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**FLORIDA STATE UNIVERSITY
SCHOOLS**

**POLICY
HANDBOOK**

As of March 18, 2025

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

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

388 *** (ASTERISK) DENOTES POLICIES WHICH ARE REQUIRED BY**
389 **STATUTES OR OTHER REGULATIONS.**

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**+ (PLUS) SIGN DENOTES THAT PLANS OR OTHER DOCUMENTS
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.

436 **REFERENCED MATERIALS:** **FSUS Strategic Plan**
437
438 **STATUTORY AUTHORITY:** **1002.32, 1001.41; 1001.42, F.S**
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440 **LAWS IMPLEMENTED:** **1002.32, 1001.41; 1001.43, F.S.**
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445 **HISTORY:**
446 **ADOPTED:**
447 **REVISION DATE(S):**
448 **FORMERLY: 1.01**
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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**

554 FLORIDA STATE UNIVERSITY SCHOOLS
555 POLICY MANUAL
556 BOARD GOVERNANCE AND ORGANIZATION
557 CHAPTER 2.0

558 2.18

559 **RESPECT AND CIVILITY IN SCHOOLS AND DISTRICT OFFICES**
560
561

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

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

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

584

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

591

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

598

599 **II. Expected Level of Behavior**

600

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

603

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

607

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

609

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

612

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

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

617

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

620

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

625

626 D. Damaging or destroying school or Board property.

627

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

630

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

633

634 IV. **Parent Recourse**

635

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

639

640 V. **Authority of School Personnel**

641

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

644

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

666
667 If the person refuses to leave the premises as directed, the
668 administrator or other authorized personnel shall seek the
669 assistance of law enforcement and request that law enforcement
670 take such action deemed necessary. If the offender threatens
671 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

746 FLORIDA STATE UNIVERSITY SCHOOLS
747 POLICY MANUAL
748 GOVERNANCE AND ORGANIZATION
749 CHAPTER 2.0

750 2.20

751 **RESPONSIBILITIES AND AUTHORITY OF THE BOARD**
752
753

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

763 The School Board shall:

- 764 (a) Observe the regulations and policies of the school and all laws, rules and
765 regulations governing education;
- 766 (b) Act responsibly in all matters relating to the Florida State
767 University Schools, with proper decorum and respect for others;
- 768 (c) Communicate to the School Director expressions of public
769 reaction to policies and school programs.
- 770 (d) Maintain confidentiality of privileged information;
- 771 (e) Seek to examine issues with objectivity, basing personal
772 positions on the evidence; and
- 773 (f) Represent the entire community without fear or favor.

774

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

776 **LAWS IMPLEMENTED:** 1001.31; 1001.363; 1001.372(1); 1001.395;
777 **1001.41;1001.43; 1003.02, F.S.**

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

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800 **FLORIDA STATE UNIVERSITY SCHOOLS**

801 FLORIDA STATE UNIVERSITY SCHOOLS
802 POLICY MANUAL
803 GOVERNANCE AND ORGANIZATION
804 CHAPTER 2.0

805 2.201
806 CONFLICT OF INTEREST
807

808 I. Purpose. As the Florida State University Schools, Inc. (FSUS), has been
809 organized and is in existence for a public benefit and is funded through
810 public funding, it is obligated at all times to promote the public interest, and
811 to avoid conflicts of interest. This Policy is intended to supplement but not
812 replace any applicable state and federal laws governing conflicts of interest
813 applicable to nonprofit organizations. It is also intended to serve as a guide
814 for FSUS's Board with respect to conflicts of interest and voting conflicts
815 pursuant to Florida law pertaining to charter school governing boards.

816 II. Definitions.

817 a. Financial Interest. A "Financial Interest" is an interest held by a Board
818 member or Relative, which can be described as one or more of the
819 following:

820 i. An ownership or investment interest in any entity with which
821 FSUS has a contractual, pecuniary, or other arrangement;

822 ii. A Compensation Arrangement with any entity or individual
823 with which FSUS has a contractual, pecuniary, or other
824 arrangement; or

825 iii. An existing or potential ownership or investment interest in, or
826 Compensation Arrangement with, any entity or individual
827 with which FSUS is negotiating a contractual, pecuniary, or
828 other arrangement.

829 b. A Financial Interest need not be held as of the date of discussion or
830 action by the Board; rather, it is sufficient, for purposes of this Policy,

831 if, as of the date of discussion or action by the Board, the Interested
832 Person intends, or understands it to be more probable than not, that
833 he or she will acquire a Financial Interest at any time during the
834 pendency of the proposed transaction or arrangement that is the
835 subject of discussion or action by the Board.

836 c. Relative. For purposes of this Policy, unless otherwise provided
837 herein, and pursuant to Section 112.3143, Florida Statutes, a
838 "Relative" means any spouse, domestic partner, parent, grand parent,
839 child, step-child, grandchild, sibling, mother-in-law, father-in-law, of
840 Board member.

841 d. Other Interest. An "Other Interest," for purposes of this Policy, is any
842 circumstance in which a Board member may be influenced, or may
843 appear to be influenced, either in whole or in part by any purpose or
844 motive other than the success and well-being of FSUS as a whole and
845 the achievement of its mission and purposes (e.g., a motive that is
846 private to the Board member or Relative) that does not otherwise
847 constitute a Financial Interest. An "Other Interest" may also be an
848 interest set forth in Section 9, below, that does not otherwise
849 constitute a Financial Interest.

850 e. Compensation Arrangement. A "Compensation Arrangement" is any
851 agreement or understanding pursuant to which a Board member may
852 or shall receive either directly or indirectly, money or property from
853 another person or entity, irrespective of whether such money or
854 property is paid in consideration for the performance of services or
855 the provision of other value.

856 f. Conflict of Interest. With respect to a matter for discussion or action
857 by the Board, any circumstance under which a Board member, by
858 virtue of a Financial Interest or Other Interest, may be influenced, or
859 may appear to be influenced, either in whole or in part by any

860 purpose or motive other than the success and well-being of FSUS and
861 the achievement of its mission and purposes.

862 III. Disclosure of Financial or Other Interest.

863 a. If, at any time, a Board member becomes aware that the Board may or
864 shall discuss or act upon any transaction or arrangement which may
865 have any bearing of any kind upon, or may relate in any manner to, a
866 Financial or Other Interest of the Board member, such Board member
867 shall disclose such Financial or Other Interest to the Board in one of
868 the following ways:

869 i. The Board member shall provide to the Board's Legal Counsel,
870 in advance of such discussion or action by the Board, written
871 (electronic or hard copy) disclosure of the existence, nature and
872 extent of the Board member's Financial or Other Interest. Any
873 such memorandum shall become a public record upon filing,
874 shall immediately be provided to the other members of the
875 Board, and shall be read publicly at the next meeting held
876 subsequent to the filing of the written memorandum.

877 ii. The Board member shall verbally inform the Board of the
878 existence, nature and extent of the Board member's Financial
879 or Other Interest during the Board meeting in advance of such
880 discussion or action by the Board. A written memorandum
881 disclosing the nature of the conflict shall then be filed within 15
882 days after the oral disclosure with the person responsible for
883 recording the minutes of the meeting and shall be incorporated
884 into the minutes of the meeting at which the oral disclosure
885 was made. Any such memorandum shall become a public
886 record upon filing, shall immediately be provided to the other
887 members of the agency, and shall be read publicly at the next

888 meeting held subsequent to the filing of this written
889 memorandum.

890 b. Any and all disclosures shall be made a formal part of the minutes of
891 the Board.

892 c. In the event that a Board member provides written disclosure of such
893 Board member's Financial or Other Interest, no member of the Board
894 may respond to such disclosure, either in writing or orally, except in a
895 meeting that meets the requirements of Florida's Sunshine Law.

896 d. Should the disclosure also meet the criteria set forth in Section 9.d.,
897 below, for voting conflicts, the Board member shall abstain from
898 voting in accordance with s.112.3143, F.S.

899 IV. Recusal by Board member, if Legally Permissible. In connection with a Board
900 member's disclosure of a Financial or Other Interest pursuant to Section 3.1,
901 the Board member may voluntarily recuse himself or herself from discussion
902 and action by the Board, at such time and in such form as is used by the
903 Board member to disclose such Financial or Other Interest pursuant to
904 Section 3.1, above. Such recusal would only be permissible if recusal is a
905 permissible action pursuant to Florida law with respect to the particular
906 Financial or Other Interest of the Board member. Where a Board member
907 discloses a Financial Interest that also meets the criteria set forth in Section
908 9.d., below, that Board member shall recuse himself or herself.

909 V. Determination of Conflict of Interest.

910 a. Where a Board member has disclosed a Financial or Other Interest but
911 has not voluntarily recused himself or herself from discussion of or
912 action upon the proposed transaction or arrangement, the Board shall,
913 prior to commencing its discussion or taking action, determine
914 whether the Financial or Other Interest creates a Conflict of Interest,
915 as defined above. The Interested Person shall not participate in any
916 discussions or vote related to this determination, except to the extent

917 necessary to fully explain the Financial or Other Interest and the
918 manner in which the proposed transaction or arrangement to be
919 discussed or acted upon by the Board may or will bear upon or relate
920 to the Financial or Other Interest.

921 b. Exceptions. The Board may consider the following exceptions
922 (pursuant to Section 112.313(12), F.S.), in determining whether a
923 conflict of interest should be waived:

924 i. The transaction or arrangement is awarded under a system of
925 sealed, competitive bidding to the lowest or best bidder and:

926 1. The Board member or the Board member's spouse,
927 domestic partner or child has in no way participated in
928 the determination of the bid specifications or the
929 determination of the lowest or best bidder;

930 2. The Board member or the Board member's spouse,
931 domestic partner or child has in no way used or
932 attempted to use the Board member's influence to
933 persuade FSUS or any personnel thereof to enter such a
934 contract other than by the mere submission of the bid;
935 and

936 3. The Board member, prior to or at the time of the
937 submission of the bid, has filed a statement with the
938 Commission on Ethics, disclosing the Board member's
939 interest, or the interest of the Board member's spouse,
940 domestic partner or child, and the nature of the
941 intended transaction or arrangement.

942 ii. The purchase or sale is for legal advertising in a newspaper, for
943 any utilities service, or for passage on a common carrier.

944 iii. The business entity involved is the only source of supply and
945 there is full disclosure by the Board member of his or her
946 interest in the business entity to the Board prior to the

- 947 purchase, rental, sale, leasing, or other business being
948 transacted.
- 949 iv. The total amount of the transactions in the aggregate between
950 the business entity and the FSUS does not exceed \$500 per
951 calendar year.
- 952 v. The fact that a Board member is a stockholder, officer, or
953 director of a bank will not bar such bank from qualifying as a
954 depository of funds, provided it appears in the records of the
955 Organization that the Board has determined that such Board
956 member has not favored such bank over other qualified banks.
- 957 vi. The Board member purchases in a private capacity goods or
958 services, at a price and upon terms available to similarly
959 situated members of the general public, from a business entity
960 which is doing business with the FSUS.

961 VI. Procedures Upon Determination of Conflict of Interest.

- 962 a. Exclusion from Discussion and Vote. In circumstances where the
963 Board has determined that a Conflict of Interest exists, the Board
964 member shall not participate in any discussion or vote regarding the
965 transaction or arrangement at issue.
- 966 b. Action by Board. With respect to any transaction or arrangement with
967 regard to which the Board has determined that a Conflict of Interest
968 exists, the Board shall discuss such transaction or arrangement as
969 appropriate, but shall not formally approve such transaction or
970 arrangement unless and until the non-interested members of the
971 Board have decided, by majority vote, that the transaction or
972 arrangement is in the best interests of, and for the benefit of, the
973 FSUS, and is fair and reasonable thereto in all respects.

974

975 VII. Annual Disclosure and Acknowledgement:

- 976 a. Within 30 days of a new member's appointment and prior to the
977 September meeting of the Board for existing members, each member
978 of the Board shall complete and sign an Annual Disclosure and
979 Acknowledgement certifying to all of the following:
- 980 i. Nature and extent of any Financial or Other Interests;
 - 981 ii. he or she has read, understands and has agreed to comply with
982 this Policy;
 - 983 iii. he or she understands that this Policy governs his or her
984 membership on the Board;
 - 985 iv. he or she understands that this Policy applies to all committees
986 having board-delegated powers; and
 - 987 v. he or she understands that Florida State University Schools,
988 Inc., is a tax-exempt organization and a statutorily created
989 developmental research school and charter school and, in order
990 to maintain these statuses, Florida State University Schools,
991 Inc., must continuously engage primarily in activities which
992 accomplish its mission and purposes.
- 993 b. Any member of the Board who fails to sign such a statement shall be
994 prohibited from participating in discussion or action undertaken by
995 the Board.
- 996 c. Any member of the Board who refuses to sign such a statement after
997 the first meeting of the Board shall be removed from Board
998 membership.

999VIII. Failure to Disclose Financial Interests. If it is determined at any time that an
1000 Interested Person has negligently or intentionally failed to disclose a
1001 Financial Interest, the Board shall consider the imposition of such sanctions
1002 as the Board may deem appropriate, which may include removal from the
1003 Board.

- 1004 IX. Other Prohibited Conflicts of Interest.
- 1005 a. Prohibition on Solicitation or Acceptance of Gifts. Pursuant to Section
1006 112.313(2), Florida Statutes, no member of the Board shall solicit or
1007 accept anything of value to the Board member, including a gift, loan,
1008 reward, promise of future employment, favor, or service, based upon
1009 any understanding that the vote, official action, or judgment of the
1010 Board member would be influenced thereby.
- 1011 b. Prohibition on Doing Business with the Organization. Pursuant to
1012 Section 112.313(3), Florida Statutes, no employee of the Organization
1013 acting in his or her official capacity as a purchasing agent, or Board
1014 Member acting in his or her official capacity, shall either directly or
1015 indirectly purchase, rent, or lease any realty, goods, or services for his
1016 or her own Organization from any business entity of which the officer
1017 or employee or the officer's or employee's spouse or child is an
1018 officer, partner, director, or proprietor or in which such officer or
1019 employee or the officer's or employee's spouse or child, or any
1020 combination of them, has a material interest. Nor shall a Board
1021 Member or employee, acting in a private capacity, rent, lease, or sell
1022 any realty, goods, or services to the officer's or employee's own
1023 Organization.
- 1024 c. Conflicting Employment or Contractual Relationship. Pursuant to
1025 Section 112.313(7), Florida Statutes, no Board member shall have or
1026 hold any employment or contractual relationship with any business
1027 entity or any agency doing business with the Organization; nor shall a
1028 Board member have or hold any employment or contractual
1029 relationship that will create a continuing or frequently recurring
1030 conflict between his or her private interests and the performance of
1031 his or her duties as a Board member or that would impede the full
1032 and faithful discharge of his or her duties as a Board member.

1033 d. Voting Where there is a Conflict of Interest. Pursuant to Section
1034 112.3143, Florida Statutes, no Board member shall vote in an official
1035 capacity upon any measure which would inure to his or her special
1036 private gain or loss; which he or she knows would inure to the special
1037 private gain or loss of any principal by whom he or she is retained or
1038 to the parent organization or subsidiary of a corporate principal by
1039 which he or she is retained; or which he or she knows would inure to
1040 the special private gain or loss of a Relative or business associate of
1041 the Board member.

1042 e. Prohibition of Certain Individuals Serving as Governing Board
1043 Members. Pursuant to Section 1002.33(26)(c), Florida Statutes, an
1044 employee of the charter school overseen by this Organization, or his
1045 or her spouse, or an employee of a charter management organization,
1046 or his or her spouse, shall not be a voting member of the governing
1047 board of this Organization.

1048 X. Period Reviews.

1049 a. To ensure the FSUS operates in a manner consistent with its mission
1050 and purposes and does not engage in activities that could jeopardize
1051 its on- going operation, periodic reviews shall be conducted. The
1052 periodic reviews shall, at a minimum, include the following subjects:

- 1053 i. Whether compensation arrangements and benefits are
1054 reasonable, based on competent survey information, and are
1055 the result of arm's length bargaining.
- 1056 ii. Whether transactions or arrangements entered into by the
1057 FSUS conform to the FSUS's written policies, are properly
1058 recorded, reflect reasonable investment or payments for goods
1059 and services, further its mission and purposes and do not
1060 result in personal inurement, impermissible private benefit or
1061 in an excess benefit transaction.

