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13040 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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13043 **LAW(S) IMPLEMENTED:** 1001.43, 1006.06, 1006.0605, F.S.

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13046 **STATE DEPARTMENT OF AGRICULTURE**
13047 **AND CONSUMER SERVICES RULE(S):** 5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005

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13049 **HISTORY:** **ADOPTED:** _____
13050 **REVISION DATE(S):** 1/8/2013
13051 **FORMERLY:** NEW

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13057 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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8.41

MEAL PATTERNS

All schools with grades K-12 shall participate in the National School Lunch and Breakfast Programs and serve student meals according to meal patterns established by the United States Department of Agriculture. Schools may participate in other Child Nutrition Programs; meals shall be served to students according to meal patterns established by the United States Department of Agriculture.

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

LAW(S) IMPLEMENTED: **570.981, F.S.**

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

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 1/8/2013
FORMERLY:

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8.42

FREE AND REDUCED PRICE MEALS

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 U.S. Department of Agriculture.

1. The income Eligibility Guidelines for free or reduced price meals shall be in accordance with the scales provided by the Florida Department of Agriculture and Consumer Services based upon income guidelines prescribed by the United States Secretary of Agriculture.
2. Eligibility criteria shall be applicable to all schools within FSUS and shall provide that all students from a family meeting the eligibility criteria and attending any FSUS school are offered the same benefits.
3. Procedures for implementing the free and reduced price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Agriculture and Consumer Services and the United States Department of Agriculture.

STATUTORY AUTHORITY: 1001.42, 1001.43, F.S.

13118 **LAW(S) IMPLEMENTED:** 570.98, 570.981, F.S.

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13121 **STATE DEPARTMENT OF AGRICULTURE**

13122 **AND CONSUMER SERVICES RULE(S):** 5P-1.004

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13125 **HISTORY:** **ADOPTED:** _____

13126 **REVISION DATE(S): 1/8/2013**

13127 **FORMERLY:**

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13146 **FLORIDA STATE UNIVERSITY SCHOOLS**

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8.61+

TELECOMMUNICATIONS, FIRN2 AND INTERNET USE

- I. Telephone Service - In order to promote efficiency and economy, the Director or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. School personnel shall be informed of this system. The system shall encourage use of SUNCOM networks or equivalent services. Staff shall not utilize the School Board telephone system for conducting personal business.
- No person shall charge personal calls to the School Board.
- II. Internet Use - The Director shall develop procedures for employee and student use of the Internet.
- III. Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 1001.43, F.S.

HISTORY:
ADOPTED: 2/14/12
REVISION DATE(S): 12/5/23
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8.62

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

A. Introduction

The network system of FSUS Leon is available for all employees and students of the school in order to provide them with equal access to the computing resources which serve public education. The network system is an electronic highway which connects thousands of computers all over the world and millions of individual subscribers. The term network may include e-mail, worldwide web browsing, or any method of connecting with other computer equipment. All personnel having authorization to use the network will have access to a variety of information.

FSUS Leon cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school. This is particularly possible since access to the network may be obtained at sites other than school.

B. Purpose

Users of the network system FSUS Leon are responsible for their activity on the network. FSUS Leon has developed this data network acceptable use policy and all users of the network are bound by the policy. Any violation of the policy will result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal. This notice shall also become part of the login process.

C. Unacceptable Use

13209 The use of the network shall be consistent with the mission, goals, policies, and
13210 priorities of FSUS Leon. Successful participation in the network requires that
13211 its users regard it as a shared resource and that members conduct themselves
13212 in a responsible, ethical, and legal manner while using the network.

13213

13214 A. Any use of the network for illegal, inappropriate, or obscene purposes, or
13215 in support of such activities, will not be tolerated. FSUS Leon will maintain
13216 compliance with the requirements of the Elementary and Secondary
13217 Education Act (ESEA) and the Children's Internet Protection Act (CIPA).

13218

13219 **Examples of prohibited activities and unacceptable uses of the network**
13220 **include, but are not limited to:**

- 13221 **I.** Uses that violates the Code of Conduct;
- 13222 **II.** Violating the conditions of The Code of Ethics and Principles of
13223 Professional Conduct of the Education Profession of Florida dealing
13224 with student's rights to privacy, employee rights to privacy, or
13225 violating any other section of the Code;
- 13226 **III.** Using, accessing, visiting, downloading, or transmitting
13227 inappropriate material, messages or images such as pornography,
13228 profanity or obscenity;
- 13229 **IV.** Reposting personal communications without the author's consent;
- 13230 **V.** Use of another individual's account or providing individual account
13231 information to another person;
- 13232 **VI.** Copying, sending (uploading) or receiving (downloading)
13233 commercial software in violation of copyright law or other copyright
13234 protection of trademarked material;
- 13235 **VII.** Using the network for financial gain or for any commercial or illegal
13236 activity;
- 13237 **VIII.** Using the network for political advertisement or political activity;

- 13238 IX. Attempting to send or sending anonymous messages of any kind or
13239 pretending to be someone else while sending a message;
- 13240 X. Attempting to access, modify, harm or destroy another user's data
13241 on the network;
- 13242 XI. Taking any actions that affect the ability of the District to retrieve or
13243 retain any information contained on the computer equipment, in the
13244 data network system or acting to modify any software or any data
13245 without specific written permission;
- 13246 XII. Sending any student identifying information, via e-mail, or over the
13247 network system, must be done using encryption and/or password
13248 protection.
- 13249 XIII. Creating and/or forwarding advertisements chain letters, mass
13250 mailings, get rich quick schemes, and pyramid schemes to individual
13251 mailboxes and/or mailing lists;
- 13252 XIV. Gambling or conducting any illegal activity;
- 13253 XV. Posting personal views on social, political, religious or other
13254 nonbusiness related matters;
- 13255 XVI. Communications that are harassing, hostile, insulting, ridiculing,
13256 attacking or defaming others
- 13257 XVII. Sexting shall be prohibited. All acts of alleged sexting shall be
13258 reported to the appropriate legal authority. Refer to FSUS Leon
13259 Board Policy and Student Code of Conduct.
- 13260 XVIII. Attempting to subvert, defeat or disable installed web or network
13261 access filters, workstation security software, antivirus software or
13262 other features, network firewalls or other measures in place to
13263 secure the school district's technology resources.
- 13264 XIX. Users of unauthorized methods of access to FSUS technology
13265 resources such as modems and virtual private networks (VPN's).
13266

- 13267 XX. Use of remote access software or services to access remote
13268 computer networks, workstations or servers from the district
13269 system.
- 13270 XXI. Attempting to transmit damaging agents (e.g., computer viruses,
13271 Trojan horses, worms) or otherwise willfully damaging or
13272 disrupting any computer facility, software, or data.
- 13273 XXII. Attempting to interfere with the normal operation of computers,
13274 terminals, peripherals, or networks.
- 13275 XXIII. Usage invades the privacy of others.
- 13276 XXIV. Use or experimentation with software or hardware without written
13277 approval from the Technology Director.
- 13278 XXV. Willfully publishing, storing, displaying, transmitting, playing, or
13279 editing material that is obscene, threatening, profane, prurient,
13280 sexually suggestive or otherwise inappropriate.
- 13281 XXVI. Changing, deleting or modifying Internet browser settings
13282 including hiding or deleting Internet history or records of Internet
13283 use.
- 13284 XXVII. Use of the system for an unauthorized purpose.
- 13285 XXVIII. Broadcasting a WiFi signal or operating a personal Hotspots
13286 from personal devices.
- 13287 XXIX. Students shall not perform any kind of maintenance, repair,
13288 configuration or installation services on District owned devices
13289 unless otherwise authorized by the IT Director.

13290
13291

D. Websites & Posting of Information

- 13292 A. All web sites representing any FSUS Leon employee pursuant to their
13293 official role and duties must have their web site hosted on a school district
13294 authorized file server. File server space, and technical assistance are
13295 provided to school district employees to facilitate posting of school

13296 business-related web pages. Using free or paid outside web servers for
13297 public dissemination of school business is not permitted.

13298

13299 **E. Social Media**

13300 A. FSUS recognizes the use of social media for communication and e-learning;
13301 however, only those networks sponsored by FSUS Leon may be used for
13302 classroom instruction or school sponsored activities without prior written
13303 approval of the Director.

13304 B. Students may not access social media platforms during classroom time,
13305 except when expressly directed by a teacher for an educational purpose.

13306 C. TikTok, or any successor platforms, may not be used on all district- or
13307 school-owned devices, or on any device (including privately owned)
13308 connected to district- or school-provided internet.

13309 D. TikTok, or any successor platforms, may not be used to communicate or to
13310 promote any school district, school, school-sponsored club, extracurricular
13311 organization, or athletic team.

13312

13313 **F. Monitoring & Retention of Data**

13314 A. FSUS Leon business conducted by e-mail must be done using the e-mail
13315 account that the Florida State University supplies. When an employee
13316 conducts official business of Florida State University Schools via e-mail, the
13317 employee must retain a copy of the e-mail including attachments in paper
13318 form or store these documents electronically on district owned equipment
13319 in accordance with the Florida Public Records law.

13320 B. Minor personal use of e-mail and the internet by school district employees
13321 is acceptable, but should not interfere or conflict with school business and
13322 or duties.

13323 C. FSUS Leon reserves the right to monitor and/or retrieve the contents of e-
13324 mail messages for legitimate reasons such as, but not limited to, ensuring

13325 the integrity of the system, complying with investigations of wrongful acts,
13326 or recovering from a system failure.

13327

13328 **G. No Expectation of Privacy**

13329 a. Students and visitors have no expectation of privacy in their use of the FSUS
13330 system.

13331

13332 **H. Security & Enforcement**

13333 A. Some material on the network might not be considered to be of educational
13334 value in the context of the school setting. In addition, some material,
13335 individual contacts, or communications may not be suitable for school-aged
13336 children. The District views information retrieval from the network in the
13337 same capacity as information retrieval from reference materials identified
13338 by schools. Specifically, Florida State University Schools supports
13339 information retrieval from the network which enhances the research and
13340 inquiry of the learner and which faculty and staff direct.

13341 1. To the extent practical, FSUS Leon will use technology protection
13342 measures to filter or block access to material that is not appropriate
13343 for students, taking into consideration the subject matter and the age
13344 of the students served at the school. Each student's access to use of
13345 the network will be under the teacher's direction and monitored as a
13346 regular instructional activity.

13347 2. To the extent practical, FSUS Leon will use technology protection
13348 measures to prevent hacking or unauthorized access by students to
13349 data or information that they should not have access to, and to
13350 prohibit other unlawful online activities by students.

13351 3. Subject to staff supervision, technology protection measures may be
13352 disabled for adults or, in the case of minors, minimized only for bona
13353 fide research or other lawful purposes.

- 13354 4. To the extent practical, prevent access to websites, web or mobile
13355 applications, or software that do not protect against the disclosure
13356 use or dissemination of students' personal information in
13357 accordance with Florida Administrative rules; and
- 13358 5. Prohibit students from accessing social media platforms, except
13359 when expressly directed by a teacher for an educational purpose.
- 13360 6. Procedures for disabling or otherwise modifying any technology
13361 protection measures shall be the responsibility of the IT Director or
13362 designated representatives.
- 13363 B. In order to ensure confidentiality of secure information and to maintain
13364 network security, FSUS Leon also requires that employees' and students'
13365 passwords remain confidential. Therefore,
13366
- 13367 1. Employees must:
- 13368 a. Change passwords at least four (4) times a year, or whenever the
13369 employee feels his or her password may have been compromised;
- 13370 b. Use passwords that contain a combination of 3 of the following:
13371 (lower case letter, upper case letter, number, special character) and
13372 that are difficult to guess;
- 13373 c. Type in passwords at each log in.
13374
- 13375 2. Students may be required to:
- 13376 a. Change passwords at least four (4) times a year, or whenever the
13377 student feels his or her password may have been compromised;
- 13378 b. Use passwords that contain a combination of 3 of the following:
13379 (lower case letter, upper case letter, number, special character) and
13380 that are difficult to guess;
- 13381 c. Type in passwords at each log in.
13382

- 13383 3. Employees and Students are prohibited from sharing passwords and
 13384 must not set passwords to an automatic log in mode.
 13385
 13386 a. It may become necessary to know employee or student passwords
 13387 for maintenance purposes. Only authorized computer maintenance
 13388 personnel will be allowed to know passwords. Upon completion of
 13389 the maintenance activity, the user may need to change his or her
 13390 password.
 13391
 13392 b. Any student shall be exempt from accessing the internet upon
 13393 request in writing from the parents, as defined by Florida Statutes,
 13394 to the principal. The request for exemption shall expire at the end of
 13395 each school year. It shall be the responsibility of the parent to renew
 13396 the request yearly.
 13397
 13398 C. Students who violate any procedures in this policy may be denied access
 13399 to FSUS Leon computing or technology resources and may be subject to
 13400 disciplinary action, including possible expulsion. Alleged violations will
 13401 be subject to the FSUS Leon disciplinary procedures.
 13402 D. Employees that Fail to adhere to this policy may result in suspension or
 13403 revocation of the offender's privilege of access to the network and other
 13404 disciplinary action up to and including termination of the employee.

13405
 13406 **STATUTORY AUTHORITY:** [1001.41, 1001.42, F.S](#)
 13407 **LAW(S) IMPLEMENTED:**
 13408 **STATE BOARD OF EDUCATION RULE(S)** [1001.02, 1003.02 F.S.](#)
 13409 [Rule 6A-1.0957, 6A-1.0955](#)

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 13411 **HISTORY:** **ADOPTED: 2/11/14**
 13412 **REVISION DATE(S): 12/5/23**
 13413 **FORMERLY: NEW**
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13415 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

8.64

BRING YOUR OWN DEVICE (BYOD)

I. Introduction

FSUS is committed to developing a technologically relevant and engaging learning environment for all students by providing them with the opportunity to develop the resource sharing, innovation, communication skills, and tools that are essential to both life and work in the 21st century. FSUS will offer a Bring Your Own Device (BYOD) option that allows students to wirelessly access the Internet for limited educational purposes as directed by a teacher or administrator. Students granted access to the district’s network/Internet services from any device will be governed by FSUS’s Acceptable Use Policy (School Board Policy 8.62), related administrative guidelines, and the Student Code of Conduct.

II. Risks and Responsibilities

- A. For BYOD purposes, a device is any district provided or personally owned computer or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearables (e.g. Google Glass, smartwatches), iPod touches (or similar), and e-readers.
- B. With school or district staff approval, students may use their own devices at school to participate in instructional activities, access and save information from the Internet, collaborate with other learners and utilize productivity tools and instructionally appropriate apps loaded on their devices. Because personal devices will not be able to access internal district resources such as file and print servers,

13445 documents created should be saved to removable media such as
13446 flash drives or to a cloud storage location.

13447 C. Students who choose to bring their personal devices may use the
13448 “FSUS-student” filtered wireless public network while on campus.
13449 When logging onto the “FSUS-student” wireless network, students
13450 will be required to accept the district’s Acceptable Use Policy (AUP)
13451 for network access. All FSUS networks are filtered for the safety of
13452 users in compliance with CIPA requirements. Any attempt to
13453 circumvent safety filters or “hack” FSUS technology and/or FSUS
13454 platforms, programs, and software in any way is expressly
13455 prohibited. Nevertheless, caregivers are advised that a determined
13456 user may be able to gain access to services on the Internet that they
13457 and/or their caregivers may find inappropriate, offensive,
13458 objectionable, or controversial. Caregivers assume this risk by
13459 allowing their child to participate in the BYOD program.

13460 D. Non-wireless access to the district’s network, such as through
13461 Ethernet cable, by personal devices is prohibited. Know that users
13462 have a limited right to, nor should they have an expectation of,
13463 privacy in the content of their personal files and records of their
13464 online activity while on the district’s network. Access to the “FSUS-
13465 student” network is a privilege and administrators and faculty may
13466 review files and messages at any time to maintain system integrity
13467 and ensure that the users are acting responsibly. If reasonable belief
13468 exists that a student has violated the terms of this agreement, or
13469 other district policy, the student's device may be inspected and/or
13470 confiscated. Subsequent or additional disciplinary action involving
13471 misuse of technology may extend to loss of technology privileges
13472 and/or further action per the FSUS Student Code of Conduct.

13473 E. Personal devices can only be used in approved areas and students
13474 must comply with staff directives regarding the use of technology

13475 devices. Using functions on electronic devices in any manner that
13476 disrupts the educational environment or violates the AUP will be
13477 subject to disciplinary action. Audio or image recording, whether
13478 through picture or video, without prior consent of the individuals
13479 being recorded is prohibited; written parental consent is required for
13480 publication.