1062 b. When conducting the periodic reviews, the Board may, but need not,
1063 use outside advisors. If outside experts are used, their use shall not
1064 relieve the Board of its responsibility for ensuring periodic reviews
1065 are conducted.

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1068 **STATUTORY AUTHORITY: 1002.33, 617.0832, 112.313, 112.3143,F.S.**

1069

HISTORY:

1070

ADOPTED: 2/11/25

1071

REVISION DATES: None

1072 FLORIDA STATE UNIVERSITY SCHOOLS
1073 POLICY MANUAL
1074 GOVERNANCE AND ORGANIZATION
1075 CHAPTER 2.0

1076 2.211
1077 EVALUATION OF DIRECTOR
1078

1079 The School Board and Director of Florida State University Schools, recognize the
1080 need to review the Director's performance annually. This evaluation serves to
1081 assist both the Board and the Director in the proper discharge of their
1082 responsibilities and to enable the Board to provide the FSUS with the best possible
1083 leadership.

1084 This review will consist of the completion of a written appraisal instrument and
1085 the discussion of this instrument with the Director. The intent of the evaluation is
1086 to:

- 1087 A. Arrive at certain conclusions as to the effectiveness of the Director in
1088 achieving the objectives of the district and fulfilling school vision and
1089 mission.
- 1090 B. Communicate those conclusions to the Director while providing counsel
1091 and direction to them.
- 1092 C. Enhance the working relationship between the Board, College, and Director
1093 of Florida State University Schools.
- 1094 D. Promote the professional learning and growth of the Director to enhance
1095 district operations.
- 1096 E. Guide decisions relative to continued employment and compensation of the
1097 Director.

1098
1099 The Director's evaluation will be both performance-based and competency-based
1100 and shall consist of a self-assessment completed by the Director to be submitted to
1101 the Board and the Dean by May 1st of each year.

1103 Performance-based criteria may vary from year to year, depending on the
1104 District's priorities. The evaluation will emphasize how successfully the Director
1105 performed in meeting the established goals and criteria.

1106

1107 Competency-based criteria may assess other responsibilities and personal
1108 characteristics including: Ethics; Governance and Compliance; Leadership and
1109 Vision; Academic Achievement and Accountability; Staff and Personnel
1110 Management; Stakeholder Engagement; Financial Management and Operations;
1111 and Board Relations.

1112

1113 The Board Chair may establish a Directors Evaluation Committee to review the
1114 annual evaluation instrument and determine a timeline each year to complete the
1115 evaluation process of the Director.

1116

1117 The responsibility for evaluating the Director on an annual basis shall lie with the
1118 Board members and the Dean, using the procedure outlined in the Board
1119 approved evaluation instrument.

1120

1121 By May 31 each year, the Board Chair and Dean shall meet with the Director to
1122 discuss the summative evaluation and document any feedback by the Director if
1123 needed. Summative evaluation instruments, procedures, and improvement goals,
1124 if needed, for the following year's evaluation will be negotiated, reviewed and
1125 agreed upon by the Director, School Board Chair, and Dean.

1126

1127 The final evaluation report should be presented by the June Board Meeting of each
1128 year.

1129 A copy of the signed evaluation will be placed in the Director's personnel file and
1130 a copy given to the Director and Dean.

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1133 **STATUTORY AUTHORITY:**

1012.34 F.S.

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HISTORY: NEW

1135

ADOPTED: 3/18/25

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REVISION DATE(S):

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

2.22*

BOARD OF DIRECTORS' MEETINGS

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

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

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

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

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

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

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

1190 When such a meeting is scheduled or re-scheduled at a location other
1191 than the regular meeting place, the Director or designee shall take
1192 such action to give public notice as required by Florida Statutes.

1193 (3) All Board meetings shall be conducted in accordance with Robert's
1194 Rules of Order.

1195 (4) A majority shall constitute a quorum for any Board meeting. No
1196 business shall be transacted unless a quorum is present. Unless a
1197 majority is present, no meeting can be convened.

1198 (5) A vote shall be unanimous if all members audibly vote "yes" or
1199 otherwise indicate an affirmative vote.

1200 When a split vote occurs, the minutes shall show the vote of each
1201 member on the question. Each member who is present shall vote on
1202 each decision, ruling, or official act that is taken or adopted by the
1203 Board, unless there is or appears to be a conflict of interest under the
1204 provisions of Florida Statutes. In such cases the member may
1205 abstain, but shall file a memorandum pursuant to requirements of
1206 Florida Statutes.

1207 (6) The public shall be informed that it is unlawful to knowingly disrupt
1208 or interfere with a Board meeting and that any such action may
1209 result in a misdemeanor offense of the second degree. This includes
1210 individuals who advise, counsel, or instruct students or others on
1211 techniques for disrupting a School Board meeting.

1212 (7) Members of the public shall have an opportunity to address the School
1213 Board at a public meeting regarding any proposition before the Board.
1214 Speakers shall adhere to the rules established by the Board in accordance
1215 with Florida Statutes. Persons who desire to speak before the Board may
1216 call or email the Board Clerk at least 24 hours prior to the scheduled start
1217 time of the Board meeting to advise of their intent to address the Board
1218 and, if applicable, the particular agenda item to which they wish to speak.
1219 Each speaker shall complete a Speaker Appearance Form, which is

1220 available on the school's website and at the Board meeting. The Speaker
1221 Appearance Form must be submitted before the Board meeting. The
1222 Board Clerk shall keep an accurate and complete list of persons who wish
1223 to address the Board. Written comments may be provided to the Board,
1224 but must be submitted before the start of the Board meeting. Such
1225 comments shall be sent to the Board Clerk. Timely written comments will
1226 not be read during the Board meeting, but the Board Clerk will provide
1227 written comments to the Board prior to the Board meeting. Written
1228 comments not received prior to the Board meeting are not considered
1229 timely and will be considered at the next regularly scheduled Board
1230 meeting. Matters involving day-to-day school operations, student
1231 discipline other than expulsion, grades, or personnel issues are typically
1232 not within the purview of the Board. Each statement made by a
1233 participant shall be limited to three (3) minutes duration, unless extended
1234 by the Presiding Officer. Persons will be recognized in the order in which
1235 the requests were received. A person may not yield his or her time to
1236 another speaker.

1237 (8) Workshops may be scheduled by the School Board as deemed appropriate. No
1238 formal action may be taken by the School Board during such workshops.

1239

1240 Agendas

1241 (1) The Director shall be responsible for setting the agenda for meetings of
1242 the Board in consultation with the Board Chair.

1243

1244 (2) At least 4 days prior to each regular meeting of the Board, the Board
1245 Clerk shall send a copy of the agenda, including (insofar as is practicable)
1246 copies of all reports and other written materials to be presented to the
1247 meeting to each Board member.

1248 (3) Agendas shall be publicly available and shall list the items in the general
1249 order they are intended to be considered. Items may be considered out of
1250 their stated order at the discretion of the Board Chair.

1251

1252 (4) Any Board member seeking to have a matter considered for inclusion as
1253 a Board meeting agenda item may contact the Director to request that the
1254 matter be considered for inclusion as an agenda item or may raise the
1255 proposed agenda item matter during the next Board meeting under the
1256 Announcements/Requests for Information agenda item of the Board
1257 meeting. The Director and the Board Chair shall consider including the
1258 requested item on a subsequent Board agenda. If the requested agenda
1259 item does not appear on a Board agenda after a reasonable period of time,
1260 the Board member may request a status update from the Director or from
1261 the Board Chair during a regularly scheduled Board meeting under the
1262 Announcements/Requests agenda item of the Board meeting.

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1266 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

1267 **LAWS IMPLEMENTED:** CHAPTER 112; 120.525; 120.53;

1268 286.0105; 286.011; 286.0111; 286.0113; 286.012; 447.605; 877.13, 1001.32, 1001.37,

1269 1001.372(1),(2),(3),(4), 1001.41, 1001.42, 1001.43, 1006.145, F.S.

1270 **HISTORY:**

1271 **ADOPTED:**

1272 **REVISION DATE(S):** 11/12/13;

1273 12/14/21

1274 **FORMERLY:** 2.16, 2.41

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FLORIDA STATE UNIVERSITY SCHOOLS

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

2.23*

SCHOOL BOARD RULES

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

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

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

(a) The Director or designee shall give immediate and proper written notice to the public pursuant to the provisions of Florida Statutes, when the School Board has determined that it will give due consideration to the proposal for adoption, amendment, or repeal of a rule. The notice of a public hearing shall be advertised twenty-eight (28) days prior to the date of the hearing. The notice shall include a brief and concise

1310 explanation of the proposed rule's purpose and effect, the
1311 estimate of economic impact to all individuals affected by the
1312 proposed rule or rule amendment, the specific legal authority
1313 for the School Board's action, and the location where the text
1314 of the proposed change may be obtained.

1315
1316 (b) Any person who is substantially affected by a proposed rule,
1317 rule amendment, or the repeal of a rule, may within twenty-
1318 eight (28) days following notice of intent to adopt or repeal
1319 such rule, file a written request with the School Board seeking
1320 an administrative determination as to the validity of the
1321 proposed rule action.

1322
1323 (c) The Director or designee shall file immediately in his/her
1324 office a copy of any new rule, rule amendment, or repeal of
1325 rule adopted by the School Board; policy handbooks shall be
1326 amended accordingly.

1327
1328 (d) Such rules shall become effective upon adoption by the School
1329 Board unless a time certain date is specified therein.

1330
1331 (2) Any person substantially affected by an existing School Board rule
1332 may petition the Division of Administrative Hearings, Florida
1333 Department of Administration, to conduct a hearing on the rule
1334 validity pursuant to Florida Statutes. Any hearing examiner's
1335 decision that is adverse to the School Board may, upon the School
1336 Board's appeal, be judicially reviewed. Any hearing examiner's
1337 decision that is adverse to the person substantially affected may,
1338 upon that person's appeal, be judicially reviewed.

1339

- 1340 (3) The School Board may determine that the public health, safety, or
1341 welfare is endangered and that immediate action is required to
1342 protect the public interest. When this occurs, the School Board, at
1343 any meeting in which a quorum is present, may adopt emergency
1344 rules, without complying with the waiting period as provided in
1345 subsection (1) herein for public hearings and other similar
1346 requirements. The Director or designee shall properly record the
1347 effective date for any such emergency rule. Any emergency rule
1348 shall not be valid in excess of ninety (90) days from the adoption or
1349 effective date.
- 1350 (4) A copy of the compiled rules shall be available for inspection in the
1351 Director or designee's office, the Administrative Staff's office, and in
1352 the library at the school.
- 1353 (5) Copies of the School Board rules shall be assigned to various positions
1354 within the school as determined by the Director or designee.
- 1355
- 1356 (a) A copy of any rule change shall be made available by the
1357 Director or designee to each holder of the compilation who
1358 shall be responsible for entering all changes immediately
1359 upon receipt.
- 1360
- 1361 (b) A copy of the School Board rules manual shall be available to
1362 all staff members either in the Administrative Staff's office or
1363 school library. The school Administrative Staff shall keep the
1364 compilation current.
- 1365
- 1366 (a) The Administrative Staff shall inform his/her staff members
1367 of the location of the School Board rules and any changes.
- 1368

1369 **STATUTORY AUTHORITY:**

1001.41, 1001.42 F.S.

1370 LAWS IMPLEMENTED:

120.52 - .72, 1001.43 F.S.

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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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1440 **2.26**

1441 **SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY**

1442

1443 The Florida State University Schools shall be responsible for school and student
1444 performance and for developing, approving, implementing, and maintaining a
1445 system of school improvement and education accountability pursuant to Florida
1446 Statutes and State School Board of Education rules. Florida State University
1447 Schools is considered the individual school as the unit for education accountability
1448 and shall conform with the provisions of planning, budgeting, and reporting as
1449 required by Florida Statutes.

1450

1451 The system shall include, but not be limited to, the following components:

1452

1453 I. School improvement plans that are adopted for the elementary, middle,
1454 and secondary schools of the Florida State University Schools. Each section
1455 shall develop and present to the Director or designee, by the date set by the
1456 Director or designee, an individual school improvement plan for
1457 consideration by the School Board. The approved plan shall be
1458 implemented the next school year.

1459

1460 A. The plan shall be designed to achieve the state education goals and
1461 student performance standards and shall be based on a needs

1462 assessment conducted pursuant to data collection requirements in
1463 Florida Statutes.

1464 B. The plan shall address school progress, goals, and indicators of student
1465 progress, strategies, and evaluation procedures including adequate
1466 measures of individual student performance. Also included shall be
1467 specific school safety and discipline strategies.

1468
1469 C. The plan for the school shall be approved annually and shall be
1470 implemented as a new, amended, or continued school improvement
1471 plan.

1472
1473 D. School employees, in conjunction with the School Board shall develop
1474 the plan.

1475
1476 E. A communication program, to inform the public about student
1477 performance and educational programs in school reports.

1478
1479 F. Funds for schools to develop and implement school improvement plans.

1480
1481 II. An approval process.

1482
1483 Initial approval and subsequent annual approvals of school improvement
1484 plans shall be reviewed and approved or disapproved by the School Board.

1485
1486 III. The Director or designee, upon the School Board's approval, may request
1487 waiver of any law, specified in Florida Statutes, or State School Board of
1488 Education rules in order to facilitate innovative practices and to allow local
1489 selection of educational methods in implementing the system for school
1490 improvement and education accountability. The request shall be directed

1491 to the Commissioner of Education and shall include a statement regarding
1492 performance standards for ensuring maximum accountability.

1493 IV. A communication program to inform the public about student
1494 performance and educational programs in school reports.

1495 V. Funds for Florida State University Schools to develop and implement
1496 school improvement plans.

1497 VI. Reporting Procedures

1498 A. To provide the Department of Education with annual feedback on
1499 the progress of implementing and maintaining a system of school
1500 improvement and education accountability. Items specified in
1501 section 1001.42, Florida Statutes, shall be included in all feedback
1502 reports.

1503 B. To provide parents with the school financial report including the
1504 average amount of money spent per student in the school.

1505

1506 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

1507

1508 **LAWS IMPLEMENTED:** 24.121(5)(C), 1001.10, 1001.42, 1001.43,
1509 1001.452, 1002.20, 1003.413, 1008.33, 1008.345,
1510 1008.385, 1010.01, 1011.01, F.S

1511 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.09981

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1515 **HISTORY:** 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16

1516 **ADOPTED:** 12/13/16

1517 **REVISION DATE(S):** 12/12/17

1518 **FORMERLY:** 2.14

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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.

- 1556 3. FSUS administration will communicate parental choices and
1557 responsibilities to parents.
- 1558 4. FSUS administration will provide professional development opportunities
1559 for staff members to enhance understanding of effective parent
1560 involvement strategies through the School's professional development
1561 plan.
- 1562 5. FSUS administration will conduct, with the involvement of parents, an
1563 annual evaluation of the content and effectiveness of this policy:
- 1564 A. To determine the effectiveness in increasing parent participation;
1565 B. To identify barriers to greater parent participation; and
1566 C. To report the findings to the State Board of Education.
- 1567 6. FSUS administration will use the findings of the evaluations in designing
1568 strategies for school improvement and revising, if necessary, the parent
1569 involvement policies.

1570

1571 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

1572

1573 **LAWS IMPLEMENTED:** **1001.01, 1001.10, 1001.42, 1001.51, 1001.54, 1002.20,**
1574 **1002.23, 1003.33, 1006.07, 1008.25, 1012.72, 1012.98, F.S.**

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HISTORY:
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
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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

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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
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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:**

1730 FLORIDA STATE UNIVERSITY SCHOOLS
1731 POLICY MANUAL
1732 BOARD GOVERNANCE AND ORGANIZATION
1733 CHAPTER 2.0

1734 2.50
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1736 SCHOOL BOARD PARTICIPATION IN ACTIVITIES
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1739 Florida charter school law requires the training of the charter schools' governing
1740 board members. Participation in planned orientation training and other board
1741 development activities that include Department of education approved training in
1742 government in the sunshine, conflicts of interest, ethics, and financial
1743 responsibility meets this requirement.

1744
1745 (3) Each member of the Board of Directors of the Florida State
1746 University Schools, Inc. is encouraged to participate in the
1747 activities and programs conducted by state, regional, and
1748 national associations of the school board including charter school
1749 organizations.

1750 (4) The Director shall include an amount in each proposed annual
1751 budget to cover expenses to support the participation of the
1752 Board in activities and programs conducted by the state and
1753 other organizations AS THE Board of Directors chooses.