13481 F. Students bring personal devices to school at their own risk. FSUS will
13482 not be held responsible if a device is lost, stolen or misplaced,
13483 including those that have been confiscated. Moreover, FSUS will not
13484 be responsible for technical support of personal devices, beyond
13485 providing necessary district specific connectivity and login
13486 information.

13487

13488 III. Required Use of Personal Devices

13489 Use of personal devices is never a requirement and will not impact student grades.
13490 In instances where a device is required for an assignment, students without a
13491 device of their own will be provided one by FSUS for use on campus.

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13494 **STATUTORY AUTHORITY:**
13495 **LAW(S) IMPLEMENTED:**
13496 **STATE BOARD OF EDUCATION RULE(S)**

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13498 **HISTORY:**

ADOPTED: 12/8/15
REVISION DATE(S):
FORMERLY: NEW

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13506 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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AUXILIARY SERVICES
CHAPTER 8.0

8.90+

CONSERVATION OF RESOURCES

The School Board of Florida State University Schools 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*.

1) Resource Conservation Program

The Director 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.

2) 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.

3) Facilities and Equipment

a. New facilities shall be designed and constructed to be energy efficient. Renovations and additions to existing facilities shall

13535 include features to minimize energy consumption. Facilities shall be
13536 operated in a manner to keep energy use to a minimum.

13537 b. Life-cycle costs shall be determined prior to construction or
13538 renovation of buildings or replacement of major equipment.

13539 c. Equipment to reduce energy consumption and/or costs shall be
13540 utilized where economically feasible.

13541

13542 4) Recycling Program

13543 a. The District shall engage in a recycling program that shall include as
13544 many reusable materials as is practical and economically feasible.

13545 b. Each school shall annually report all recycled materials as required
13546 by law.

13547

13548 5) Incentives

13549 a. The District shall pursue incentive programs offered by utility
13550 companies and other energy providers

13551 b. Cost savings shall be used to further resource conservation at school
13552 sites.

13553 c. An incentive program may be developed to reward schools for
13554 resource conservation when cost savings can be attributed to
13555 reduced resource consumption and/or energy savings at the
13556 particular schools.

13557

13558 6) Staff Training

13559 Training shall be provided for school and District staff. Training shall
13560 include methods of resource conservation at the worksite, curriculum
13561 components and instructional strategies.

13562

13563 7) Effectiveness of Program

13564 Prior and current consumption of energy and other resources shall be
13565 determined and used as a baseline for the assessment of curriculum,
13566 procedures, equipment, maintenance strategies and facilities design that
13567 are implemented in the resource conservation program. The effectiveness
13568 of the program shall be evaluated and modifications shall be made based
13569 on the analysis of cost savings and utilization of resources.

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13571

13572 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

13573 **LAW(S) IMPLEMENTED:** 403.7032, 1001.43, 1013.23, 1013.44, F.S.

13574 **STATE BOARD OF EDUCATION RULE(S)** 6A-2.0010

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13576 **HISTORY:** **ADOPTED:** _____

13577 **REVISION DATE(S):** _____

13578 **FORMERLY: NEW**

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13585 **FLORIDA STATE UNIVERSITY SCHOOLS**

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SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9.0

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL**

SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9

9.10

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

Each school principal is 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: s. 1001.41, 1001.42, Fla. Stat

LAWS IMPLEMENTED: s. 1001.43, Fla. Stat.

ADOPTED:

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL**

SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9

9.20

PUBLIC INFORMATION

It is the declared intent of the School Board:

1. 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 Director.
2. To seek advice and opinion of the people of the School District.
3. 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 be approved by Director.

STATUTORY AUTHORITY: s. 1001.42, Fla. Stat.

LAWS IMPLEMENTED: ss. 1001.43, 1001.51, Fla. Stat.

ADOPTED:

REVISION DATE(S):

FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
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SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9

9.21

SCHOOL REPORTS

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. Reports shall follow a format that is easy to read and understand. Schools may include other information in the report about the school’s progress and other related school information. School reports shall be published on the District website.

STATUTORY AUTHORITY: s. 1001.42, Fla. Stat.

LAWS IMPLEMENTED: ss. 1000.21, 1001.11, 1008.25, 1008.345, Fla. Stat.

ADOPTED:

REVISION DATE(S): 11/12/13

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FLORIDA STATE UNIVERSITY SCHOOLS
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SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9

9.30

USE OF FACILITIES

The Director may approve the use of school property, facilities and equipment for any group provided herein. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The Director shall be responsible for safeguarding the school property, facilities and equipment, enforcing and informing groups of School Board rules, executing proper forms, and collecting payments.

Use of School Property Without Charge. The Director may authorize the use of school facilities without charge, except as may be required for supervision or clean-up. School facilities may be made available to:

- National youth groups (e.g., scout groups) operating under the sponsorship of a county organization provided the group is properly supervised. District use agreements may be executed with the community organization for all schools or for an individual school.
- The Supervisor of Elections for voting precincts in any election provided the election does not interfere with the school’s operation.
- Any governmental or community agency when specifically approved by the School Board as being in the public interest.

Use of Facilities with a Charge. The Director may permit the use of school facilities by a civic, religious or other organization for non-school sponsored activities on a specific, temporary or short-term basis. The following conditions shall apply:

- 13717 • The payment of the fee shall be in accordance with the fee policy set forth
13718 below.
- 13719 • School Board approval, upon the Director's recommendations shall be
13720 required for repetitious use for a period of more than six (6) months.
- 13721 • Sufficient supervision and adequate custodial service of the school facility
13722 shall be determined by the Director.
- 13723 • The use of the cafeteria shall require permission from the Director. The use
13724 of school food service facilities shall require that the kitchen be operated by
13725 a food service employee(s) or School Board employee.

13726 **Fees.** If the facility or equipment is being used for commercial or private gain and
13727 an admission or attendance fee is being charged, a rental fee will be charged for
13728 the use of the facility and equipment. The amount of rental fee will be based on a
13729 schedule of fees approved by the Board upon recommendation of the Director.

13730 **Payment of Required Fees.** Fees as specified above shall be paid in advance for
13731 use of facilities. Full reimbursement for custodial, supervisory and other required
13732 services or for damages to the facility, furnishings or equipment shall be paid
13733 within ten (10) days of billing. Checks shall be made payable to the individual
13734 school.

13735 **Liability and Insurance Coverage.** Each organization utilizing school facilities for
13736 non-school sponsored activities shall:

- 13737 • Agree to hold the School Board harmless from any liability which may
13738 accrue to the School Board as a result of use.
- 13739 • Provide general liability insurance coverage in the amount of at least one
13740 million dollars (\$1,000,000.00) naming the School Board as an additional
13741 insured; and
- 13742 • Execute a form of indemnity agreement as prescribed by the Director.

13743 **Prohibited Uses of School Facilities.** School property, facilities and equipment
13744 shall not be used for the following purposes:

- 13745 • Programs involving any form of gambling, alcohol or illegal activity;

- 13746 • Private teaching for personal gain, unless specifically approved in advance
- 13747 by the School Board;
- 13748 • Programs in violation of Florida Statutes or School Board rules.

13749 **Special Provisions.** The following special provisions shall apply:

- 13750 • Restrooms shall be made available for all organizations using the
- 13751 school facilities.
- 13752 • Any school or community event sponsor or vendor who uses
- 13753 school facilities shall notify the local public health unit not less
- 13754 than three (3) days prior to a scheduled school carnival, fair or
- 13755 other celebration involving the sale or preparation of food or
- 13756 beverages.
- 13757 • If a Director has a request from a group, he may require this
- 13758 group to present their request to be included in an agenda for a
- 13759 regular School Board meeting for consideration by the School
- 13760 Board.

13761 **Appeals to the Board of Directors.** A person who feels his/her organization was

13762 improperly denied use of school facilities or that an improper charge or fee was

13763 assessed may file a written appeal with the Board of Directors for resolution.

13764

13765 **STATUTORY AUTHORIZATION: ss. 1001.41, 1001.42, Fla. Stat.**

13766 **LAWS IMPLEMENTED: ss. 106.15, 5090.032, 509.232, 1001.33, 1001.43, 1001.51,**

13767 **1013.10, Fla. Stat**

13768 **ADOPTED:**

13769 **REVISION DATE(S):**

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13776 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL**

SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9

9.40

ADVERTISING IN SCHOOLS

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 employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

1. School officials, with the Director’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.
2. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the Director for classroom use to determine whether the film or material contains undesirable propaganda.
3. The Director may announce or authorize to be announced any lecture or community activity of particular educational merit.
4. Demonstrations of educational materials and equipment shall be permitted with Director’s approval.