1754 (5) Any reimbursement for Board member travel outside of the state
1755 of Florida must be approved in advance by the Board
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1762 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
1763 **LAWS IMPLEMENTED:** 1001.41, 1001.43, 1002.33(9)(k)4, F.S.

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ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

1805 **FLORIDA STATE UNIVERSITY SCHOOLS**

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1807 POLICY MANUAL
1808 BOARD GOVERNANCE AND ORGANIZATION
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1811 2.60*+

1813 **PROGRAM OF AWARDS**

1814
1815 The Director or designee shall establish a program of awards for approval by the
1816 Florida State University Schools Board.

- 1817
- 1818 (1) Individuals who are eligible for receiving an award shall include:
- 1819
- 1820 (a) Employees with long and meritorious service or
1821 distinguished service in the performance of duty.
- 1822
- 1823 (b) Students who have excelled in scholarship, athletics, music,
1824 subject matter areas, citizenship, attendance, and any other
1825 areas recommended by the Director or designee and
1826 approved by the School Board.
- 1827
- 1828 (c) School volunteers or advisory council members who have
1829 contributed outstanding and meritorious service.
- 1830
- 1831 (2) The criteria for awards granted at individual schools shall be established by the
1832 administrative and the instructional staff, and shall be submitted in writing to the
1833 Director or designee.
- 1834
- 1835 (3) The criteria for awards distributed at the School level shall be
1836 developed by the Director or designee with the assistance of

1837 representatives of the supervisory, administrative, instructional, and
1838 non-instructional staffs.

1839

1840 (4) Non-monetary awards may be in the form of a certificate, plaque,
1841 ribbon, photograph, medal, trophy, or any appropriate award.

1842

1843 (5) The amount of a monetary award shall be established by the School
1844 Board pursuant to Florida Statutes.

1845

1846 (6) An Academic Scholarship Signing Day shall be established to
1847 recognize outstanding academic achievement

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1851 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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1853 **LAWS IMPLEMENTED:** 1001.43, 1012.22, F.S.

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1857 **HISTORY:**

1858 **ADOPTED:**

1859 **REVISION DATE(S):**

1860 **FORMERLY: 2.03**

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1874 **PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER**
1875 **FORMS OF HARASSMENT**
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1877

1878 I. Policy Against Discrimination

1879 A. The FSUS School Board prohibits all forms of unlawful
1880 discrimination against students, employees and other persons in all
1881 aspects of the school’s programs, activities and operations. The
1882 term “unlawful discrimination” encompasses any unlawful policy,
1883 practice, conduct, or other unlawful denial of rights, benefits, or
1884 privileges that is based on any legally protected status or
1885 classification under applicable federal, state, or local law including
1886 but not limited to race (including anti-Semitism), color, religion,
1887 gender, age, marital status, sexual orientation, pregnancy,
1888 disability, political or religious beliefs, national or ethnic origin, or
1889 genetic information Various state and federal laws establish the
1890 actions that do (and do not) constitute unlawful discrimination
1891 with respect to each protected status or classification. Where
1892 applicable, unlawful harassment that is based on a legally-
1893 protected status is one form of unlawful discrimination. The FSUS
1894 School Board shall comply with all state and federal laws, which
1895 prohibit discrimination and are designed to protect the civil rights
1896 of applicants, employees, and/or students, or other persons or
1897 organizations protected by applicable law.

- 1898 B. Pursuant to 1002.32(4), a lab school may establish and implement
1899 an admissions process that is designed to result in a representative
1900 sample of public school enrollment based on gender, race,
1901 socioeconomic status, and academic ability.
- 1902 C. The School Board prohibits retaliation by any District personnel
1903 against a person for reporting, filing or being a witness in a
1904 discrimination (including harassment) charge, complaint,
1905 investigation or lawsuit associate or in connection with this policy.
- 1906 D. Established grievance procedures and appropriate discrimination
1907 complaint forms are available from the Office of Civil Rights &
1908 Equity (Professional Standards), Student Support Services or the
1909 Equity Coordinator at each school/ district office.

1910 Complaints/inquiries regarding compliance with these regulations may be
1911 submitted in writing to:

- 1912 1. For Employee – FSU’s Office of Equity, Diversity and
1913 Inclusion (Michelle Douglas, 850-644-7950)
- 1914 2. For Students – Student Support Services at (245-3700)
- 1915 3. Job applicants with disabilities requesting accommodations
1916 under the American with Disabilities Act (ADA) may
1917 contact FSU Human Resources at (850-645-1458)
- 1918 4. Current School District employees with disabilities
1919 requesting accommodations under the ADA may contact
1920 FSU Human Resources at (850-645-1458)

1921

1922 II. Policy Against Sexual Harassment or Other Forms of Harassment
1923 Prohibited by Law

- 1924 A. The FSUS School Board desires to maintain an academic and work
1925 environment in which all employees, volunteers, and students are
1926 treated with respect and dignity. A vital element of this
1927 atmosphere is the FSUS Board’s commitment to equal

1928 opportunities and the prohibition of discriminatory practices. The
1929 FSUS Board’s prohibition against discriminatory practices includes
1930 prohibitions against sexual harassment, or any other form of
1931 harassment based upon a person’s membership in a protected class
1932 and specifically prohibited by applicable state or federal law. The
1933 School Board forbids sexual harassment, or any other form of
1934 illegal harassment, of any employee, student, volunteer or visitor.
1935 The FSUS Board will not tolerate sexual harassment, or any other
1936 form of illegal harassment by any of its employees, students,
1937 volunteers or agents.

1938 B. The prohibition against discrimination including sexual and other
1939 forms of illegal harassment shall also apply to nonemployee
1940 volunteers who work subject to the control of school authorities,
1941 and to all vendors or service providers who have access to School
1942 Board facilities.

1943 III. Policies, procedures and definitions related to other discrimination or
1944 illegal harassment for employees can be found at Florida State
1945 University’s Office of Human Resources website.

1946 IV. Definitions

1947 A. Compliance Officer is the person designated by the School Board to
1948 receive complaints of harassment referred by the FSUS Title IX
1949 Coordinator and oversees the investigation of those complaints as
1950 described below.

1951 B. Sexual harassment prohibited by Title IX means conduct on the
1952 basis of sex that satisfies one or more of the following:

1953 1. An employee of the School Board conditioning the provision
1954 of an aid, benefit, or service of the School Board on an
1955 individual’s participation in unwelcome sexual conduct
1956 (quid pro quo)

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

- 1986 1. Graphic verbal comments about an individual's body or
- 1987 appearance.
- 1988 2. Sexual jokes, notes, stories, drawings, pictures or gestures.
- 1989 3. Sexual slurs, leering, threats, abusive words, derogatory
- 1990 comments or sexually degrading descriptions.
- 1991 4. Unwelcome sexual flirtations or propositions for sexual
- 1992 activity or unwelcome demands for sexual favors, including
- 1993 but not limited to repeated unwelcome requests for dates.
- 1994 5. Spreading sexual rumors.
- 1995 6. Touching an individual's body or clothes (including one's
- 1996 own) in a sexual way, including, but not limited to,
- 1997 grabbing, brushing against, patting, pinching, bumping,
- 1998 rubbing, kissing, and fondling.
- 1999 7. Cornering or blocking normal movements.
- 2000 8. Displaying sexually suggestive drawings, pictures, written
- 2001 materials, and objects in the educational environment.

2002 V. Definition of Other Forms of Prohibited Harassment

- 2003 A. Illegal harassment on the basis of any other characteristic protected
- 2004 by state or federal law is strictly prohibited. This includes verbal or
- 2005 physical conduct that denigrates or shows hostility or aversion
- 2006 toward an individual because of his/her race (including ant-
- 2007 Semitism), color, religion, gender, national or ethnic origin, age,
- 2008 disability, marital status, sexual orientation, political or religious
- 2009 beliefs, citizenship, pregnancy or genetic information or any other
- 2010 distinguishing physical or personality characteristic protected by
- 2011 law and that
- 2012 1. Has the purpose or effect of creating an intimidating, hostile
- 2013 or offensive work or academic environment;
- 2014 2. Has the purpose or effect of interfering with an individual's
- 2015 work or academic performance; or

- 2016 3. Otherwise, adversely affects an individual’s employment or
2017 academic performance.
- 2018 B. Examples of prohibited actions, which may constitute harassment
2019 include, but are not limited to, the following:
- 2020 1. Epithets, slurs or negative stereotyping; or
2021 2. Threatening, intimidating or hostile acts, such as physical
2022 acts of aggression against a person or his property; or
- 2023 3. Written or graphic material that denigrates or shows hostility or aversion
2024 toward an individual or group and that is placed on walls or elsewhere on the
2025 school or District office premises or circulated in the workplace or academic
2026 environment.
- 2027 V. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or
2028 Other Form of Illegal Harassment
- 2029 C. Procedures for Filing Complaints
- 2030 1. Any person who believes that he or she has been
2031 discriminated against, or placed in a hostile environment
2032 based on gender, marital status, sexual orientation, race,
2033 color, national or ethnic origin, religion, age, disability,
2034 political or religious beliefs, pregnancy or any other
2035 distinguishing physical or personality characteristics by an
2036 employee, volunteer, agent or student of FSUS should report
2037 the alleged harassment to the Title IX Coordinator or to any
2038 school personnel. The alleged harassment should be
2039 reported within sixty (60) days of alleged occurrence. The
2040 complaint should set forth a description of the alleged
2041 discriminatory actions/harassment, the time frame in which
2042 the alleged discrimination occurred, the person or persons
2043 involved in the alleged discriminatory actions, and any
2044 witnesses or other evidence relevant to the allegations in the
2045 complaint. Any school personnel who has notice that a

2046 student or other school personnel may have been a victim of
2047 prohibited harassment shall immediately report the alleged
2048 harassment to the Title IX Coordinator. The formal
2049 complaint must be resolved according to the federal
2050 regulations and FSUS processes that specifically apply to
2051 such formal complaints; and

2052 2. After receiving a complaint, the Title IX Coordinator makes
2053 an initial determination whether the allegations may be
2054 sexual harassment prohibited by Title IX. If they may be, the
2055 Title IX Grievance Process listed below is followed. If it does
2056 not meet the sexual harassment prohibited by Title IX, then
2057 the complaint is referred to the Compliance Officer who
2058 follows the procedures set forth below. The Title IX
2059 Coordinator will also determine whether the alleged
2060 harassment may also constitute criminal conduct and ensure
2061 that law enforcement officials are notified, if necessary. If
2062 the alleged harassment may also constitute child abuse, then
2063 it must be reported to the Department of Children and
2064 Families.

2065 3. The complaint should be filed with the School Principal, Site
2066 Administrator or Supervisor. Complaints filed with the
2067 Principal, Site Administrator, or supervisor must be
2068 forwarded to the District's Title IX Coordinator within five
2069 (5) days of the filing of the complaint. If the complaint is
2070 against the principal, site administrator, or supervisor, the
2071 complaint may be filed directly with the EEO (*Equity or
2072 Professional Standards coordinator) officer.

2073 4. If the complaint is against the District's District's Title IX
2074 Coordinator , the Director, or other member of the School

2075 Board, the complaint may be filed with the School Board
2076 Attorney.

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2078 D. Procedures for Processing Complaints of Harassment

2079 1. Complaints filed against persons other than the District's
2080 Title IX Coordinator, Director or member of the School
2081 Board.

2082 a. Upon receipt of the written complaint by the FSUS
2083 District's Title IX Coordinator , the FSUS District's
2084 Title IX Coordinator shall appoint an investigator to
2085 conduct an investigation of the allegations in the
2086 complaint. The investigation may be conducted by
2087 school personnel or a third party designated by FSUS.
2088 The investigation will be conducted within thirty (30)
2089 days. The investigator shall determine whether
2090 interim measures should be taken pending the
2091 outcome of the investigation. Such interim measures
2092 may include, but are not limited to, separating the
2093 alleged harasser and the person allegedly harassed.
2094 The investigator shall interview the complainant and
2095 the accused; interview any witnesses identified by the
2096 complainant, accused, or by other sources; take
2097 statements from all witnesses; and review any
2098 relevant documents or other evidence. Upon
2099 completing a review of all evidence relevant to the
2100 complaint, the investigator shall prepare a written
2101 summary of the investigation, and make a
2102 recommendation to the FSUS as to District's Title IX
2103 Coordinator whether there is reasonable cause to
2104 believe a violation of the FSUS's antidiscrimination

2105 policy has occurred. Copies of documents, evidence
2106 and witness statements which were considered in the
2107 investigation must be sent to the District's Title IX
2108 Coordinator along with the summary and
2109 recommendation.

2110 b. If the complaint is against the District's Title IX
2111 Coordinator , the School Board Attorney shall appoint
2112 an investigator, who shall conduct an investigation in
2113 the manner set forth in section V.B.1.a.

2114 c. The investigation, summary, relevant documents,
2115 witnesses' statements and recommendation should be
2116 completed and forwarded to the District's Title IX
2117 Coordinator within thirty (30) days, or to the School
2118 Board Attorney within thirty (30) days, if the
2119 complaint is against the District's Title IX Coordinator
2120 . The District's Title IX Coordinator , or School Board
2121 Attorney, respectively, shall review the investigation
2122 summary, evidence and recommendation, and
2123 determine within ten (10) days whether there is
2124 reasonable cause to believe a discriminatory practice
2125 occurred.

2126 d. If the District's Title IX Coordinator or School Board
2127 Attorney determines there is reasonable cause to
2128 believe a violation of the nondiscriminatory policy
2129 occurred, he or she shall within ten (10) days provide
2130 notice of the reasonable cause finding to the
2131 complainant and the accused. The District's Title IX
2132 Coordinator or School Board Attorney shall then
2133 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

2163 Attorney's determination of no reasonable cause shall
2164 be final.

2165 h. The accused may request, within ten (10) days of
2166 receipt of a notice of a finding of reasonable cause,
2167 that the determination be reviewed by the Director.
2168 The request must include a written statement
2169 expressing the accused's position on the complaint
2170 and findings, and address any facts, statements or
2171 evidence which he or she submits are inaccurate. The
2172 accused will be given an opportunity to meet with the
2173 Director and the District's Title IX Coordinator
2174 /School Board Attorney to present his or her position.
2175 The Director and District's Title IX Coordinator
2176 /School Board Attorney must within ten (10) days of
2177 receipt of the notice prepare a memorandum
2178 summarizing the content of the meeting to be
2179 included in the complaint file.

2180 i. If review by the Director is not timely requested, the
2181 District's Title IX Coordinator or School Board
2182 Attorney's determination of no reasonable cause shall
2183 be final.

2184 j. After providing the opportunity for an informal
2185 hearing as referenced in section V.B.1.h., the Director
2186 shall evaluate all the evidence, the investigation
2187 summary, recommendations and findings, along with
2188 any input by the accused and complainant, and make
2189 a final determination as to whether there is reasonable
2190 cause to support the complainant's allegations. He or
2191 she shall then determine any necessary disciplinary,
2192 remedial, or other action. Notice of the final

2193 disposition of the complaint and any disciplinary
2194 and/or remedial action shall within ten (10) days of
2195 the informal hearing be forwarded to the accused and
2196 the complainant, and a copy of the notice will be filed
2197 with and maintained in the office of the FSUS
2198 District's Title IX Coordinator and FSUS Human
2199 Resources.

2200 k. All employees shall cooperate with any investigation
2201 of alleged harassment conducted under this policy or
2202 by an appropriate state or federal agency.

2203 l. Employees may choose to pursue their complaints
2204 through the relevant employee grievance procedure
2205 instead of the complaint procedure in this policy.

2206 2. Complaints against School Board Members or against the
2207 Director

2208 a. Complaints against School Board Members or the
2209 Director shall be filed with the School Board
2210 Attorney. The School Board Attorney will within
2211 twenty (20) days appoint an outside, independent
2212 investigator to conduct an investigation and make a
2213 recommendation as to whether a discriminatory
2214 practice has occurred. It is recommended, but not
2215 mandatory, that the investigator be an attorney
2216 familiar with federal and state law prohibiting
2217 discrimination on the basis of a protected status.