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5. Schools may utilize athletic facilities for commercial advertising to support school programs. The Director 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.

STATUTORY AUTHORITY: s. 1001.42, Fla. Stat.

LAWS IMPLEMENTED: s. 1001.43, Fla. Stat.

ADOPTED:

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FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL**

SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9

9.50

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

Literature or materials which originate from out-of-school sources shall be approved by the Director or designee prior to distribution to students.

STATUTORY AUTHORITY: s. 1001.41, 1001.42, Fla. Stat.

LAWS IMPLEMENTED: s. 847.012, 1001.43, 1006.08, Fla. Stat.

ADOPTED:

REVISION DATE(S): 11/12/13

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL**

SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9

9.60

VISITORS

Any person entering the premises of a school shall report to the Director or his/her supervisory designee and make known the purpose of the visit.

- i) This policy does not apply to routine deliveries or scheduled maintenance visits.
- ii) A student not enrolled in the school or a student not accompanied by a parent, as defined by Florida Statutes, is prohibited from visiting a school unless otherwise approved by the principal or Director.
- iii) Parents are invited to visit the schools. To avoid interrupting the daily program, the parent should request a conference for after school hours or during a teacher’s conference period. Parents are encouraged to plan such conferences with teachers and shall sign in at the front office and be issued a visitor’s badge at the time they arrive on campus.
- iv) Any person who enters or remains upon District property without legitimate purpose and administrative approval is subject to arrest and penalties as defined by statutes

STATUTORY AUTHORITY: ss. 1001.41, 1001.42, Fla. Stat.

LAWS IMPLEMENTED: ss. 1000.21, 1006.07, 1006.145, Fla. Stat.

ADOPTED:

REVISION DATE(S):

FLORIDA STATE UNIVERSITY SCHOOLS

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APPENDIX A

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PROCEDURES

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**FLORIDA STATE UNIVERSITY SCHOOLS
ADMINISTRATIVE PROCEDURE**

TITLE: HEAD LICE

PROCEDURE NUMBER: E-10

RELATED TO POLICY CHAPTER: 5

POLICY NUMBER: N/A

PURPOSE: To ensure that students are free from head lice and nits.

RESPONSIBILITY: School Nurse/Teachers/Staff/Clinic Staff

PROCEDURES:

1. The school nurse shall conduct training programs so that all staff members will be knowledgeable in the identification of head lice and nits.

2. Students suspected of having head lice and/or nits shall be sent to the school nurse. The school nurse will notify the parent/legal guardian of the suspected head lice and/or nits. Students with nits can return to class at the discretion of the school nurse. Students with live lice will be isolated until parent pick-up. The parent/legal guardian will be furnished directions for the treatment of head lice and care of personal items. The parent will be required to submit proof of treatment or medical certification and will need to be re-examined by the school nurse to validate no live lice exist. After clearance, the student will be allowed to return to class.
 - The school nurse may examine the child to verify continuing freedom from head lice and nits.

STATUTORY AUTHORITY: 1001.41, 1003.22, 1006.062 F.S.

ADDITIONAL RESOURCES:

13939 American Academy of Pediatrics, *School Health: Policy and Practice* , 6th Edition,
13940 Page 34-35.

13941

13942 Scott P. Gilner & Johannessen, W. (2004). The nit rating scale. *Journal of School*
13943 *Health*. 74(2). 108-110.

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13968 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
ADMINISTRATIVE PROCEDURE**

TITLE: USE OF AUTOMATIC EXTERNAL DEFIBRILLATORS

PROCEDURE NUMBER: E-561A

RELATED TO POLICY CHAPTER: 5

POLICY NUMBER: 5.61A

PURPOSE: Established procedure for use of Automatic External Defibrillators (AED) at school and FHSAA contests in which Florida State University Schools (FSUS) is participating.

RESPONSIBILITY: School Nurse/Teachers/Staff/Clinic Staff

Upon Arrival at the Scene

A. Initial assessment:

2. Ensure EMS/Fire Rescue has been dispatched.
1. Ensure scene safety - make sure victim is not lying in water or touching any other electrically conductive material, and if necessary move the victim and dry the victim's chest.
2. Determine that the victim is unconscious.
3. Determine absence of respirations.
4. Determine absence of pulse.

B. Initiate CPR - observe universal precautions by body substance isolation.

C. Attach the AED as soon as possible.

5. DO NOT USE ON PATIENTS WHO WEIGHT LESS THAN 90 POUNDS.
1. DO NOT USE ON PATIENTS UNDER 8 YEARS OF AGE.

13997 2. Stop CPR and analyze the rhythm (some units will require pressing
13998 the “analyze” button).

13999 3. If shockable rhythm is determined by the AED, the unit will charge.

14000 D. With the unit charged, and when shock is indicated (1st shock):

14001 4. Verbally and visually clear the area and when safe, discharge the
14002 AED.

14003 1. Following the discharge, the unit will analyze the rhythm again
14004 (some units will require pressing the “analyze” button). Do not
14005 initiate CPR.

14006 2. If a shockable rhythm is determined by the AED, the unit will
14007 automatically re-charge.

14008 E. When a second (2nd) or additional shock is indicated, and with the unit charged:

14009 3. Verbally and visually clear the area and when safe, discharge the
14010 AED.

14011 A. Following the discharge, check for a pulse and if absent, press to
14012 analyze the rhythm again. Do not initiate CPR.

14013 B. If a shockable rhythm is determined by the AED, the unit will re-
14014 charge.

14015 F. Following the third (3rd) shock/discharge, check for a pulse and signs of
14016 circulation if absent, initiate CPR.

14017 G. After one (1) minute of CPR, repeat sequence beginning at D.3 and follow voice
14018 prompt of the AED device.

14019 H. If at any time the AED does not detect a shockable rhythm and the patient is
14020 without a pulse, maintain CPR and re-analyze with the AED at one-minute
14021 intervals. Follow the voice prompts that the AED provides.

14022 I. If at any time the AED is dropped or falls, the unit will be placed out of service
14023 and the supervisor will be advised. The supervisor will then advise the AED
14024 Coordinator. (If at any time the AED is found to be damaged or operating
14025 incorrectly, the AED unit will immediately be taken out of service).

14026 If the patient regains a pulse continue to provide supportive care with one or
14027 more of the following:

14028 (a) Utilize proper airway control and ventilation management.

14029 (b) Place the patient in the recovery position.

14030 (c) Maintain the airway if vomiting occurs.

14031

14032 **ON-SCENE COORDINATION WITH FIRE RESCUE/EMS:**

14033 B. Once on scene, paramedic units will have primary patient care authority.

14034 C. Upon arrival, give paramedic's a quick verbal report. This should include
14035 the patient status, care provided and the number of shocks and results.

14036 D. Rescue personnel may elect to continue the use of the AED for additional
14037 shocks. In most cases, the AED may be removed and a rescue monitor
14038 attached if the patient has regained a spontaneous rhythm or is ready for
14039 transport.

14040 E. Rescue personnel should consider the shocks delivered by the AED as part
14041 of their protocols.

14042 • After ALS transport of patient, FSUS personnel are responsible to ensure
14043 that the AED is placed back in service.

14044 F. AED service maintenance must include:

14045 1. charged battery (self-check)

14046 2. replacement of used pads (within date)

14047 3. replacement of razors

14048 4. replacement of CPR mask and/or bag-valve mask ("ambu" bag)

14049

14050 **DOCUMENTATION:**

14051 When the AED is used, the following information, shall be included in the incident
14052 report documenting the incident to be kept in the clinic files:

14053 A. Address of the incident.

14054 B. Response time to scene.

14055 C. Patient status upon arrival at scene.

- 14056 D. Care provided
- 14057 E. Patient status/outcome at the time patient care authority was turned
- 14058 over to medic unit.

14059

14060 **AED INSPECTIONS:**

- 14061 • Use Checklist – The school nurse will be responsible for ensuring the AED
- 14062 is ready for use. Checklist:

14063 1. Turn AED on to check audio and indicator signals.

14064 A. Check for patient monitor cables and defibrillator pads and spare

14065 pads.

14066 B. Check the presence and condition of accessories and supplies.

14067 C. If any component fails to function properly, immediately take the

14068 AED out of service and report the problem to a supervisor.

14069 D. Restore missing supplies.

14070 E. Carefully inspect the battery, looking for structural integrity. Report

14071 any problems to a supervisor. (If at any time the AED or battery is

14072 found to be damaged or operating incorrectly, the AED unit will

14073 immediately be taken out of service).