2218 b. The complainant and accused shall be interviewed by
2219 the outside investigator. Both shall provide written
2220 lists of witnesses to be interviewed, and documents or
2221 other evidence to be reviewed as relevant to the
2222 complaint. The investigator shall interview all

2223 witnesses identified by the complainant or accused, in
2224 addition to witnesses with relevant knowledge which
2225 the investigator may discover from other sources.
2226 The investigator shall also review relevant documents
2227 and other evidence. The investigator shall within
2228 twenty (20) days of receiving the complaint prepare a
2229 written summary of his or her investigation, and a
2230 recommendation to the School Board Attorney as to
2231 whether there is reasonable cause to believe that a
2232 discriminatory practice may have occurred.

2233 c. If reasonable cause is recommended by the
2234 investigator against a School Board Member or an
2235 elected Superintendent, the recommendation shall
2236 within twenty (20) days be forwarded to the
2237 Governor's office to determine if there is evidence
2238 that a misfeasance or malfeasance of office occurred.
2239 The Governor's office will be responsible for taking
2240 any necessary action in accordance with applicable
2241 law with reference to an elected official. The School
2242 Board shall receive and make the final determination
2243 if the Superintendent is appointed by the Board.

2244 d. A finding of no reasonable cause by the outside
2245 investigator, which is reviewed and confirmed by the
2246 School Board Attorney shall be final. In compliance
2247 with Florida Statute, the investigation file shall
2248 become public record and the Director or School
2249 Board Member shall answer to their community.

2250 e. Penalties for Confirmed Discrimination or
2251 Harassment

2252 f. Student - A substantiated allegation of discrimination
2253 or harassment against a student shall subject that
2254 student to disciplinary action consistent with the
2255 Code of Student Conduct.

2256 g. Employee or Volunteer - A substantiated allegation of
2257 discrimination or harassment against an employee
2258 may result in disciplinary actions including
2259 termination and referral to appropriate law
2260 enforcement authorities. A volunteer shall be
2261 removed from service and a referral may be made to
2262 appropriate law enforcement authorities.

2263 E. Limited Exemption from Public Records Act and Notification of
2264 Parents of Minors

2265 1. To the extent possible, complaints will be treated as
2266 confidential and in accordance with Florida Statutes and the
2267 Family Educational Rights and Privacy Act (FERPA).
2268 Limited disclosure may be necessary to complete a thorough
2269 investigation as described above. The District's obligation to
2270 investigation and take corrective action may supersede an
2271 individual's right to privacy.

2272 2. The parents of a person under the age of 18 who has filed a
2273 complaint of discrimination and/or harassment shall be
2274 notified within three (3) days of receipt of a complaint.

2275 VI. Sexual Harassment Prohibited by Title IX

2276 A. Definitions

2277 1. Complainant means an individual who is alleged to be the
2278 victim of conduct that could constitute sexual harassment
2279 prohibited by Title IX.

2280 2. Formal complaint means a document filed by a complainant
2281 or signed by the Title IX Coordinator alleging sexual

2282 harassment prohibited by Title IX against a respondent and
2283 requesting that the allegation be investigated. A formal
2284 complaint may be filed with the Title IX Coordinator in
2285 person, by mail, or by electronic mail. When the Title IX
2286 coordinator signs a formal complaint, the Title IX
2287 Coordinator is not a complainant or otherwise a party. The
2288 allegations in a formal complaint must be investigated. In
2289 response to a formal complaint, the Title IX grievance
2290 process noted below is followed.

- 2291 3. Program or Activity includes locations, events or
2292 circumstances over which the School Board excises
2293 substantial control over both the respondent and the context
2294 in which the sexual harassment occurs.
- 2295 4. Respondent means an individual who has been reported to
2296 be the perpetrator of conduct that could constitute sexual
2297 harassment prohibited by Title IX.
- 2298 5. Supportive measures means non-disciplinary, non-punitive
2299 individualized services offered as appropriate, as reasonably
2300 available, and without fee or charge to the complainant or
2301 the respondent before or after the filing of a formal
2302 complaint or where no formal complaint has been filed.
2303 Such measures are designed to restore or preserve equal
2304 access to the School Board's education program or activity
2305 without unreasonably burdening the other party, including
2306 measures designed to protect the safety of all parties or the
2307 educational environment, or deter sexual harassment.
2308 Supportive measures may include counseling, extensions of
2309 deadlines or other course-related adjustments, modifications
2310 of work or class schedules, campus escort services, mutual
2311 restrictions on contact between the parties, changes in work

2312 locations, leaves of absence, increased security or monitoring
2313 of parts of campus, and other similar measures. Any
2314 supportive measures provided to the complainant or
2315 respondent are maintained as confidential, to the extent that
2316 maintaining such confidentiality does not impair the ability
2317 to provide supportive measures. The Title IX Coordinator is
2318 responsible for coordinating the effective implementation of
2319 supportive measures.

2320 B. Title IX Complaint (Grievance) Process

- 2321 1. Any person may report sex discrimination prohibited by
2322 Title IX, including sexual harassment (whether or not the
2323 person reporting is the person alleged to be the victim of
2324 conduct that could constitute sex discrimination or sexual
2325 harassment), in person, by mail, by telephone, or by
2326 electronic mail, using the contact information listed for the
2327 Title IX Coordinator or by any other means that results in
2328 the Title IX Coordinator receiving the person's verbal or
2329 written report. Such a report may be made at any time,
2330 including non-business hours, by using the telephone
2331 number or electronic mail address, or by mail to the office
2332 address listed for the Title IX Coordinator.
- 2333 2. Complainants and respondents are treated equitably by
2334 offering supportive measures to a complainant and by
2335 following this grievance process before the imposition of any
2336 disciplinary sanctions or other actions that are not
2337 supportive measures against a respondent.
- 2338 3. The Title IX Coordinator promptly contacts the complainant
2339 to discuss the availability of supportive measures, consider
2340 the complainant's wishes with respect to supportive
2341 measures, inform the complainant of the availability of

2342 supportive measures with or without the filing of a formal
2343 complaint, and explain the process for filing a formal
2344 complaint.

2345 4. Nothing herein precludes a respondent from being removed
2346 from the School's education program or activity on an
2347 emergency basis, provided that an individualized safety and
2348 risk assessment determines that an immediate threat to the
2349 physical health or safety of any student or other individual
2350 arising from the allegations of sexual harassment justifies
2351 removal, and that the respondent is provided with notice
2352 and an opportunity to challenge the decision immediately
2353 following the removal.

2354 5. Nothing herein precludes a non-student employee
2355 respondent from being placed on administrative leave
2356 during the pendency of a grievance process.

2357 6. This grievance process treats complainants and respondents
2358 equitably by providing remedies to complainant where a
2359 determination of responsibility for sexual harassment has
2360 been made against the respondent, and by following this
2361 process before the imposition of any disciplinary sanctions
2362 or other actions that are not supportive measures against a
2363 respondent. Remedies are designed to restore or preserve
2364 equal access to the School's education program or activity.

2365 7. The respondent is presumed not responsible for the alleged
2366 conduct until a determination regarding responsibility is
2367 made at the conclusion of the grievance process.

2368 8. All relevant evidence is evaluated objectively, including both
2369 inculpatory and exculpatory evidence. Credibility
2370 determinations are not based on a person's status as a
2371 complainant, respondent, or witness.

- 2372 9. Any Title IX Coordinator, investigator, decision-maker, or
2373 any person who facilitates an informal resolution process
2374 may not have a conflict of interest or bias for or against
2375 complainants or respondents generally or an individual
2376 complainant or respondent.
- 2377 10. Title IX Coordinators, investigators, decision-makers, and
2378 any person who facilitates an informal resolution process
2379 must receive training on the definition of sexual harassment
2380 prohibited by Title IX, the scope of the School's education
2381 program or activity, how to conduct an investigation and
2382 grievance process including appeals, and informal resolution
2383 processes, and how to serve impartially, including by
2384 avoiding pre-judgment of the facts at issue, conflicts of
2385 interest, and bias. Decision-makers receive training on issues
2386 of relevance of questions and evidence, including when
2387 questions and evidence about the complainant's sexual
2388 predisposition or prior sexual behavior are not relevant.
2389 Investigators receive training on issues of relevance in order
2390 to create investigative reports that fairly summarize relevant
2391 evidence.
- 2392 11. A finding of responsibility may result in disciplinary action
2393 up to and including expulsion for students or dismissal of
2394 employees.
- 2395 12. The standard of evidence used to determine responsibility is
2396 preponderance of the evidence.
- 2397 13. This grievance process does not allow, rely upon, or
2398 otherwise use questions or evidence that constitute, or seek
2399 disclosure of, information protected under a legally
2400 recognized privilege unless the person holding such
2401 privilege has waived the privilege.

- 2402 14. Notice of allegations
- 2403 a. On receipt of a formal complaint, the Title IX
- 2404 coordinator gives the following written notice to the
- 2405 parties who are known:
- 2406 (1) notice of the grievance process, including any
- 2407 informal resolution process, and
- 2408 (2) notice of the allegations of sexual harassment
- 2409 potentially constituting sexual harassment
- 2410 prohibited by Title IX, including sufficient
- 2411 details known at the time and with sufficient
- 2412 time to prepare a response before any initial
- 2413 interview. Sufficient details include the
- 2414 identities of the parties involved in the
- 2415 incident, if known, the conduct allegedly
- 2416 constituting sexual harassment prohibited by
- 2417 Title IX, and the date and location of the
- 2418 alleged incident, if known.
- 2419 15. The Written Notice
- 2420 a. includes the identities of parties involved;
- 2421 b. includes the conduct allegedly constituting sexual
- 2422 harassment;
- 2423 c. includes the date and location of the alleged incident;
- 2424 d. a statement that the respondent is presumed not
- 2425 responsible for the alleged conduct and that a
- 2426 determination regarding responsibility is made at the
- 2427 conclusion of the grievance process;
- 2428 e. informs the parties that they may have an advisor of
- 2429 their choice, who may be, but is not required to be, an
- 2430 attorney, and may inspect and review evidence; and

- 2431 f. informs the parties of any provisions in the School
2432 Board's code of conduct or the superintendent's
2433 Standards of Student Conduct that prohibit
2434 knowingly making false statements or knowingly
2435 submitting false information during the grievance
2436 process.
- 2437 g. If, in the course of an investigation, the investigator
2438 decides to investigate allegations about the
2439 complainant or respondent that are not included in
2440 the notice previously provided, notice of the
2441 additional allegations is provided to the parties
2442 whose identities are known.
- 2443 16. Dismissal of formal complaints
- 2444 a. A formal complaint or any allegations therein must be
2445 dismissed if the conduct alleged in the complaint
2446 would not constitute sexual harassment prohibited by
2447 Title IX even if proved; or did not occur in the
2448 School's education program or activity; or did not
2449 occur against a person in the United States.
- 2450 b. Such a dismissal does not preclude action under
2451 another provision of the School Board's code of
2452 conduct.
- 2453 c. A formal complaint or any allegations therein may be
2454 dismissed if at any time during the investigation: a
2455 complainant notifies the Title IX Coordinator in
2456 writing that the complainant would like to withdraw
2457 the formal complaint or any allegations therein; the
2458 respondent is no longer enrolled or employed by the
2459 School Board; or specific circumstances prevent the
2460 School Board from gathering evidence sufficient to

2461 reach a determination as to the formal complaint or
2462 allegations therein.

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2464 17. Investigation of formal complaint

2465 a. When investigating a formal complaint and
2466 throughout the grievance process, the burden of proof
2467 and the burden of gathering evidence sufficient to
2468 reach a determination regarding responsibility rests
2469 on the School Board and not on the parties provided
2470 that a party's records that are made or maintained by
2471 a physician, psychologist, or other recognized
2472 professional or paraprofessional acting in the
2473 professional's or paraprofessional's capacity, or
2474 assisting in that capacity, and which are made and
2475 maintained in connection with the provision of
2476 treatment to the party are not accessed, considered,
2477 disclosed or otherwise used without the voluntary,
2478 written consent of the party's parent, or the party if
2479 the party is an eligible student, to do so for this
2480 grievance procedure.

2481 b. The parties have an equal opportunity to present
2482 witnesses, including fact and expert witnesses, and
2483 other inculpatory and exculpatory evidence.

2484 c. The ability of the parties to discuss the allegations
2485 under investigation or to gather and present relevant
2486 evidence is not restricted.

2487 d. The parties have the same opportunities to have
2488 others present during any grievance proceeding,
2489 including the opportunity to be accompanied to any
2490 related meeting or proceeding by the advisor of their

2491 choice, who may be, but is not required to be, an
2492 attorney. The choice or presence of advisor for either
2493 the complainant for respondent is not limited in any
2494 meeting or grievance proceeding.

2495 e. Any party whose participation is invited or expected
2496 is provided written notice of the date, time, location,
2497 participants, and purpose of all investigative
2498 interviews or other meetings with sufficient time for
2499 the party to prepare to participate.

2500 f. The investigator provides both parties an equal
2501 opportunity to inspect and review any evidence
2502 obtained as part of the investigation that is directly
2503 related to the allegations raised in a formal complaint,
2504 including the evidence which will not be relied upon
2505 in reaching a determination regarding responsibility
2506 and inculpatory or exculpatory evidence whether
2507 obtained from a party or other source, so that each
2508 party can meaningfully respond to the evidence prior
2509 to conclusion of the investigation. Prior to the
2510 completion of the investigative report, the
2511 investigator must send to each party and the party's
2512 advisor, if any, the evidence subject to inspection and
2513 review in an electronic format or a hard copy, and the
2514 parties must have at least 10 days to submit a written
2515 response, which the investigator will consider prior to
2516 completion of the investigative report.

2517 g. The investigator creates an investigative report that
2518 fairly summarizes relevant evidence and, at least 10
2519 days prior to the time a determination regarding
2520 responsibility is made, sends to each party and the

2521 party's advisor, if any, the investigative report in an
2522 electronic format or a hard copy, for their review and
2523 written response.

2524 h. After the investigator has sent the investigative report
2525 to the parties and before reaching a determination
2526 regarding responsibility, the decision-maker must
2527 afford each party the opportunity to submit written,
2528 relevant questions that the party wants asked of any
2529 party or witness, provide each party with the
2530 answers, and allow for additional, limited follow-up
2531 questions from each party. Questions and evidence
2532 about the complainant's sexual predisposition or
2533 prior sexual behavior are not relevant, unless such
2534 questions and evidence about the complainant's prior
2535 sexual behavior are offered to prove that someone
2536 other than the respondent committed the conduct
2537 alleged by the complainant, or if the questions and
2538 evidence concern specific incidents of the
2539 complainant's prior sexual behavior with respect to
2540 the respondent and are offered to prove consent. The
2541 decision-maker(s) must explain to the party
2542 proposing the question any decision to exclude a
2543 question as not relevant.

2544 18. Determination regarding responsibility

2545 a. The decision-maker, who cannot be the same person
2546 as the Title IX Coordinator or the investigator, must
2547 issue a written determination regarding
2548 responsibility.

2549 b. The written determination must include:

- 2550 (1) identification of the allegations potentially
2551 constituting sexual harassment prohibited by
2552 Title IX;
- 2553 (2) a description of the procedural steps taken
2554 from the receipt of the formal complaint
2555 through the determination, including any
2556 notifications to the parties, interviews with
2557 parties and witnesses, site visits, and methods
2558 used to gather other evidence; findings of fact
2559 supporting the determination;
- 2560 (3) conclusions regarding the application of the
2561 School Board's code of conduct to the facts;
- 2562 (4) a statement of, and rationale for, the result as
2563 to each allegation including a determination
2564 regarding responsibility, any disciplinary
2565 sanctions the School Board imposes on the
2566 respondent, and whether remedies designed to
2567 restore or preserve equal access to the School
2568 Board's education program or activity will be
2569 provided to the complainant; and the
2570 procedures and permissible bases for the
2571 complainant and respondent to appeal.
- 2572 c. The decision-maker must provide the written
2573 determination regarding responsibility to the parties
2574 simultaneously.
- 2575 d. The determination regarding responsibility becomes
2576 final either on the date that the parties are provided
2577 with the written determination of the result of the
2578 appeal, if an appeal is filed, or, if an appeal is not

2579 filed, the date on which an appeal would no longer be
2580 considered timely.

2581 e. The Title IX Coordinator is responsible for effective
2582 implementation of any remedies.