- 14074 • Quarterly Inspections – will be conducted by the school nurse. This
- 14075 inspection will entail checking the unit for the following.

14076 1. Inspect for general mechanical integrity.

14077 ○ Check for patient monitor cables and defibrillator pads.

14078 ○ Check cables for damage, cuts, or bare wires, etc. Replace if damage

14079 is noted. Do not use damaged cables.

14080 ○ Check quality of displays.

14081 ○ Check audio and indicator signals.

14082 ○ Check the presence and condition of accessories and supplies:

14083

14084 a. Check for spare defibrillator electrode pads.

14085 i. Check for latex gloves, one way pocket face mask.

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FLORIDA STATE UNIVERSITY SCHOOLS

14145 **FLORIDA STATE UNIVERSITY SCHOOLS**
14146 **ADMINISTRATIVE PROCEDURE**

14147
14148 **TITLE: MEDICINE ADMINISTRATION**

14149 **PROCEDURE NUMBER: E-562**

14150 **RELATED TO POLICY CHAPTER: 5**

14151 **POLICY NUMBER: 5.62*+**

14152 **PURPOSE:** The safe administration of prescription medication to K-12 students,
14153 during school hours.

14154
14155 **RESPONSIBILITY:** School Nurse

14156
14157 **PROCEDURES:**

14158 1. The school nurse is designated to administer or supervise others in the
14159 administration of medication to students. Others are described as follows:

14160
14161 • Licensed personnel employed to serve students (Registered Nurse,
14162 Licensed Practical Nurse, Advanced Registered Nurse Practitioner or other
14163 authorized licensed personnel).

14164
14165 • Unlicensed Assistive Personnel (School Health Assistant) who provide
14166 patient care services under the supervision of the school nurse.

14167
14168 • Other Designated School Personnel, such as health employees of the
14169 Leon County Health Department.

14170
14171 2. All Unlicensed Assistive Personnel and Other Designated School Personnel
14172 who shall administer or supervise the administration of medications to students
14173 shall be required to:

14175 (a) Attend regular Medication Administration Training under the
14176 direction of the office of Health and Nursing Services by a Registered Nurse or
14177 other licensed personnel authorized by state statutes to train on medication
14178 administration.

14179

14180 (b) Document training in the personnel files and renew every two years.

14181

14182 (c) Attend child specific training for administration of medicines, as
14183 indicated. This includes injections, nebulizers, gastric tubes, administration of
14184 emergency seizure medicines (i.e. Diastat), and medical testing and monitoring
14185 required of students with diabetes.

14186

14187 (d) Be certified in CPR/First Aid.

14188

14189 3. Instructional staff and other designated school personnel who administer or
14190 supervise the administration of medications to students on an occasional basis for
14191 field trips and special occasions shall be required to:

14192

14193 (a) Attend regular Medication Administration Training under the
14194 direction of the office of Health and Nursing Services by a Registered Nurse or
14195 other licensed personnel authorized by state statutes to train on medication
14196 administration.

14197

14198 (b) Document training in the personnel files and renew every two years.

14199

14200 (c) Attend child specific training for administration of medicines, as
14201 indicated. This includes injections, nebulizers, gastric tubes, administration of
14202 emergency seizure medicines (i.e. Diastat), and medical testing and monitoring
14203 required of students with diabetes.

14204 Intravenous medications shall only be given by a licensed medical professional
14205 with child specific training, and only in situations when administration of the
14206 medication is the only option to keep the student in school.

14207

14208 Names of all school personnel authorized and trained to administer medication
14209 shall be posted in the school clinic.

14210

14211 Only medications required during school hours or during authorized field trips
14212 shall be brought to school. Medication shall include ONLY FDA (Federal Drug
14213 Administration) APPROVED prescription and non-prescription medicine. These
14214 shall include:

14215

14216 Prescriptions given for a specified length of time, such as antibiotics for 10
14217 days, etc.

14218 Medicines given every day, such as for asthma, diabetes, seizures, etc.

14219 Medicines given prn (as needed) for a specific condition (for example:
14220 asthma, migraine headache, allergic condition, etc.)

14221

14222 All medicines the student takes on a regular basis (by mouth, inhaler, injection,
14223 patch, etc.) either daily or "as needed" (prn) shall be listed on the student's
14224 EMERGENCY AND MEDICAL INFORMATION FORM.

14225

14226 **Permission Form for Prescribed Medication.**

14227 The Medication Permission Form is valid only for the current school year. A
14228 separate form shall be on file for **each** prescription medication.

14229

14230 Before any prescription medication shall be administered by school personnel, or
14231 self-administered by a student, the parent or legal guardian of the child shall file
14232 with the school principal a dated, signed permission form authorizing the school
14233 to assist in administration of medication and indicating:

14234 Student's name
14235 (If there is a name discrepancy, the parent/guardian must list each name
14236 used by the student).
14237 Name of medication (trade or generic)
14238 Reason for medication and/or (diagnosis)
14239 Allergies
14240 Dosage to be given
14241 Route of medication, (by mouth, ear drops, nose drops, eye drops, injection,
14242 etc.)
14243 Time medication is to be administered
14244 Beginning and ending date for administration of medication
14245 The amount of liquid or count of pills brought to school.
14246 Name of parent
14247 Phone number of the parent, or legal guardian during school hours
14248 Doctor name and phone number. If a parent or legal guardian can not be
14249 reached in the event a problem should arise, the doctor who prescribed the
14250 medication shall be called.

14251

14252 **Non-prescription Medication.**

14253 The Medication Permission Form is valid only for the current school year. A
14254 separate form shall be on file for **each** non-prescription medication.

14255

14256 Students requiring over-the-counter (OTC) medicine for a temporary medical
14257 condition (i.e. cough and cold medicines, pain relievers, allergy medicines, skin
14258 conditions, etc.) do not need a written health care provider order for the first five
14259 (5) days of medicine administration, although the Medication Permission Form
14260 shall be completed by the parent/guardian. If the non-prescription medicine is
14261 needed for more than five (5) days, a written health care provider's order is
14262 required. Dosage shall not exceed recommended amount printed on the container
14263 and/or package without a written health care provider's order. **Note:** A parent

14264 may not “renew” the medication for another five (5) days; again, written
14265 authorization is required from the health care provider. Only FDA-approved non-
14266 prescription (OTC) medicines will be accepted and administered.

14267

14268 There shall be no changes in the dosage or time medication is administered
14269 without written permission from the prescribing doctor/health care provider.
14270 Only written and signed prescriptions shall be accepted as valid medication
14271 orders. Written and signed prescriptions may be faxed to the school by the health
14272 care provider’s office (doctor, dentist, etc).

14273

14274 Prescription and non-prescription medications shall be transported to and from
14275 school by the parent/legal guardian in an original container and shall be properly
14276 labeled. Over the counter medicines shall be in the original container and labeled
14277 with the student’s name. Medications may not be transported by the student.
14278 Exceptions to this rule, due to special situations or hardships, shall be allowed only
14279 with the site administrator’s written permission. Alternate transportation
14280 arrangements must be obtained for each medication the student may require in
14281 school.

14282

14283 Students shall not carry prescription or non-prescription medicine on their person,
14284 except medication deemed medically necessary by the health care provider.
14285 Medications to be carried and administered by the student shall require the health
14286 care provider’s written authorization and Medication Permission Form signed by
14287 the parent/guardian. The student shall demonstrate responsible behavior
14288 regarding storage and usage of the medicine. The School Health Assistant shall
14289 write “**Student Carries Medicine**” on the Medication Permission Form. Examples
14290 include but are not limited to:

14291

14292 Asthma inhalers (in accordance with Florida Statute 1002.20)

14293 Medicine by topical patch.

14294 EpiPen

14295 Insulin

14296 Glucagon

14297

14298 The following non-prescription medicines shall not require doctor's orders or

14299 Medication Permission Form:

14300

14301 Eye solutions necessary for contact lenses

14302 Sunscreen

14303 • Insect repellents

14304 • Petroleum jelly (Vaseline) for chapped lips

14305 Students shall not share these products.

14306 ALL MEDICINES, ADMINISTRATION AND PREPARATION DEVICES SHALL

14307 BE PROVIDED BY THE PARENT/GUARDIAN FOR THE SPECIFIC STUDENT.

14308

14309 I. Schools shall not maintain a stock of medications for "emergency" use for
14310 headaches, colds, asthma, etc.

14311 II. Schools shall not purchase or maintain nebulizers for the administration of
14312 medication.

14313

14314 **Medication Administration Log.**

14315 The purpose of this log is to document student-specific medication, dose and time.

14316 A separate medication log shall be used for **each** medication. Multiple doses of

14317 the same medication shall be documented on one medication log. A separate form

14318 the Medication Permission Form for Extended Day/Overnight Field Trips, shall

14319 also be used for each medication that a student receives on an extended

14320 day/overnight field trip.