2583 19. Appeals

2584 a. Either party may appeal from a determination
2585 regarding responsibility or from a dismissal of a
2586 formal complaint or any allegations therein, for the
2587 following reasons:

- 2588 (1) procedural irregularity that affected the
2589 outcome of the matter;
- 2590 (2) new evidence that was not reasonably
2591 available at the time the determination
2592 regarding responsibility or dismissal was
2593 made, that could affect the outcome of the
2594 matter; and
- 2595 (3) the Title IX Coordinator, investigator, or
2596 decision-maker had a conflict of interest or bias
2597 for or against complainants or respondents
2598 generally or the individual complainant or
2599 respondent that affected the outcome of the
2600 matter.

2601 b. Notification of appeal must be given in writing to the
2602 Title IX Coordinator.

2603 c. As to all appeals, the Title IX Coordinator

- 2604 (1) notifies the other party in writing when an
2605 appeal is filed and implements appeal
2606 procedures equally for both parties;
- 2607 (2) ensures that the decision-maker for the appeal
2608 is not the same person as the decision-maker

2609 that reached the determination regarding
2610 responsibility or dismissal, the investigator, or
2611 the Title IX Coordinator; and ensures that the
2612 decision-maker for the appeal complies with
2613 the standards set forth in Title IX and this
2614 policy.

- 2615 d. The appeal decision-maker
- 2616 (1) gives both parties a reasonable, equal
2617 opportunity to submit a written statement in
2618 support of, or challenging, the outcome;
- 2619 (2) reviews the evidence gathered by the
2620 investigator, the investigator's report, and the
2621 decision-maker's written decision;
- 2622 (3) issues a written decision describing the result
2623 of the appeal and the rationale for the result;
2624 and provides the written decision
2625 simultaneously to both parties and the Title IX
2626 Coordinator.

2627 20. Timelines

- 2628 a. The investigative report will be provided to the
2629 parties within 35 days from the date the formal
2630 complaint is filed.
- 2631 b. A decision will be issued within 10 working days
2632 from the date the investigative report is submitted to
2633 the decision-maker.
- 2634 c. Either party may appeal within 5 working days from
2635 the date the written determination regarding
2636 responsibility is given to the parties.
- 2637 d. Any appeal will be resolved with 15 calendar days
2638 from the filing of the appeal.

- 2639 e. If the parties agree to an informal resolution process,
2640 these deadlines are tolled from the time one party
2641 requests an informal resolution process until either
2642 the time the other party responds, if that party does
2643 not agree to the informal resolution process, or until
2644 either party withdraws from the informal resolution
2645 processed.
- 2646 f. Temporary delays of the grievance process or the
2647 limited extension of time frames for good cause with
2648 written notice to the complainant and the respondent
2649 of the delay or extension and the reasons for the
2650 action are permitted. Good cause may include
2651 considerations such as the absence of a party, a
2652 party's advisor, or a witness; concurrent law
2653 enforcement activity; disciplinary processes required
2654 by law or School Board policy; or the need for
2655 language assistance or accommodation of disabilities.
2656

2657 VII. Informal Resolution Process

- 2658 A. At any time during the formal complaint process and prior to
2659 reaching a determination regarding responsibility, the parties may
2660 participate in an informal resolution process, such as mediation,
2661 that does not involve a full investigation and determination of
2662 responsibility. When one party requests an informal resolution
2663 process, the other party must respond to the request within 3 days.
2664 The informal resolution process must be completed within 10 days
2665 of the agreement to participate in the process.
- 2666 B. The informal resolution process may be facilitated by a trained
2667 educational professional, consultant, or other individual selected
2668 by the Title IX Coordinator under the following conditions:

- 2669 1. The parties are provided a written notice disclosing the
2670 allegations, the requirements of the informal resolution
2671 process, including the circumstances under which it
2672 precludes the parties from resuming a formal complaint
2673 arising from the same allegations; provided, however that at
2674 any time prior to agreeing to a resolution, any party has the
2675 right to withdraw from the informal resolution process,
2676 resume the grievance process with respect to the formal
2677 complaint, and be informed of any consequences resulting
2678 from participating in the informal resolution process,
2679 including the records that will be maintained or could be
2680 shared;
- 2681 2. The parties, voluntarily and in writing, consent to the
2682 informal resolution process; and
- 2683 3. The informal resolution process cannot be used to resolve
2684 allegations that an employee sexually harassed a student.
- 2685 C. If the matter is resolved to the satisfaction of the parties, the
2686 facilitator shall document the nature of the complaint and the
2687 resolution, have both parties sign the document and receive a copy,
2688 and forward it to the title IX Coordinator. If the matter is not
2689 resolved, the formal complaint process is resumed.
- 2690 D. Parties cannot be required to participate in an informal resolution
2691 process.
- 2692 E. An informal resolution process is not offered unless a formal
2693 complaint is filed.
- 2694 VIII. Training
- 2695 A. Training is mandatory for all school-based Title IX Coordinators,
2696 investigators, decision-makers, hearing officers, and appeals
2697 decision-makers.

2698 B. All training materials is available to the public on request and is
2699 located on the district's website.

2700 IX. Recordkeeping

2701 A. The School Board will maintain for a period of seven (7) years
2702 records of:

- 2703 1. Each investigation of allegations of sexual harassment
2704 prohibited by Title IX including any determination
2705 regarding responsibility and any audio or audiovisual
2706 recording or transcript, if any, required under the Title IX
2707 regulations, any disciplinary sanctions imposed on the
2708 respondent, and any remedies provided to the complainant
2709 designed to restore or preserve equal access to the school's
2710 education program or activity.
- 2711 2. Any Appeal and the result therefrom;
- 2712 3. Any informal resolution and the result therefrom; and
- 2713 4. All materials used to train Title IX Coordinators,
2714 investigators, decision-makers, and any person who
2715 facilitates an informal resolution process.
- 2716 5. For each response required under 34 C.F.R. §106.44, the
2717 School Board must create, and maintain for a period of seven
2718 (7) years, records of any actions, including any supportive
2719 measures, taken in response to a report or formal complaint
2720 of sexual harassment prohibited by Title IX. In each
2721 instance, the School Board will document the basis for its
2722 conclusion that its response was not deliberately indifferent,
2723 and document that it has taken measures designed to restore
2724 or preserve equal access to its education program or activity.
2725 If the School Board does not provide a complainant with
2726 supportive measures, then it will document the reasons why

2727 such a response was not clearly unreasonable in light of the
2728 known circumstances.

2729 X. Retaliation Prohibited

2730 A. Any act of retaliation against an individual who files a complaint
2731 alleging a violation of the District’s antidiscrimination policy
2732 and/or sexual or illegal harassment policy or who participates in
2733 the investigation of a discrimination complaint is prohibited.

2734 B. Retaliation may include, but is not limited to, any form of
2735 intimidation, reprisal or harassment based upon participation in
2736 the investigation of, or filing a complaint of discrimination.

2737

2738

2739 **STATUTORY AUTHORITY:** 120.54, 1001.41, 1001.42, 1012.23, F.S.

2740

2741 **LAWS IMPLEMENTED:** 112.51, 119.07, 760.01

2742 **ET SEQ. 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 108, 34 CFR**
2743 **200.43(C),P.L. 110-233**

2744

2745 **STATE BOARD OF EDUCATION RULE:** 6A-19.001 ET. SEQ.

2746

2747 **HISTORY:**

2748 **ADOPTED: 3/28/01**

2749 **REVISION DATE(S): 6/21/16; 8/10/21**

2750 **FORMERLY:**

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2757 **FLORIDA STATE UNIVERSITY SCHOOLS**

2758 FLORIDA STATE UNIVERSITY SCHOOLS
2759 POLICY MANUAL
2760 BOARD GOVERNANCE AND ORGANIZATION
2761 CHAPTER 2.0

2762 2.80

2763 **REPORTING CHILD ABUSE**
2764

2765 I. Definitions
2766

2767 A. *Abuse* means any willful or threatened act that results in any physical,
2768 mental or sexual injury or harm that causes, or is likely to cause the
2769 child's physical, mental, or emotional health to be significantly
2770 impaired. Abuse of a child includes acts or omissions. Corporal
2771 discipline of a child by a parent or legal custodian for disciplinary
2772 purposes does not in itself constitute abuse when it does not result in
2773 harm to the child.
2774

2775 B. *Abandonment* means a situation in which the parent or legal
2776 custodian of a child, or in absence of the parent or legal custodian, the
2777 caregiver responsible for the child's welfare, while being able, makes
2778 no provision for the child's support and makes no effort to
2779 communicate with the child, which situation is sufficient to evince a
2780 willful rejection of parental obligations.
2781

2782 C. *Neglect* occurs when a child is deprived of or is allowed to be
2783 deprived of, necessary food, clothing, shelter or medical treatment
2784 or a child is permitted to live in an environment when such
2785 deprivation or environment causes the child's physical, mental, or
2786 emotional health to be significantly impaired. The foregoing
2787 circumstances shall not be considered neglect if caused primarily by

2788 financial inability, unless actual services for relief have been offered
2789 and rejected. A parent or legal custodian legitimately practicing
2790 religious beliefs in accordance with a recognized church or religious
2791 organization who thereby does not provide specific medical
2792 treatment for a child shall not, for that reason alone, be considered
2793 a negligent parent or legal custodian.

2794

2795 D. *Parent* is either or both parents of a student, any guardian of a
2796 student, any person in a parental relationship to a student, or any
2797 person exercising supervisory authority over a student in place of the
2798 parent.

2799

2800 II. Prohibition Against Child Abuse, Abandonment or Neglect

2801

2802 The School Board strongly prohibits any action or omission constituting
2803 child abuse, neglect, or abandonment by any of its employees, agents,
2804 volunteers, or by other persons affiliated in any way with FSUS. Further,
2805 all employees, agents, and volunteers of the FSUS must comply with
2806 Florida law requiring reporting of child abuse, neglect, or abandonment.

2807

2808 III. Notification of Responsibility

2809

2810 A. A notice providing the following information shall be posted in a
2811 prominent place in a clearly visible location in a public area of
2812 each school:

2813

2814 1. All employees of FSUS have the responsibility to report all actual
2815 and suspected cases of child abuse, abandonment or neglect;
2816 immunity from liability if they report such cases in good faith; and the
2817 responsibility to comply with child protective investigations and all

2818 other provisions of law related to child abuse, abandonment or
2819 neglect.

2820

2821 2. Statewide toll-free telephone number for the central abuse hotline.

2822

2823 3. Instructions for calling 911 for emergencies.

2824

2825 4. Directions for accessing the Department of Children and Families
2826 website for additional information on reporting abuse, neglect and
2827 exploitation.

2828

2829 B. This information must be in English and Spanish, in large print,
2830 on an 11" by 17" sheet and posted at student eye level.

2831

2832 IV. Requirements for Reporting Child Abuse, Abandonment or Neglect

2833 A. Florida Statute extends the requirement for reporting to include the
2834 following:

2835 1. Physician, osteopathic physician, medical examiner,
2836 chiropractic physician, nurse, or hospital personnel engaged
2837 in the admission, examination, care or treatment of persons;

2838

2839 2. Health or mental health professional other than one listed in 1.;

2840

2841 3. Practitioner who relies solely on spiritual means for healing;

2842

2843 4. School teacher or other school official or personnel;

2844

2845 5. Social worker, day care center worker, or other professional
2846 child care, foster care, residential, or institutional worker; or

2847

2848 6. Law enforcement officer or judge who knows, or has reasonable
2849 cause to suspect, that a child is abused, abandoned, or neglected
2850 by a parent, legal custodian, caregiver, or other person
2851 responsible for the child's welfare, shall report such knowledge
2852 or suspicion to the Department of Children and Family Services.

2853

2854 B. Each report of known or suspected child abuse, abandonment, or
2855 neglect shall be made immediately to the Department of Children
2856 and Family Service's abuse hotline, on the single statewide toll-free
2857 telephone number. The teacher or staff member may also contact
2858 the principal, a school designee, district office or support person to
2859 let them know the case has been reported, and for their own
2860 documentation and protection file a District County Schools Child
2861 Abuse Incident Referral Report.

2862

2863 C. Reporters in the categories specified in A. above, will be required to
2864 provide their names to hotline staff. The extent of confidentiality of
2865 the reporter's name, with respect to the Department's records, is
2866 governed by Florida Statute.

2867

2868 D. In accordance with state law, the Department of Children and
2869 Family Services, in conjunction with applicable law enforcement
2870 agencies, are responsible for investigating allegations of child abuse,
2871 abandonment, or neglect.

2872

2873 E. Complaint Against FSUS Employee, Volunteer or Agent -
2874 1. If a complaint is made against an FSUS employee, volunteer,
2875 agent or other person affiliated with FSUS which, if true, would
2876 constitute child abuse, neglect or abandonment by that person, that
2877 complaint shall be immediately forwarded to the Director. The

2878 Director shall forward the complaint to the Department of Children
2879 and Family Services for investigation as provided by statute. The
2880 person accused of child abuse, abandonment or neglect may be
2881 suspended or reassigned from duties involving interaction with
2882 children pending investigation of the allegations. If the allegations
2883 are substantiated by the Department of Children and Family
2884 Services, the Director shall take appropriate disciplinary action.
2885 FSUS staff shall in good faith cooperate with, and participate only as
2886 directed by, the Department of Children and Family Services and law
2887 enforcement during the investigation, and with respect to any
2888 subsequent criminal proceedings.

2889
2890 2. Each school shall post in a prominent place at the school site and on
2891 each school's website the policies and procedures for reporting alleged
2892 misconduct by an instructional employee or school administrator
2893 which affects the health, safety or welfare of a student. The notice shall
2894 include the person to whom the misconduct should be reported and
2895 the penalties that will be imposed on instructional or school
2896 administrative staff who fail to report alleged or actual child abuse or
2897 misconduct.

2898
2899 F. When a report of child abuse, neglect or abandonment has been made
2900 to the Department of Children and Family Services or law
2901 enforcement agencies, a teacher, staff member, volunteer or agent
2902 should not take it upon himself/herself to interview the child, talk
2903 with the suspected abuser, discuss the allegations with other
2904 potential witnesses or otherwise investigate the case. Nor should
2905 a teacher, staff member, volunteer or agent divulge information
2906 relating to the complaint to persons other than school officials, the

2907 Child Protection Team, the Department of Children and Family
2908 Services, law enforcement, the State Attorney or other court
2909 designee. If a parent, caregiver, or legal guardian desires
2910 information related to a complaint of child abuse, that person should
2911 be directed to contact the Department of Children and Family
2912 Services and/or the applicable local law enforcement agency.

2913

2914 G. Florida Statute provides that a person required by state law to
2915 report child abuse, abandonment, or neglect, but who willingly and
2916 knowingly fails to do so, or prevents another from doing so, is guilty
2917 of a first degree misdemeanor. Likewise, knowingly and willingly
2918 filing a false report of child abuse, neglect, or abandonment or
2919 advising another to do so constitutes a third degree misdemeanor.

2920

2921 H. Child Abuse Prevention Training for FSUS employees, staff,
2922 volunteers shall be provided in compliance with and as specified
2923 in Florida Statute.

2924

2925 **STATUTORY AUTHORITY:** 120.54, 1001.41, 1001.42, F.S.

2926

2927 **LAWS IMPLEMENTED:** 39.01, 39.201, 39.202, 39.203, 39.205, 39.206,
2928 1000.21, 1001.43, 1006.061, F.S.

2929

2930 **HISTORY:**
2931 **ADOPTED:** 1/8/2013
2932 **REVISION DATE(S):** 6/21/16
2933 **FORMERLY:**

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2939 **FLORIDA STATE UNIVERSITY SCHOOLS**

2940 FLORIDA STATE UNIVERSITY SCHOOLS
2941 POLICY MANUAL
2942 BOARD GOVERNANCE AND ORGANIZATION
2943 CHAPTER 2.0

2945 2.90

2946 **TOBACCO AND NICOTINE USE ON SCHOOL CAMPUS**

2949 I. Purpose

2950 FSUS Leon recognizes that the use of tobacco products, including electronic
2951 smoking devices, is a health, safety, and environmental hazard for students,
2952 employees, parents, visitors, and school facilities. The School Board is
2953 committed to providing students, staff and visitors with a smoking and
2954 tobacco-free environment. The use of tobacco products on school grounds,
2955 in school buildings, in School District vehicles and facilities, on school
2956 property or at school-related or school-sponsored events is detrimental to
2957 the health and safety of students, employees, and visitors.

2959 II. **Applicability of Policy**

2960 This policy applies to students, employees, volunteers, parents, spectators,
2961 vendors, contractors, delivery persons, visitors and the public.