14321

14322 The Medication Administration Log shall include the following:

14323 Student's name

- 14324 Reason for medication/ diagnosis
- 14325 Name of medication (trade or generic)
- 14326 Dose, amount, route, time to be given
- 14327 Amount of liquid and count of pills
- 14328 Date and time medication administrated
- 14329 Signature and title of person assisting with administration of medication

14330

14331 Person responsible for assisting with administering medication shall document
14332 when a student is absent or refuses to take the prescribed dosage and the parent
14333 shall be notified. If a medication error occurs (any incident in which medication
14334 is not given or given incorrectly, as defined by the parent authorization or health
14335 care provider’s order), the parent and site administrator shall be notified and a
14336 Medication Variance Form shall be completed.

14337

14338 **Discarding Medicine**

14339 Parents shall pick up any left over medicine within one week after the course of
14340 the medicine is over. Medicine left at school after this time shall be disposed
14341 according to the Guidelines for Disposal of Medication Procedure.

14342

14343 **Liability**

14344 There shall be no liability for civil damages as the result of administration of such
14345 medication or medical testing where the person administering the medication acts
14346 as a reasonably prudent person would have acted under the same or similar
14347 circumstances.

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APPENDIX B

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Records and Reports	6.31	*
Records Retention and Disposal	8.8	+
Relations with Governmental Authorities	9.7	
Renovations or Remodeling of Facilities	8.51	
Report Cards	4.8	*+
Reporting Child Abuse	2.8	
Requirements for Original Entry	5.1	
Resignations	6.52	
Responsibilities and Authority of the Board	2.2	
Responsibilities of Principals	3.3	
Responsibilities of School Bus Operators	6.173	*
Responsibilities of Director	3.2	
Retirement of Employees	6.53	
Risk Management Insurance	7.8	

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Sabbatical Leave	6.548	*
Safe and Secure Schools	3.4	+
Safety Program	8.11	+
Safety, Option 1	8.1	*
Safety, Option 2	8.1	*+
Salary Schedules	6.91	*
Sale, Transfer or Disposal of Property, Option 1	7.75	*+
Sale, Transfer or Disposal of Property, Option 2	7.75	*
Sanitation and Preventive Maintenance	8.2	
Schedule for Legal Advertisements	2.28	
School Advisory Councils	2.3	*+
School Board Adopted Plans	2.25	+
School Board Employees with HIV, AIDS, or Other Communicable Diseases	6.61	+
School Board Rules	2.23	*
School Budget System	7.1	+
School Calendar	3.18	
School Construction Bids	8.5	*
School Food Service Funds	7.31	*+
School Functions	4.44	
School Improvement and Education Accountability	2.26	*+
School Reports	9.21	+
School Site Decision Making	3.12	*+
School Volunteers	3.8	
Scope of the School District	2.1	*
Seat Belts	8.37	
Security of Tests	4.61	
Selecting Professional Services, Option 1	7.71	
Selecting Professional Services, Option 2	7.71	
Sick Leave	6.549	*
Sick Leave Bank	6.911	

Social Security Numbers	6.88	
Special Committees of the School Board	2.27	
Staff Training Option 1	6.7	
Staff Training, Option 2	6.7	
Student Assignment	5.2	+
Student Attendance	5.4	*
Student Clubs and Organizations	4.5	
Student Control	5.3	+
Student Detention, Search, and Seizure	5.31	
Student Illness	5.61	
Student Injuries	5.6	
Student Progression Plan	4.11	*+
Student Publications	4.51	
Student Records	5.7	*+
Student Services Plan	5.5	+
Student Transportation, Option 1	8.31	*
Student Transportation, Option 2	8.31	*
Student Use of Cellular Telephones and Other Communication Devices, Option 1	5.37	*
Student Use of Cellular Telephones and Other Communication Devices, Option 2	5.37	*
Students with Aids or HIV Disease, Option 1	5.63	+
Students with Aids or HIV Disease, Option 2	5.63	
Substitute Teachers	6.145	*
Summer Nutrition Program	8.44	+
Summer School	4.17	
Suspension and Dismissal, Option 1	6.37	
Suspension and Dismissal, Option 2	6.37	
Suspension with Partial or No Pay	6.38	

T

Teacher Removal of Students from Classroom	5.33	
Teaching Out-of-Field Option 1	6.22	
Teaching Out-of-Field Option 2	6.22	
Telecommunications Plan, FIRN2 and Internet Use, Option 1	8.61	+
Telecommunications Plan, FIRN2 and Internet Use, Option 2	8.61	
Telephone Calls Electronic Communications and Facsimiles	6.32	+
Temporary Duty	6.55	*+
Terminal Annual (Vacation) Leave Pay	6.912	
Terminal Sick Leave Pay Option 1	6.913	
Terminal Sick Leave Pay Option 2	6.913	
Terminal Sick Leave Pay Option 3	6.913	
Terminal Sick Leave Pay Option 4	6.913	
Terminal Sick Leave Pay Option 5	6.913	
The Curriculum	4.1	*+
The Instructional Staff	6.14	*
Tobacco Use in District Facilities, Option 1	2.9	
Tobacco Use in District Facilities, Option 2	2.9	
Toxic Substances in School Work Areas	8.12	+

Transportation Employee Drug and Alcohol Testing, Option 1	6.6	*+
Transportation Employee Drug and Alcohol Testing, Option 2	6.6	*
Transportation Liability	8.34	*
Transporting Students in Private Vehicles, Option 1	8.36	
Transporting Students in Private Vehicles, Option 2	8.36	
Travel Expense Reimbursement, Option 2	7.52	*+
Travel Expense Reimbursement, Option1	7.52	*+

U

Use of Facilities	9.3	*+
Use of Sick Leave by Family Members	6.914	*
Use of Time-out, Isolation, and Secured Seclusion for Students with Disabilities	5.341	
Utilization of Sick Leave	6.916	

V

Vandalism and Malicious Mischief	8.22	
Vehicle Maintenance Program	8.39	
Vehicle Use By Students	5.36	+
Violation of Local, State, and/or Federal Laws	6.3	
Visitor Identification Measure	3.701	+
Visitors	9.6	

W

Wellness Program	2.95	*+
Whistleblower Protection	6.75	

Y

Year of Service Defined for Administrative and Instructional Personnel	6.13	*
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Z

Zero Tolerance for School Related Crimes	5.32	*
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APPENDIX C

FSUS GUIDELINES FOR THE EDUCATIONAL USE OF VIDEOS

FSUS GUIDELINES FOR THE EDUCATIONAL USE OF VIDEOS

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FSUS Campus Videotape Exhibition Procedures

It is essential that everyone be familiar with the laws governing copyright, as well as with the most common interpretations of these laws as they relate to education. Penalties for copyright infringement can be staggering. Fines can begin at \$10,000 and can go much higher. It is the policy of Florida State University School that videos may only be shown on campus if they meet ALL fair use guidelines. Teachers are responsible for any videos that are shown during their classes. The following information is meant to provide a broad overview of copyright and offer basic guidelines for video use at Florida State University School. It is not to be construed as legal advice.

Copyright Law PL 94-553 Title 17, United States Code

The U.S. Constitution (in Article 1, Section 8) grants the federal government the power to set copyright law. The current law, Copyright Act of 1976, is contained in Title 17 of the U.S. Code. The following excerpts are from sections of Title 17. They are of particular interest to educators.

Section 102 – Definition of Copyright

Copyrightable materials are defined as “original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated.” Ideas or concepts cannot be copyrighted.

Section 106 – Rights of Copyright Owner

1. The right to reproduce or copy the work
2. The right to prepare derivative works (e.g. adaptations, altered versions)
3. The right to sell or distribute copies of the work to the public
4. The right to perform the work publicly
5. The right to display the work publicly

This section also adds that these rights are the exclusive property of the copyright owner unless they are curtailed by the limitations and exemptions addressed in Sections 107-118 of the Copyright Law.

Section 107 – Fair Use Guidelines

This section explains a significant limitation which is placed on the rights of the copyright owner—that of fair use. Fair use provisions grant conditional rights to use or reproduce certain copyrighted materials as long as the use or reproduction of those materials meet defined guidelines. Fair use balances the rights of copyright owners against the needs of educators. However, the burden of proving fair use is placed upon the educator who is using the material.