2963 III. **Definitions**

2964 For the purposes of this policy, the following definitions shall apply.

2965 A. "At any time" means twenty-four (24) hours a day, seven (7) days a
2966 week, 365 days a year.

2967 B. "Electronic smoking device" means any product containing or
2968 delivering nicotine, or any other substance, whether natural or
2969 synthetic, intended for human consumption through the inhalation
2970 of aerosol or vapor from the product. "Electronic smoking device"
2971 includes but is not limited to devices manufactured, marketed, or
2972 sold as e-cigarettes, e-cigars, e-pipes, vape pens, similar devices, or
2973 under any other product name or descriptor. "Electronic smoking
2974 device" also includes any component part of a product, whether or
2975 not marketed or sold separately, including but not limited to, e-
2976 liquids, e-juice, cartridges, or pods.

2977 C. "School property" means all facilities and property, including land,
2978 whether owned, rented, or leased by the Board, and also includes
2979 all vehicles owned, leased, rented, contracted for, or controlled by
2980 the Board and used for transporting students, staff, or visitors.

2981 D. "Tobacco product" means any product containing, made, or
2982 derived from tobacco or that contains nicotine, whether synthetic or
2983 natural, that is intended for human consumption, whether chewed,
2984 smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested
2985 by any other means, or any component, part, or accessory of a
2986 tobacco product, including but not limited to: cigarettes, electronic
2987 smoking devices, cigars, little cigars, and other kinds and forms of
2988 tobacco.

2989

2990 IV. **General Policy Statement**

2991 A. Students are prohibited from possessing, using, consuming,
2992 displaying, or selling any tobacco products, tobacco-related
2993 devices, electronic smoking devices, imitation tobacco products,
2994 chargers and other e-cigarette paraphernalia (including but not

2995 limited to batteries, mouthpieces, heating elements and cartridges)
2996 or lighters at any time on school property or at any school related
2997 or school-sponsored event.

2998 B. Administrators, staff, or visitors are prohibited from using,
2999 consuming, displaying, activating, or selling any tobacco products,
3000 tobacco-related devices, imitation tobacco products, chargers and
3001 other e-cigarette paraphernalia (including but not limited to
3002 batteries, mouthpieces, heating elements and cartridges) or lighters
3003 at any time on school property or at any school related or school-
3004 sponsored events. This includes products or paraphernalia
3005 displaying industry brands.

3006

3007 V. **Exception to this Policy**

3008 A. A school principal may permit tobacco products to be included in
3009 counseling, educational, instructional or research activities in the
3010 school building; provided that, the activity is conducted or
3011 supervised by a District employee overseeing the instruction or
3012 research and the activity does not involve smoking, chewing,
3013 vaping, or otherwise ingesting the product.

3014 B. A person may use or possess a product that has been approved by
3015 the U.S. Food and Drug Administration for sale as a tobacco
3016 cessation product, as a tobacco dependence product, or for other
3017 medical purposes, and if the product is being marketed and sold
3018 solely for such an approved purpose.

3019 VI. **Notification of Policy and Implementation**

3020 It is the responsibility of District and School administrators to provide:

- 3021 A. Appropriate signage will be posted in a manner and location on all
3022 District property that adequately notifies employees, students, parents,
3023 visitors, and the public of this policy.
- 3024 B. Written notice to students and parents/guardians in student
3025 handbooks and orientations.
- 3026 C. Written notice in staff handbooks, in orientations and employee or
3027 staff trainings, and when offering employment.
- 3028 D. Reminder announcements of this policy at school and District events,
3029 as appropriate.
- 3030 E. Written notice of the prohibition as provided in this policy in contracts
3031 with outside groups who use the school buildings and other facilities.

3032

3033 **VII. Tobacco Promotion Prohibited**

- 3034 A. Tobacco advertising is prohibited on school grounds, in all school-
3035 sponsored publications, on District vehicles and buses, and at all school-
3036 sponsored events. It is a violation of this policy for any person to promote
3037 tobacco products on the school property or at any school related or school
3038 sponsored events via the display of images of tobacco products on gear,
3039 technology accessories, bags, clothing, any personal articles, signs,
3040 structures, vehicles, flyers, or any other material.
- 3041 B. Acceptance of Tobacco Industry Gifts is prohibited. The Policy prohibits
3042 the district from soliciting or accepting gifts, contributions, materials, or
3043 curricula from the tobacco industry.

3044

3045 **VIII. Educational and Cessation Programs for Students and Employees**

- 3046 A. Prevention Education for Students. The administration will consult
3047 with the Safe Schools Department and other appropriate health

3048 organizations to identify and provide programs or opportunities for
3049 students to gain a greater understanding of the health hazards of
3050 tobacco use and the impact of tobacco use as it relates to providing a
3051 safe, orderly, clean, and inviting school environment. The
3052 administration will ensure that students in grades K-12 receive tobacco
3053 prevention education using sequential, age appropriate, current,
3054 accurate, evidenced based curricula and a skills-based approach
3055 (involving students in active "hands on" learning experiences).

3056 B. Cessation Support Programs for Students. The administration may
3057 consult with the Safe Schools Department, the Florida Tobacco
3058 Prevention Program (www.tobaccopreventiontraining.org), the Leon
3059 County Health Department, Employee Wellness in Risk & Benefits
3060 Management, the American Lung Association and other appropriate
3061 health organizations as needed to provide students and employees
3062 with information and access to support systems, tobacco use cessation
3063 programs, and services to encourage them to abstain from the use of
3064 tobacco products.

3065 C. Prevention and Cessation for Employees. Employees shall be advised
3066 as to the availability of related services available to them in the
3067 District's various Wellness programs in which they may choose to
3068 participate and as they may change from time to time.

3069

3070 IX. **Enforcement**

3071 The success of this policy depends upon the thoughtfulness, consideration, and
3072 cooperation of the entire school community. All individuals on school premises,
3073 including students, staff, administrators, and visitors, are responsible for
3074 adhering to and enforcing this policy. Members of the school community are
3075 encouraged to communicate this policy with courtesy and diplomacy. Any

3076 person acting in violation of this policy will be informed or reminded of the
3077 policy and asked to comply.

3078 A. Students. Consequences for engaging in prohibited behavior shall be
3079 as provided in the Student Code of Conduct.

3080 B. Employees. Consequences for employees who violate the tobacco use
3081 policy will be in accordance with personnel policies or any relevant
3082 collective bargaining agreement.

3083 C. Family members, volunteers, or visitors. Family members, volunteers
3084 or visitors who violate the policy must immediately discontinue using
3085 the tobacco product or electronic cigarette, or leave the premises. Law
3086 enforcement officers may be contacted to escort the person off the
3087 premises if the person refuses to leave the school property when
3088 requested to do so by District personnel.

3089

3090 **ADDITIONAL REFERENCE: FSU OPERATING PROCEDURE B-7**
3091 **UNIVERSITY SMOKING POLICY**

3092

3093 **STATUTORY AUTHORITY: 120.81.1001.32, 1001.41, 1001.42, F.S.**

3094

3095 **LAWS IMPLEMENTED: 1001.43, 386.201 – 386.209, F.S.**

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HISTORY:
ADOPTED:
REVISION DATE(S): 1/14/14; 9/13/22; 12/5/23
FORMERLY: 2.0

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3102 **FLORIDA STATE UNIVERSITY SCHOOLS**

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

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WELLNESS PROGRAM

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INTRODUCTION

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

PURPOSE AND GOALS

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

The Florida State University Schools have a responsibility to cultivate a school environment that helps students learn and maintain lifelong healthy eating and lifestyle habits. Many factors play a role in achieving a healthy school environment, including foods and beverages available to students while at school, nutrition education, opportunities for physical activity, and other school-based activities designed to promote student wellness.

The schools have established a Local Wellness Policy Advisory Committee/Healthy School Team which is responsible for establishing and measuring the implementation of the Local Wellness Policy. Committee members will work collaboratively and offer multiple perspectives to assure the Local Wellness Policy is consistent with district educational and budgetary goals. It is the responsibility of this group to ensure that the plan is designed to optimize the health and well-being of students and that it fulfills the requirements of the Healthy, Hunger-Free Kids Act of 2010 and the requirements of section 204 of the Child nutrition and WIC Reauthorization Act of 2004 (Public law 108-265) and updates to these laws.

3146 **POLICY**

3147

3148 **1.0 Local Wellness Policy Advisory Committee/Healthy School Team**

3149

3150 **1.1 Mission**

3151 The Florida State University Schools will maintain a Local Wellness Policy
3152 Advisory Committee/Healthy School Team that serves the following purposes:

3153

3154 1. Establish standards for all foods and beverages available to students on
3155 each school campus during the entire school day

3156 2. Establish goals for student nutrition education and promotion, physical
3157 activity, and other school-based activities designed to promote student
3158 wellness

3159 3. Develop guidance and serve as a resource to school sites for Local
3160 Wellness Policy implementation

3161 4. Establish a plan for monitoring, measuring, and evaluating Local
3162 Wellness Policy implementation

3163 5. Review and evaluate the Local Wellness policy standards and
3164 implementation

3165 6. Recommend all policy related standards for final approval and report
3166 findings of policy implementation evaluation to the Board of
3167 Education.

3168

3169 **1.2 Membership**

3170 The Local Wellness Policy Advisory Committee/Healthy School Team
3171 membership at the Florida State University Schools will include the following
3172 individuals:

3173

3174 1. Parents

3175 • A member (parent) of the PTSA from the FSU campus or an
3176 advisory member for the FSU Campus)

3177 2. Students

3178 • High school students

3179 3. School Food Service

3180 • Employee of the contracted school food service provider food
3181 service staff

3182 4. School Board

3183 • A member of the school board

3184 5. School Administrator

3185 • School principal

3186 6. School Nurse

- 3187 7. Physical Education/Health Education (Need to fix font to make is
3188 same as other text in document)
3189 • PE/health educator
3190 8. Local Health Professional
3191 • Community member who works in the health/well-being field
3192

3193 The Wellness Policy Advisory Committee /Healthy School Team Chairperson will be
3194 a principal of a school who is charged with the primary responsibility for coordinating
3195 committee activities related to standards establishment, policy implementation and
3196 monitoring, and reporting to the Board of Education.
3197

3198 **2.0 Nutrition Guidelines for all Foods and Beverages Available during the School** 3199 **Day** 3200

3201 **2.1. School Meals Program** 3202

3203 The school meals program will operate in accordance with the USDA’s National
3204 School Lunch Program (NSLP) standards and applicable laws and regulations of the
3205 state of Florida. The guidelines for reimbursable school meals shall not be less
3206 restrictive than regulations and guidance issued by USDA. The primary authority in this
3207 area will be the contracted school food service provider.

3208 All reimbursable meals, which are provided by the contracted school food service
3209 provider, will meet nutrition standards mandated by USDA, as well as any additional
3210 state nutrition standards that go beyond USDA requirements.

- 3211 • School meals will include a variety of nutrient-dense foods, including lean
3212 protein, whole grains, fruits, vegetables, and low-fat or non-fat milk.
- 3213 • School menus will be planned with input from students, family members, and
3214 other school personnel and should take into account students’ cultural norms
3215 and preferences. Food pricing strategies and food marketing programs will be
3216 designed and used to encourage students to purchase nutritious meals.
- 3217 • All school meals will feature a variety of age-appropriate healthy choices that
3218 are tasty, attractive, and of high quality.
- 3219 • School food service employees will use food preparation techniques to provide
3220 meals that are lower in saturated fat, sodium, and sugar and free of artificial
3221 trans-fat.
- 3222 • The contracted school food service provider will provide culinary training to
3223 foodservice associates. Training will include the use of standardized recipes
3224 and food presentation.

3225 Parents and caregivers are encouraged to support a healthy school environment by
3226 providing a variety of nutritious foods if meals or snacks are sent from the home.
3227
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3229 **2.2 Competitive Foods**

3230

3231 All foods and beverages sold on the school campus to students outside of
3232 reimbursable meals are considered “competitive foods,” and must comply with the
3233 nutrition standards for competitive foods as defined and required in 7 CFR 210.11.

- 3234 • School campus means, for the purpose of competitive food standards
3235 implementation, all areas of the property under the jurisdiction of the school that
3236 are accessible to students during the school day.
- 3237 • School day means, for the purpose of competitive food standards
3238 implementation, the period from the midnight before, to 30 minutes after the
3239 end of the official school day.

3240

3241 Competitive foods include items sold a la carte in the cafeteria, from vending
3242 machines, school stores, snack bars and for in school fundraisers. A special exemption
3243 is allowed for the sale of food and/or beverages that do not meet the competitive food
3244 standards as required in this section for the purpose of conducting an infrequent
3245 school-sponsored fundraiser. No specially exempted fundraiser foods or beverages
3246 may be sold in competition with school meals in the food service area during the meal
3247 service.

3248 Unless being sold by the Florida State University Schools food service program, it is
3249 impermissible for any competitive foods of meat or meat alternate and grain products,
3250 as defined in 7 CFR 210.10 and 210.11. (FAC 5P-2.002).

3251 To be allowable, all competitive food items sold to students must meet general
3252 nutrition requirements and nutrient standards. Nutrition information for a la carte
3253 snacks and beverages offered in snack bars, meal service lines, vending and school
3254 stores is readily available to students, parents and the school community.

3255

3256 **2.3 Nutrition Promotion**

3257

3258 The school environment, including the cafeteria and classrooms, shall provide clear
3259 and consistent messages that promote and reinforce healthy eating.

3260

3261 The district will provide adequate lunch time for students to enjoy eating healthy
3262 foods and socializing, scheduled near the middle of the school day as possible.

3263

3264 Adequate serving space will be provided and efficient methods of service will be used
3265 to ensure students have access to school meals with a minimum amount of waiting
3266 time.

3267 Adequate seating will be available to accommodate all students served during
3268 each meal period. Adequate supervision will be provided in the dining area.

3269

3270 The dining area will be clean, orderly and inviting.

3271

3272 *The contracted school food service provider will utilize menu planning and food*
3273 *merchandising to promote healthy and balanced meal choices. The contracted school*

3274 *food service provider will utilize Smarter Lunchroom techniques to promote healthy*
3275 *choices. A variety of appealing entrée options will be accompanied by a variety of*
3276 *fruits, vegetables, and milk choices. Colorful cafeteria signs will promote the selection*
3277 *of healthful food items to create a reimbursable meal. Food service staff will encourage*
3278 *students to select a balanced meal. Food service associates will receive annual*
3279 *customer service training, which will be documented in accordance with professional*
3280 *standards training requirements.*

3281

3282 **2.4 Food Safety**

3283

3284 All food service equipment and facilities will meet applicable local and state standards
3285 for safe food preparation and handling, sanitation, and workplace safety.

3286

3287 In accordance with Section 111 of the Child Nutrition and WIC Reauthorization Act
3288 of 2004 (Public Law 108-265) and updates thereto, the district will implement a food
3289 safety program for the preparation and service of school meals based upon the Hazard
3290 Analysis and Critical Control Point (HACCP) principles.

3291

3292 The contracted school food service provider will utilize The Food Safety for Schools
3293 Guide, which provides information that directors and managers must use daily, such
3294 as specific food safety and sanitation practices that are required to be followed in
3295 lunchrooms during each meal period.

3296

3297 The contracted school food service provider will utilize the company guidelines,
3298 which includes effective food safety and sanitation training for newly hired associates.
3299 The contracted school food service provider will retain records affirming appropriate
3300 training.

3301

3302 **3.0 Nutrition Education**

3303

3304 **3.1 Classroom**

3305 Students will have the opportunity to participate in a variety of
3306 classroom nutrition education learning experiences based on the
3307 curricular framework of the nutrition benchmarks included in Florida's
3308 Physical Education Standards. In addition, teachers will provide
3309 students with additional activities that promote wellness and healthy
3310 choices. Physical education will be provided with an emphasis on the
3311 skills and curricular areas defined in the Florida Physical Education
3312 Standards.

3313

3314 The district's Local Wellness Policy Advisory Committee /Healthy School Team will
3315 review nutrition education curricula and materials for accuracy, completeness, and
3316 consistency with the goals of the wellness plan.

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3.2 Cafeteria

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

School meals will be marketed to appeal to all students who will be encouraged to choose and consume a full meal.

The contracted school food service provider will utilize signs, activities, educational materials, and promotions from their Discovery Kitchen program to engage students, provide nutrition education, and promote the consumption of healthy foods.