Fair Use ONLY applies if ALL conditions ARE MET:

1. Video shown is an essential part of the current curriculum being taught
2. Showing is part of a regular instructional activity and is limited to when instructor and pupils are in a face to face situation
3. Showing must be conducted by the instructor (includes guest lecturers) or by the pupils
4. Showing takes place in a non-profit educational institution devoted to instruction (i.e. classroom)
5. Showing is of a lawfully made videotape

Section 110 – Public Performance

This section focuses on identifying the circumstances when a work may be shown or performed publicly even if it is not licensed for that purpose (e.g. video has a FOR HOME USE ONLY tag). A showing is considered a public performance at any time when there is a gathering of a substantial number of people outside of a normal family circle and its social acquaintances. This includes, but is not limited to, a classroom, library, or auditorium. For educators, ALL fair use guidelines must apply for a public performance to be considered within copyright law.

VIDEOS SHOWN AS REWARDS OR FOR ENTERTAINMENT ARE AN INFRINGEMENT OF COPYRIGHT UNLESS THE SCHOOL HAS PURCHASED A LICENSE AUTHORIZING SUCH USE.

14478 THIS INCLUDES VIDEOS SHOWN BEFORE/AFTER SCHOOL OR FOR CHILDCARE DURING
14479 MEETINGS.

14480

14481 **Video recording of Broadcast Programming Guidelines (taping television programs)**

14482 Everyone involved in off-air videotaping for classroom use should be aware that it is still a very controversial
14483 issue within copyright law. Although falling under the fair use guidelines, use of off-air programming must
14484 also meet these additional guidelines:

- 14485 • The program must be recorded off-air at the same time that it is being broadcast and can be retained
14486 by a non-profit educational institution for a period not to exceed 45 calendar days. At the end of the
14487 retention period, the videotape must be erased or destroyed.
- 14488 • The off-air recording may be used only **once** by an individual teacher in the course of relevant
14489 teaching activities (must meet all fair use guidelines) and repeated only once within the first 10
14490 school days for the purpose of reinforcement of material. After the first 10 school days, the instructor
14491 may only use off-air recordings for evaluative purposes (i.e. deciding whether or not to include the
14492 broadcast in the teaching curriculum). The recording may not be used within the school for other
14493 student exhibition.
- 14494 • Off-air recordings may be made only at the request of an individual teacher and may not be regularly
14495 recorded in the anticipation of a request. **NO BROADCAST PROGRAM MAY BE RECORDED
14496 OFF-AIR MORE THAN ONCE AT THE REQUEST OF THE SAME TEACHER REGARDLESS
14497 OF THE NUMBER OF TIMES THE PROGRAM MAY BE BROADCAST.**
- 14498 • Off-air recordings do not have to be shown in their entirety, but must be recorded as broadcast (i.e.
14499 not altered from original content).
- 14500 • All recordings must include original copyright notice as recorded.

14501

14502 *In a nutshell:*

14503 III. The taped copy may not be shown more than twice within 10 school days of the taping. After
14504 10 school days, the tape may not be shown to students, but can be used by the instruction for
14505 evaluative purposes.

14506 IV. The taped copy may not be retained longer than 45 calendar days.

14507 V. After 45 calendar days, the tape must be erased or destroyed.

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14509 **Specific FSUS Videotape Exhibition Procedures**

- 14510 1. All teachers are required to be familiar with and follow all applicable copyright laws when showing
14511 videotapes in the classroom.
- 14512 2. Videos may be shown *ONLY* if they meet all fair use guidelines or if the school has purchased a
14513 movie licensing agreement that covers the particular video in question.
- 14514 3. All videos must be completely viewed and evaluated by the teacher before being used in the
14515 classroom.
- 14516 4. It is the responsibility of the teacher to use professional judgment when choosing videos for
14517 classroom use. *Teachers are responsible for any video that is shown in their class.* Videos receiving
14518 a movie rating of greater than PG-13 may not be shown at FSUS.

14519

14520 **FSUS Rating Guidelines:**

14521 The following are rating guidelines divided by age level. These guidelines should be followed whenever a
14522 video has a movie industry rating. However, it is understood that some videos may not have a movie industry
14523 rating. In this case, the teacher should use his or her own best judgment and common sense in applying the
14524 guideline rules (*i.e. Franklin's Tooth would be equal to a G rated movie while Human Reproduction should
14525 gain prior administrative approval due to sensitive subject matter*). Nevertheless, all copyright and fair use
14526 rules still apply.

14527

14528 Consequently, if the teacher has **ANY** doubt as to the movie's rating, the teacher should complete an
14529 administrative approval request and obtain parental approval prior to students viewing the video. *Please
14530 remember, these guidelines also help to limit your exposure to professional liability. Failure to follow these
14531 guidelines can expose you to personal liability and may lead to disciplinary action by administration.*

14532

14533 **Elementary Rating Guidelines:**
14534 Videos receiving a PG rating or addressing sensitive topics will need to be approved by administration prior
14535 to student viewing. To obtain approval, teachers should complete and turn in the FSUS Teacher Request
14536 Form for Showing Videos (*Appendix A*). Following administrative approval, teachers will also need to obtain
14537 parental approval prior to student viewing. This should be accomplished using the Parent Permission Form
14538 for Video Viewing (*Appendix B*). Students who do not receive parental approval should be given an alternate
14539 assignment and relocated during the showing of the video. **PG-13 or higher rated movies may NOT be**
14540 **shown in the elementary school.**

14541
14542 **Middle and High School Rating Guidelines:**
14543 Videos receiving a rating higher than PG or addressing sensitive topics (including, but not limited to: sex,
14544 religion, etc.) will need to be approved by administration using the FSUS Teacher Request Form (*Appendix*
14545 *A*). Following administrative approval, teachers will also need to obtain parental approval for students to
14546 view these videos. Parental approval should be obtained using the Parent Permission Form for Video Viewing
14547 (*Appendix B*).
14548
14549 Students who do not receive parental approval should be given an alternate assignment and relocated during
14550 the showing of the video. **Movies receiving ratings greater than PG-13 are NOT permitted to be shown**
14551 **in the middle or high schools.**
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(Appendix A)

FSUS LIBRARY - TEACHER REQUEST FORM FOR SHOWING VIDEOS

All Fair Use rules for Copyright must be followed. Only legal copies of tapes are allowed to be shown. By completing this form, teachers are asserting that the video they are showing is a legal copy and that all applicable copyright rules are being followed.

Today's Date: _____ **Teacher's Name:** _____

Title of Program to be shown: _____

Rating of Program to be shown: _____ **Length of Program to be shown:** _____

Summary of Program (detailed enough for reviewer to make accurate judgment of merit; use back if necessary):

Date Video will be shown: _____ **Class Video will be shown in:** _____

How does the material presented in the video relate to the current instructional objectives being covered in class?

Does the video contain any graphic images or address themes, which may be controversial or objectionable to our students and/or parents? If so, fully explain and give justification for using the video.

As the classroom teacher responsible for instruction and learning, I certify that I have previewed the video to be shown and find it to be developmentally appropriate for the

14588 **students in this class, meeting current instructional objectives and matching the maturity**
14589 **level of this audience.**

14590 **Signature of Classroom Teacher:** _____ **Date:** _____

14591 **As principal, I hereby give my approval for the above named video to be shown in the class**
14592 **listed above and at the time given.**

14593 **Teacher is required to obtain signed parent consent forms prior to showing this video in class**
14594 **and assign an alternate assignment for those students whose parents do not give written**
14595 **consent. YES** _____ **NO** _____

14596 **Signature of Principal:** _____ **Date:** _____

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(Appendix B)

FLORIDA STATE UNIVERSITY SCHOOLS PARENT PERMISSION FORM FOR VIDEO VIEWING

Date: _____

Dear Parent or Guardian,

As a part of my _____ class, I will be showing the video
_____ (title) on _____ (date). I have
previewed the content of the video and found it to be developmentally appropriate for my students, meeting
both current instructional strategies and matching the maturity level of the audience. I firmly believe that
used in this instructional context, this video will enhance student understanding of our current topics. Due
to either the graphic nature of a segment of this program, sensitive subject matter, or language usage, I am
requiring that students have signed parent permission forms on file before viewing this film. Students who
do not return signed permission forms will be relocated during the showing of the film and given an
alternate assignment. Please sign the form below and have your student return it to me by
_____ (date). Thank you for your continued involvement in your child's
education. Please feel free to contact me at 245-3700 with any questions.