4.0 Physical Activity

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4.1 Physical Activity during the School Day

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

The Wellness Committee /Healthy School Team 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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4.2 Physical Activity Before and After School

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

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4.3 Physical Education Classes

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

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

All students in grades K-5 receive 150 minutes per week of physical education. Physical education courses are offered to students in all middle and high school grades and will include a nutrition curriculum.

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4.4 Creating a Positive Environment for Physical Activity

The Florida State University Schools will promote a positive environment for physical activity by providing a physical and social environment that encourages safe and

3359 enjoyable activities for all students, including those who are not athletically inclined.
3360 Recess will be provided for elementary students.

3361

3362 **5.0 Other School Based Activities to Promote Student Wellness**

3363

3364 **5.1 Food Sold for Fundraising Activities**

3365 A special exemption is allowed for the sale of food and/or beverages that do not meet
3366 the competitive food standards as required in this section for the purpose of
3367 conducting an infrequent school-sponsored fundraiser. No specially exempted
3368 fundraiser foods or beverages may be sold in competition with school meals in the
3369 food service area during the meal service.

3370

3371 **5.2 Healthy Classroom Parties and Celebrations**

3372 The Florida State University Schools recognize that classroom parties and
3373 celebrations are a tradition at school. School staff and parents are encouraged to
3374 include 1-3 healthy food offerings, as defined in this policy, at school parties and
3375 events to support a healthy environment throughout the district.

3376

3377 **5.3 Food Sold for Concessions**

3378 During athletic and other afterschool events on campus, concessions will offer 1-3
3379 options that are fruit, vegetable, or whole grain.

3380

3381 **6.0 District Faculty, Staff and Food Service Staff Role in a Healthy School** 3382 **Environment**

3383

3384 **6.1 Professional Development**

3385 District and food service staff and faculty are encouraged to become full partners in
3386 the district's wellness goals.

3387 District and food service staff are encouraged to model healthy eating
3388 behaviors. The Wellness Committee /Healthy School Team will provide the
3389 schools with events throughout the year that will promote wellness.

3390

3391 The contracted school food service staff will complete annual training in
3392 compliance with the Professional Standards provision of the Healthy, Hunger-
3393 Free Kids Act of 2010. These standards ensure school nutrition personnel have
3394 the knowledge, training, and tools they need to plan, prepare, and purchase
3395 healthy products to create nutritious, safe, and enjoyable school meals.

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3397 **7.0 Policy Implementation**

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7.1 Monitoring

The Director of School Dining Services will ensure compliance with nutrition policies within the school food service areas and will report on this matter to the Chairperson of the Local Wellness Policy Advisory Committee /Healthy School Team.

NSLP & SBP Compliance

Program integrity is an essential aspect of administering the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). State agencies contribute to Program integrity by conducting administrative reviews of school food authorities (SFA) in accordance with regulations at 7 CFR 210.18, to ensure NSLP and SBP requirements are met.

Frequency: Once every 3 years

There is a Unit Team Lead assigned to each school who will manage the day to day operations in compliance with the NSLP and SBP. The Unit Team Leads report to the Director of Dining Services.

Health and Safety Compliance

Schools are required to obtain two school food safety inspections per school year. State Agencies (SAs) that administer the school meal programs are required to report the number of inspections obtained by their schools.

7.2 Assurance

We assure that the guidelines for reimbursable meals shall not be less restrictive than regulations and guidance issued by USDA.

7.3 Reporting

The Chairperson of the Local Wellness Policy Advisory Committee /Healthy School Team will report on any change of status to the compliance of the Florida State University Schools’ wellness policy to the school board.

7.4 Policy Review

The Wellness Policy will be reviewed and revised annually. Different Fonts

Triennial Progress Assessments

3439 The Florida State University School system will conduct an assessment of the
3440 local school wellness policy to measure wellness policy compliance at least
3441 once every three years. This assessment will measure the implementation of
3442 the local school wellness policy, and include:

3443

3444 -The extent to which the Florida State University School system is in
3445 compliance with the local school wellness policy; -The extent to which the
3446 local school wellness policy compares to model local school wellness
3447 policies; and

3448 -A description of the progress made in attaining the goals of the local school
3449 wellness policy.

3450

3451 The Wellness Committee /Healthy School Team will update and make
3452 modifications to the wellness policy based on the results of the annual review
3453 and triennial assessments and/or as local priorities change, community needs
3454 change, wellness goals are met, new health information and technology
3455 emerges and new federal or state guidance or standards are issued. The
3456 wellness policy will be assessed as indicated at least every three years
3457 following the triennial assessment.

3458

3459 **7.5 Informing/Updating the Public**

3460 The approved Wellness Plan may be found at www.fsus.school. The most
3461 updated version of the policy and most recent triennial assessment will
3462 always be available on the school website for the public to view. Public
3463 input is also encouraged during the advisory board meetings. Any
3464 individual who expresses interest in the Wellness Policy Advisory
3465 Committee/Healthy School Team is welcome to attend the wellness policy
3466 planning meetings. To be included, individuals may contact Allison
3467 Westphal at a.westphal@fsu.edu

3468

3469 **7.6 Wellness Leadership**

3470 The wellness policy leadership will communicate with other school officials to
3471 ensure each school complies with the policy.

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3473 **7.7 Stakeholder Feedback**

3474 Feedback will be collected from students, staff, and parents through surveys and
3475 meetings with stakeholders.

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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; 6/11/24
FORMERLY: 1.03**

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SCHOOL ADMINISTRATION

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CHAPTER 3.0

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FLORIDA STATE UNIVERSITY SCHOOLS

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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

FLORIDA STATE UNIVERSITY SCHOOLS

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POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0

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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 school district staff members in recognizing the warning signs of a student

3600 who may be contemplating suicide, to respond to a threat or attempted
3601 suicide. The Executive Director/Superintendent will develop an
3602 intervention plan for in-school suicide attempts, out of school suicide
3603 attempts and an appropriate re-entry process, including a re-entry meeting
3604 to discuss the development of a safety plan and additional interventions or
3605 supports.

3606

3607 IV. Professional development training in youth suicide prevention
3608 opportunities shall be provided to student personnel services staff,
3609 administration and instructional staff. A two (2) hour continuing education
3610 program of youth suicide awareness and prevention training, utilizing
3611 training materials from the list approved by the Florida Department of
3612 Education (FLDOE) is also available for all district staff in all job categories
3613 as well as other adults on campus who regularly interact with students or
3614 are in a position to recognize the risk factors and warning signs of suicide.
3615 Instruction about how to identify appropriate mental health services and
3616 how to refer youth and their families to those services should be included
3617 in the program. If all instructional personnel at a District school participate
3618 in the two (2) hour training the school will be considered a "Suicide
3619 Prevention Certified School".

3620

3621 V. Florida Statute 1003.42 required instruction of 5 hours of mental health
3622 instruction for grades 6-12 will be implemented annually through
3623 developmentally appropriate instruction and skill building and will
3624 address, at a minimum, the following topics: (1) Recognition of signs and
3625 symptoms of mental health disorders; (b) Prevention of mental health
3626 disorders; (c) Mental health awareness and assistance; (d) How to reduce
3627 the stigma around mental health disorders; (e) Awareness of resources,
3628 including local school and community resources; (f) The process for

3629 accessing treatment; (g) Strategies to develop health coping techniques; (h)
3630 Strategies to support a peer, friend, or family member with a mental health
3631 disorder; (i) Prevention of suicide; and (j) Prevention of the abuse of and
3632 addiction to alcohol, nicotine, and drugs.

3633

3634 VI. The Principal, or designee, shall immediately contact the parent(s) of the
3635 student exhibiting warning signs of suicide to inform the parent(s) the
3636 student will be referred to a school-based mental health services provider
3637 to perform either the C-SSRS or SAFE-T suicide risk assessment prior to
3638 determining whether the student requires an involuntary examination
3639 (Baker Act).

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STATUTORY AUTHORITY: 1001.41, 1001.42, F. S.

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

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ADOPTED: 9/13/2022

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REVISION DATES:

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3660 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS

3663 POLICY MANUAL

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3667 3.17

3668 **RECORDING OF PARENT-STAFF MEETINGS**

3670
3671 I. For purposes of this policy, a recording is defined as the capture of a
3672 person's individual voice or images (i.e. pictures/video) through audio tape,
3673 digital, personal communication devices (i.e. smart phones) or other electronic
3674 means.

3675
3676 II. The requirements of this policy shall not be interpreted to be in conflict
3677 with the requirements of the District's Code of Conduct or Acceptable Use
3678 Policy. Nor shall the requirements of this policy be interpreted to extend to
3679 school-sponsored public events, where there can be no expectation of privacy. A
3680 school-sponsored public event is any school-related activity, whether free or at
3681 which an admission fee is charged, that members of the public may attend. These
3682 include but are not limited to athletic competition, plays, musical performances,
3683 awards ceremonies, and graduation.

3684
3685 III. In general, the recording of parent-staff meetings is prohibited. Video
3686 recording of parent-staff meetings is strictly prohibited. Audio recording of
3687 parent-staff meetings is prohibited except as provided below.

3688
3689 IV. The principal or a District administrator may permit an exception to this
3690 general prohibition for audio recording of parent-staff meetings related to
3691 Exceptional Student Education services (including child find, evaluation,

3692 eligibility determination, or provision of ESE services) where a parent has
3693 documented that such audio recording is necessary for that parent to
3694 meaningfully participate in the meeting; to understand the IEP process and/or
3695 his/her child's IEP; or is otherwise necessary to implement other parental rights
3696 under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended,
3697 and/or the Americans with Disabilities Act, as amended. Authorized exceptions
3698 to the general prohibition against the audio recording of a parent-staff meeting
3699 will typically involve situations when a parent has a disability recognized under
3700 Section 504/ADA or a language barrier that would preclude the individual's
3701 ability to understand and/or meaningfully participate in the IEP process or the
3702 relevant planning of the student's education.

3703

3704 A. If a parent believes that recording a parent-staff meeting related to
3705 Exceptional Student Education services is necessary, s/he should
3706 notify the District Exceptional Student Education Director in
3707 writing, preferably at least two (2) school days before the meeting,
3708 of his/her desire to record the meeting and the reason the
3709 recording is required. The principal, Director of Exceptional
3710 Student Support Services or designee may ask for documentation
3711 of the existence of any such disability or language barrier. The
3712 principal, Director of Exceptional Student Support Services or
3713 designee will notify the parent at least one (1) school day before the
3714 meeting if s/he intends to grant or deny the parent's request to
3715 record the meeting.

3716

3717 B. If the principal, Director of Exceptional Student Support Services or
3718 designee denies the request, s/he will state in writing the reasons
3719 for the denial. Authorized exceptions to the general prohibition
3720 against the recording of IEP Team meetings involve situations
3721 when a parent, or authorized representative of a parent, or other

3722 IEP Team member, is unable to understand or meaningfully
3723 participate in the IEP process or the planning of the relevant
3724 student's education due to a disability, language barrier, or some
3725 other impairment. If a parent is permitted to record the meeting,
3726 s/he must use his/her own audio recording device and the District
3727 will similarly record the meeting.

3728

3729 C. For purposes of the recording of IEP Team meetings, a recording is
3730 defined as the capture of voices, and other ambient sound
3731 electronically, digitally, or by any other means for the purpose of
3732 retrieval and review. Recording, moving visual images at an IEP
3733 meeting is strictly prohibited.

3734

3735 D. If the District records an IEP Team meeting, the resulting recording
3736 shall become a part of the student's educational record and will be
3737 maintained in accordance with State and Federal law.

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

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LAW(S) IMPLEMENTED: 34 C.F.R. 300.322 and 300.501;

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316.305, 847.0141, 1003.57 F.S.

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ADOPTED: 9/13/22

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REVISION DATES:

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FORMERLY: NEW

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3752 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS

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POLICY MANUAL
SCHOOL ADMINISTRATION
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

FLORIDA STATE UNIVERSITY SCHOOLS

3790 **POLICY MANUAL**
3791 **SCHOOL ADMINISTRATION**
3792 **CHAPTER 3.0**

3793 **3.19**

3794 **ACTIVITY FEES**

3795
3796 Activity fees will be assessed at the beginning of each school year. The fee monies
3797 will be utilized by the school to support student related activities.

3798
3799 **CURRENT FEES**

3800 An activity fee per student for grades K-5, and for grades 6-12 will be set by the
3801 School Board. This amount can be amended for coming school years through
3802 recommendation of the Director, the FSUS Budget Committee, and by approval of
3803 the School Board.

3804
3805 **FEE DEADLINE**

3806 Student Activity fees are due by October 1st of each school year. Fees for students
3807 admitted after the first day of school, are due within 30 calendar days of
3808 admission. Pre-payments can be made during the summer months.

3809
3810 Accounts not paid in full by the deadline will be assessed an administrative fee for
3811 late payment. An additional late fee will be assessed for each additional month the
3812 activity fee is late. Late fees are not charged to student accounts that are being
3813 paid by payroll deduction through FSU or the State of Florida. If there is a student
3814 with an outstanding activity fee balance as of the Friday before Winter Break, the
3815 parent/guardian will be required to pay the next school year's activity fee in full
3816 by July 1st prior to the beginning of the school year.

3817 If the activity fee is not paid in full, the student's invitation for enrollment to FSUS
3818 will be withdrawn for the next school year.

3819 **FREE AND REDUCED WAIVERS**

3820 Those who qualify for the Free or Reduced Price Meals Program may be eligible
3821 for a waiver of the activity fee. In order to be eligible for the waiver of activity
3822 fees, the Application for Free and Reduced Lunch must be received prior to
3823 October 1st by the Lunchroom Manager each school year. Free and Reduced Lunch
3824 Applications for students admitted after the first day of school must be received
3825 by the Lunchroom Manager within 30 calendar days of admission. Activity fees
3826 for students who qualify for the wavier but who do not meet the application
3827 deadline will be due in full. The Free and Reduced Lunch application is included
3828 in the orientation packet or may be obtained from the FSUS website.
3829 <http://www.fsus.fsu.edu/Depts/Cafeteria/documents/Free&ReducedLunch.pd>

3830

3831 Once a student is approved for Free or Reduced Lunch, an adjustment will be
3832 made to the activity fee. If the fees have already been paid, a refund will
3833 automatically be processed. A percentage of students who participate in this
3834 program will have their information audited. Being eligible for food stamps and
3835 being listed on the Direct Certification list does not qualify a student for
3836 free/reduced activity fees. The Application for Free/Reduced Lunch must be
3837 completed and a waiver allowing the information to be released to the accounting
3838 office must be completed prior to the deadline in order to have activity fees
3839 waived.

3840

3841 **EXTRA-CURRICULAR ACTIVITIES**

3842 Any student who has an outstanding activity fee balance will not be permitted to
3843 participate in any extra-curricular activity that is funded through the collection of
3844 these fees.

3845

3846 **PARTIAL YEAR FEE SCHEDULES**

3847 Activity fees will be prorated for new students who attend for less than a full
3848 school year. For each part of a quarter that the new student attends FSUS, they
3849 must pay $\frac{1}{4}$ of the activity fee.

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CHAPTER 3.0

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

FLORIDA STATE UNIVERSITY SCHOOLS

POLICY MANUAL

3921 **SCHOOL ADMINISTRATION**

3922 **CHAPTER 3.0**

3925 **3.20A**

3926 **RESPONSIBILITIES OF ADMINISTRATIVE PERSONNEL**

3927

3928 Administrative personnel are assigned direct and primary responsibility for
3929 his/her area of the school and serves as the administrative and supervisory head.
3930 Each administrative staff member is responsible for the enforcing of Florida
3931 Statutes, State School Board of Education rules, Florida State University Schools
3932 policies and directives of the Director or designee. Each administrative staff
3933 member shall carry out all duties as reflected in the School Board adopted job
3934 description.

3935

3936

3937 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

3938

3939 **LAWS IMPLEMENTED:** **1001.32, 1001.43, 1001.54, 1006.09, F.S.**

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3941 **HISTORY:**
3942 **ADOPTED:**
3943 **REVISION DATE(S):**
3944 **FORMERLY: 2.08**

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3949 **FLORIDA STATE UNIVERSITY SCHOOLS**

3950 **FLORIDA STATE UNIVERSITY SCHOOLS**

3951 **POLICY MANUAL**

3952 **SCHOOL ADMINISTRATION**

3953 **CHAPTER 3.0**

3954 **3.21**

3955 **DIRECTIVES, PROCEDURES AND ADMINISTRATIVE MANUALS**

3956 The Director shall have authority to issue such directives and to prescribe such
3957 procedures as may be necessary to carry out the purposes of School Board
3958 policies and the provisions of Florida Statutes and State Board of Education
3959 rules. The Director may issue such administrative manuals or booklets of
3960 instruction as he/she may deem necessary for the effective administration of the
3961 District school system and distribute them to the employees directly concerned.
3962 Insofar as the provisions of such manuals and directives are consistent with these
3963 School Board policies, Florida Statutes, or State Board of Education rules, the
3964 provisions thereof shall be binding upon all employees.