Sincerely,

Principal

Teacher

My child, _____, **HAS / DOES NOT HAVE** my permission to view the
above titled video. I understand that students who do not watch the video will be given an alternate
assignment and relocated during the time the video is shown.

Parent/Guardian Signature

Date

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APPENDIX D

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FSUS PROCEDURES FOR

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RECONSIDERATION OF

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CHALLENGED MATERIALS

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FSUS Procedures for Reconsideration of Challenged Materials

In the event that the appropriateness of a library book or other instructional material item (i.e. textbook) is questioned by a concerned party, the principal and instructional materials coordinator will be notified and the following procedures will be followed:

1. The principals or their designee shall record the objection and provide an explanation to the person objecting as to the purpose for which the material is purchased and how it is used. **If the objecting party accepts the explanation given, the reconsideration process concludes. Materials, which have been challenged, will remain in circulation and/or school use until the FSUS Review Committee or FSUS Board has reached a final decision. Materials, which have been challenged, can only be removed from circulation and/or use in the school by the recommendation of the FSUS Review Committee or FSUS School Board action.** If the explanation fails to resolve the objection, it is up to the party initiating the challenge to lodge a formal written objection by completing a Request for Reconsideration form (Appendix A). **Failure to do so results in the conclusion of the reconsideration process.**

2. The objecting party shall be given a Request for Reconsideration form to be completed and returned. **Failure on the part of the objecting party to complete and return the Request for Reconsideration form will result in the conclusion of the reconsideration process.**

3. The principal shall be given the completed form and a meeting shall be scheduled, at the convenience of all parties, to discuss the selection and use of the questioned material. The meeting will occur within 10 working days of the receipt of the completed form and will include: the principal, the school personnel involved, and the party lodging the objection.

4. The instructional materials coordinator will compile all available reviews of the questioned material.

The principal will notify the FSUS Board and director that a written objection has been lodged against an instructional material item.

A written summary of this meeting shall be attached to the form and retained by the school for future reference. If the person objecting is satisfied, the reconsideration process concludes. However, if the objecting party is still not satisfied, the principal shall transmit the written objection and meeting summary to the Review Committee.

5. The principal or their designee will convene the Review Committee within 10 working days of the meeting with the objecting party. The Review Committee will consist of: a principal, a media specialist, two PTA representatives, and two teachers. The Review Committee will read, view, or

14744 listen to the material in its entirety and complete the pre-developed checklist (Appendix
14745 B). As a group, the review committee will determine the extent to which the material
14746 supports the curriculum and weigh the merits of the material as a whole against its
14747 alleged faults. The Review Committee will reach a decision as to the appropriateness of
14748 the material and prepare a written report (Appendix C), which will be sent to the principal
14749 within 5 working days. The principal will notify the FSUS Board and director that the
14750 Review Committee has been convened.

14751

14752 6. The principal will send a letter to the objecting party along with a copy of the final
14753 decision report from the Review Committee within 5 working days of receipt of report.
14754 The principal will send a copy of the Review Committee report to the FSUS Board and
14755 director within 5 working days.

14756

14757 **If the objecting party is still dissatisfied with the decision of the Review Committee,**
14758 **they may appeal to the School Board. Failure of the objecting party to send a**
14759 **written appeal to the School Board within 30 days of Review Committee Report**
14760 **receipt will result in a conclusion of the reconsideration process.**

14761

14762 7. The FSUS Board will consider the written appeal of the objecting party and schedule
14763 verbal presentations representing all views on the issues forming the objection. This shall
14764 include the objecting party's and other representative views. The Board will also consider
14765 the decision of the Review Committee and any other appropriate documentation (i.e.
14766 meeting summaries, material reviews, etc.). The decision of the FSUS Board regarding
14767 the appropriateness of a particular instructional material item will be considered final and
14768 binding.

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14770 **Materials, which have been questioned, can only be removed from circulation**
14771 **and/or use in the school district by the recommendation of the FSUS Review**
14772 **Committee or FSUS Board action.**

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FSUS Request for Reconsideration of Instructional Material Form

This form is to be submitted by any district resident(s), employee(s), or student(s), requesting the reconsideration of a curriculum-related material. ***For an instructional material item to be reconsidered, this form must be completely filled out and returned to the office of the FSUS principal.***

Title of Work

Author/Producer

Description of Material

Location of Material

Request initiated by

Address:

Daytime Telephone: _____

Complainant represents: (circle one) himself/herself Organization

To what material do you object? Please be specific.

Did you read/view the material in its entirety? _____ Yes _____ No

If not, what portion(s)? _____

What do you believe to be the theme/content of this material?

14808 After conferring with the appropriate faculty member, what did you understand to be the
14809 intended objective of this material?

14810 _____

14811 What do you believe might be the result of students viewing/reading this material/work?

14812 _____

14813 _____

14814 For what age group would you recommend this material?

14815 _____

14816 What educational value does this material have?

14817 _____

14818 Are you aware of the evaluation of this material by critics or other experts in the field?

14819 _____

14820 _____

14821 What is your desired outcome of this reconsideration process?

14822 _____

14823 _____

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14825 Signature of Complainant _____

14826 Date _____

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Checklist for FSUS Instructional Material Review Committee

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Date _____

14850

Title in Question _____

14851

Copyright Date of Title in Question _____

14852

Author _____

14853

14854

Purpose:

14855

What is the overall purpose of the material?

14856

Is the purpose accomplished? _____ Yes _____ No

14857

14858

Authenticity:

14859

Is the information authored or otherwise sourced? _____ Yes _____ No

14860

What is the reputation and significance of the author and publisher/producer in the field?

14861

Is the material up-to-date? _____ Yes _____ No

14862

Are the information sources well documented? _____ Yes _____ No

14863

Are translations and retelling faithful to the original? _____ Yes _____ No

14864

14865

Appropriateness:

14866

Does the material promote the educational goals and objectives of the curriculum?

14867

_____ Yes _____ No

14868

Is the material appropriate to the level of instruction intended? _____ Yes _____ No

14869

Revised 01/26/05

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Are the illustrations appropriate to the subject and age levels? _____ Yes _____ No

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14872

Content:

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Is the content of this material well presented by providing adequate scope, range, depth,

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and continuity? _____ Yes _____ No

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Does this material present information not otherwise available? _____ Yes _____ No

14876

Does this material give a new dimension or direction to the subject? _____ Yes _____ No

- 14877 Does the material give a realistic picture of life as it is now? _____ Yes _____ No
- 14878 Is factual information part of the story and is it presented accurately? _____ Yes _____ No
- 14879 Are concepts presented appropriate to the ability and maturity of the potential reader?
- 14880 _____ Yes _____ No
- 14881 Do characters speak in a language true to the period and section of the country in which
- 14882 they live? _____ Yes _____ No
- 14883 Is there a preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that
- 14884 would make this material inappropriate for children? _____ Yes _____ No
- 14885 If there is use of offensive language, it is appropriate to the purpose of the text for
- 14886 children? _____ Yes _____ No
- 14887 If there are graphics or photographic reproductions, are they appropriate to the purpose of
- 14888 the text for children? _____ Yes _____ No
- 14889 Does the material give a broader understanding of human behavior without stressing
- 14890 differences of class, race, color, sex, education, religion, or philosophy in any way?
- 14891 _____ Yes _____ No
- 14892 Is the material well written or produced? _____ Yes _____ No
- 14893 Does the material make a significant contribution to the history of literature or ideas?
- 14894 _____ Yes _____ No
- 14895
- 14896

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FSUS Review Committee Final Report Form

14901 Date _____

14902 Title of Challenged Material _____

14903 Author/Producer of Challenged Material _____

14904 Date of Committee Meeting _____

14905 Final Decision of Committee

14906 Rationale

14907 Committee Members Present

14908

Appendix D

Sample Letter to Complainant After Decision by Committee

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Date: _____

Name and Address of Complainant

Dear _____,

The FSUS Review Committee has reviewed the material which you challenged on _____ (date) titled _____. After careful consideration and discussion, the Review Committee has reached a decision. A copy of the report is enclosed. We appreciate your right as a parent to restrict or question any material your child reads, listens to, or views. It is never the intention of the school system to provide the student with learning experiences or activities, which are in conflict with the values of their parents. For this reason we encourage your child to choose other materials from our selection. Thank you for your involvement. It is through a cooperative effort between the school, the community, and the parent that the most effective learning conditions can be obtained.

Sincerely,

Principal

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APPENDIX E
HANDBOOK FOR DISTRICT
ASSESSMENTS