3965
3966 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**
3967 **LAW(S) IMPLEMENTED: 1001.43, 1001.51, F.S.**
3968 **HISTORY:**
3969 **ADOPTED: 12/8/09**
3970 **REVISION DATE(S): 12/8/09**
3971 **FORMERLY:**
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SCHOOL ADMINISTRATION

CHAPTER 3.0

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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**

4023 GOVERNANCE AND ORGANIZATION

4024 CHAPTER 3.0

4027 3.23

4028 EMERGENCIES

4029

4030 (1) In case of an emergency involving the welfare and safety of students
4031 and employees, the Director may suspend any part of these policies;
4032 provided, that he/she shall report the fact of and the reason for
4033 suspension to the Chair of the Board immediately. At the next
4034 meeting of the School Board the action shall be considered by the
4035 Board and any suspensions shall expire at that time unless continued
4036 in effect by action of the Board.

4037

4038 (2) In case of an emergency, the Director may close school. The Chair of
4039 the School Board, along with as many School Board members as
4040 practicable, shall be informed immediately of any event or condition,
4041 which requires the closing of a school, and, where the public interest
4042 requires School Board action, the Director, shall call a special
4043 meeting of the School Board.

4044

4045 (3) In any case or condition not covered by these policies, the Director
4046 or designee shall base the decision on his/her best judgment
4047 concerning the particular circumstances.

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4049 (4) During times of general public emergency, the Director is authorized
4050 to use appropriate available resources in cooperation with other
4051 agencies to alleviate the emergency.

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STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAWS IMPLEMENTED:

1001.33, 100.43, F.S.

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

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AUTOMATIC EXTERNAL DEFIBRILLATORS

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

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 401.2915, 768.1325, 1001.42, 1001.43, 1006.165, F.S.

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

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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

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SAFE AND SECURE SCHOOLS

I. Introduction

4195 FSUS Leon has as its first obligation to provide a safe, secure and orderly learning
4196 environment in school and at all sponsored activities for students, school personnel, and
4197 other persons.

4198

II. Orderly Environment

4200 An orderly environment can only be achieved by developing procedures to
4201 control students, personnel, and other persons on school property and
4202 attending School Board or school sponsored events or activities. All
4203 procedures shall reflect the following policy provisions:

4204 A. No person other than a student and employee of a school site shall
4205 be on a school campus during school hours unless they are in
4206 compliance with the schools guidelines regarding visitors.

4207 B. A student who is suspended or expelled is not in good standing and
4208 is not permitted on the school campus, school grounds, or at a school
4209 sponsored activity.

4210 C. Any person on the school campus not in accordance with this policy
4211 is hereby declared to be a trespasser and shall be asked to leave
4212 immediately by any staff member. The school safety specialist shall
4213 keep a log of such incidents, which shall provide the name of the
4214 person asked to leave and other pertinent information. If said person
4215 shall again be seen upon the school campus or school grounds, any
4216 staff member shall immediately notify the school safety specialist or
4217 appropriate local law enforcement officials without further warning.

4218

4219

4220 D. Individuals who enter School Board property, activities, or School
4221 Board meetings without a legitimate reason and create a disturbance
4222 or refuse to leave the property or activity when asked by the
4223 chairperson, Executive Director/Superintendent or designee,
4224 Principal or person in charge, are subject to criminal penalty as
4225 provided in Florida Statutes. The person in charge shall contact
4226 appropriate law enforcement officials in cases of disruptive activity
4227 or refusal to leave the school property or activity and take
4228 appropriate actions to have the offender punished as prescribed by
4229 law. The Executive Director/Superintendent or designee shall be
4230 notified of any such action at schools or school activities.

4231
4232 E. No person, except law enforcement and security officers, may have
4233 in his/her possession any weapon, illegal substance, or dangerous
4234 substance while on school property or at school events.

4235

4236 **III. Emergency Response Agencies**

4237 The following emergency response agency(ies) will notify the District in the
4238 event of an emergency:

4239

4240	Emergency Response Agency	Type of Emergency
4241	Florida State University Police Dept. (FSUPD)	All Dangerous
4242		Situations

4243 **IV. Safety, Security and Emergency Plans**

4244 A. The Executive Director/Superintendent or designee shall develop a
4245 School Safety and Security Plan with input from Florida State
4246 University, representatives of the local law enforcement agencies,
4247 the local Fire Marshall(s), representative(s) from emergency medical
4248 services; building administrators, representative(s) from the local

4249 emergency management agency, School Resource Officer(s) and/or
4250 representative(s) of the Leon County Health Department.

4251

4252 B. As required by state law, the Executive Director/Superintendent
4253 shall require the use of the Safe School Assessment Survey based on
4254 the School Safety and Security Best Practices Indicators created by
4255 FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-
4256 assessment of the FSUS's current safety and security practices.

4257

4258 C. Upon completion of these self-assessments, the Executive
4259 Director/Superintendent shall convene a safety and security review
4260 meeting for the purpose of (a) reviewing the current School Safety
4261 and Security Plan and the results of the self-assessment; (b)
4262 identifying necessary modifications to the plan; (c) identifying
4263 additional necessary training for staff and students; and (d)
4264 discussing any other related matters deemed necessary by the
4265 meeting participants.

4266

4267 D. The Executive Director/Superintendent shall present the findings of
4268 the safety and security review meeting to the Board for review and
4269 approval appropriate school safety, emergency management and
4270 preparedness plans. The Director shall make any necessary
4271 recommendations to the Board that identify strategies and activities
4272 that the Board should incorporate into the School Safety and Security
4273 Plan and/or implement in order to improve school safety and
4274 security. The School Safety and Security Plan is, however,
4275 confidential and is not subject to review or release as a public record.

4276

4277 E. The Executive Director/Superintendent shall report the self-
4278 assessment results and any action taken by the Board to review the

4279 School Safety and Security Plan to the Commissioner of Education
4280 within thirty (30) days after the Board meeting.

4281

4282 F. Emergency management and preparedness plans shall include
4283 notification procedures for weapon use and active assailant/hostage
4284 situations, hazardous materials and toxic chemical spills, weather
4285 emergencies, and exposure resulting from a manmade emergency.

4286

4287 G. Emergency management and preparedness procedures for active
4288 assailant situations shall engage the participation of the district
4289 school safety specialist, threat management team members, faculty,
4290 staff and students for each school and be conducted by the law
4291 enforcement agency or agencies designated as first responders to the
4292 school's campus.

4293

4294 H. FSUS shall develop and maintain an up-to-date plan based upon the
4295 uniform guidelines and including the provisions of Florida law,
4296 State Board of Education rules, and other applicable regulations.

4297

4298 I. Copies of the school plan shall be provided to Florida State
4299 University, county and city law enforcement agencies, fire
4300 departments, and emergency preparedness officials.

4301

4302 **V. Threat Management**

4303 A. The primary purpose of a threat management is to identify
4304 individuals exhibiting threatening or other concerning behavior,
4305 assess the risk of harm, and coordinate appropriate interventions
4306 and services for such individuals. The Board's threat management
4307 process is a systematic, fact-based method designed to identify,
4308 using threat assessment protocols, whether behaviors or

4309 communications constitute a concern for violence or harm to
4310 another person. Florida Harm Prevention and Threat Management
4311 Model is designed to identify, assess, manage, and monitor threats
4312 to schools, school staff and students. The goal of the threat
4313 management process is to prevent violence or harm to members of
4314 school community. The threat management process uses a
4315 methodology that identifies students exhibiting threatening or
4316 other concerning behavior, gathers information to assess the risk of
4317 harm to themselves or others, and identifies appropriate
4318 interventions to prevent violence and promote successful
4319 outcomes.

4320 B. The Board authorizes the Executive Director/Superintendent to
4321 create a trained Threat Management Team and school-based threat
4322 management teams.

4323 1. The FSUS Leon District Threat Management Coordinator
4324 (DTMC) must complete all trainings specific to the Coordinator
4325 role and will oversee threat management at FSUS Leon. The
4326 DTMC must:

- 4327 a. Ensure all district-level and school-level threat
4328 management team personnel are trained in threat
4329 management and on the Florida Model.
- 4330 b. Serve as Chair of the District Threat Management Team
4331 and as the liaison to the Department of Education's
4332 Office of Safe Schools.
- 4333 c. Ensure procedures are outlined for making referrals to
4334 mental health services for students exhibiting threatening
4335 or concerning behavior of self-harm or harm to others.
- 4336 d. Assist School Based Threat Management Teams at FSUS
4337 Leon.

- 4338 2. FSUS Leon District Threat Management Team (DTMT) will
4339 receive referrals from the FSUS Leon School Based Threat
4340 Management Teams, assess serious situation, and provide
4341 support to school-based teams. The FSUS Leon DTMT must
4342 include the DTMC, persons from school district administration
4343 and persons with expertise.
- 4344 3. FSUS Leon School Based Threat Management Team (SBTMT)
4345 will be headed by a Chair and Vice-Chair who are appointed by
4346 the principal or designee.
- 4347 a. The Chair serves as the point person for threat
4348 management at the school-level and is responsible for
4349 triaging reported threats or concerning behavior and
4350 communications to determine whether the matter should
4351 be summarily closed, or whether it should be reviewed
4352 by the full SBTMT.
- 4353 b. The team shall be comprised of a minimum of four (4)
4354 members, including a person with expertise in
4355 counseling (school/psychological), instructional
4356 personnel, school administration, and law enforcement
4357 (school resource officer).
- 4358 c. If none of the SBTMT members are familiar with the
4359 student of concern, the SBTMT Chair will assign a
4360 member of the school's staff who is familiar with the
4361 student to consult with and provide background
4362 information to the threat management team. Consulting
4363 personnel do not have to complete Florida Model
4364 training and may not participate in the decision-making
4365 process.

- 4366 d. All members of threat management team must be
4367 involved in the threat management process and final
4368 decision making.
- 4369 e. Parental Notification
- 4370 i. If the SBTMT Chair determines the concerning
4371 threat or behavior reported is a low level of
4372 concern and summarily closes the case, the
4373 Chair/designee must use reasonable efforts to
4374 notify the parent or guardian of the student
4375 concern.
- 4376 ii. If the Chair does not summarily close the case and
4377 refers the matter to the SBTMT, reasonable efforts
4378 must be made to notify the student of concern's
4379 parent or guardian on the same day the SBTMT
4380 assigns the preliminary level of concern. The
4381 SBTMT must document all attempts to make
4382 contact with the parent or guardian using the
4383 contact information shared by the parent or
4384 guardian with the District.
- 4385 iii. If the preliminary level of concern is high, the
4386 SBTMT chair or designee must notify the
4387 Director/Superintendent or designee to ensure the
4388 requirements of F.S.Stat. 1006.07 are met.
- 4389 iv. The SBTMT Chair must notify the student of
4390 concern's parent or guardian if the threat
4391 management process reveals information about
4392 their student's mental, emotional, or physical
4393 health or well-being or results in a change in
4394 related services or monitoring, including but not

4395 limited to implementation of a Student Support
4396 Management Plan (SSMP).

4397 v. The SBTMT Chair or designee must provide a
4398 copy of the SSMP to the student of concern's
4399 parent or guardian upon the plan's finalization
4400 and anytime the SSMP is substantially revised.

4401 The SBTMT Chair must make a reasonable effort to notify the
4402 parent or guardian of the targeted student before the end of
4403 the school day that the report was received unless the Chair
4404 has determined the concern is unfounded.

4405

4406 4. The threat management team will be responsible for the
4407 assessment of individuals whose behavior may pose a threat to
4408 the safety of school staff and/or students and coordinating
4409 resources and interventions for the individual.

4410 5. If a student with a disability is reported to have made a threat to
4411 harm others and the student's intent is not clear, a referral will be
4412 made to the threat management team for evaluation.

4413 6. Upon a preliminary determination that a student poses a threat
4414 of violence or physical harm to him/herself or others, the threat
4415 management team may obtain criminal history record
4416 information. The team must immediately report its
4417 determination to the Executive Director/Superintendent and
4418 Principal(s) who must immediately attempt to notify the
4419 student's parent or legal guardian. A parent or guardian has the
4420 right to inspect and review the threat management. The team
4421 will coordinate resources and interventions to engage behavioral
4422 and or mental health crisis resources when mental health or
4423 substance abuse crisis is suspected.

- 4424 7. The threat management team must plan for the implementation
4425 and monitoring of appropriate interventions to manage or
4426 mitigate the student's risk for engaging in violence and
4427 increasing the likelihood of positive outcomes.
- 4428 8. To the extent practical and feasible, upon the student's transfer
4429 to a different school, the threat management team must verify
4430 that any intervention services provided to the student remain in
4431 place until the threat management team of the receiving school
4432 independently determines the need for intervention services.
4433 Threat management teams must meet as often as needed to
4434 fulfill their duties of assessing and intervening with persons
4435 whose behavior may pose a threat to school staff or students,
4436 but no less than monthly. The teams must maintain
4437 documentation of all meetings, including meeting dates and
4438 times, team members in attendance, cases discussed and actions
4439 taken. Through the DTMC, FSUS Leon District must ensure
4440 that all threat management teams in the FSUS Leon District
4441 report to the DOE office on the team's activities during the
4442 previous year. The FSUS Leon District School Safety Specialist
4443 must ensure timely reporting of all required information. The
4444 report will contain all data or information required by Florida
4445 Law.

4446

4447 **VI. Safety Procedures**

- 4448 A. School alarms shall be monitored on a weekly basis and
4449 malfunctions shall be reported for immediate repair.
- 4450 B. A safety program shall be established consistent with the provisions
4451 of Policy 8.10. The emergency preparedness procedures will identify
4452 the individuals responsible for contacting the primary emergency
4453 response agency and the emergency response agency that is

4454 responsible for notifying the school district for each type of
4455 emergency.

4456 C. Emergency evacuation drills (Fire, hurricane, tornado, active
4457 shooter/hostage situation, other natural disaster, and school bus)
4458 shall be held in compliance with state requirements and formulated
4459 in consultation with the appropriate public safety agencies. Each
4460 Administrative Staff, site administrator or transportation official is
4461 responsible for:

- 4462 1. Developing and posting emergency evacuation routes and
4463 procedures;
- 4464 2. Assigning and training staff members in specified
4465 responsibilities to ensure prompt, safe and orderly evacuation;
- 4466 3. Identifying and reporting hazardous areas requiring corrective
4467 measures; and
- 4468 4. Preparing and submitting within fifteen (15) calendar days an
4469 after-action report of each emergency evacuation drill to the
4470 FSUS Leon District School Safety Specialist for review.

4471 D. In the event of an emergency, the Executive
4472 Director/Superintendent or designee is authorized to dismiss early
4473 or close school. The Administrative Staff may dismiss the school
4474 when the Executive Director/Superintendent or designee cannot be
4475 contacted and an extreme emergency exists endangering the health,
4476 safety, or welfare of students. Any such actions shall be reported
4477 immediately to the Executive Director/Superintendent, or to the
4478 designee along with a statement describing the reasons for the
4479 action. Said report shall be submitted to the School Board at the next
4480 regular meeting unless a special meeting is held relating to the
4481 emergency.

4482 E. Parents, as defined by law, have a right to timely notification of
4483 threats, unlawful acts, and significant emergencies that occur on

4484 school grounds, during school transportation or during school-
4485 sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

4486 1. Parents have a right to access school safety and discipline
4487 incidents as reported pursuant to section 1006.07(9), F.S.

4488 **VII. Safety - Violence Prevention**

4489 A. The Executive Director/Superintendent or designee shall develop a
4490 violence prevention plan for use by the school.

4491 B. Training in identification of potentially violent behaviors and the
4492 procedures to be implemented shall be provided to personnel of the
4493 schools.

4494

4495 **VIII. Security**

4496 A. The Executive Director/Superintendent or designee shall develop
4497 and implement guidelines and procedures for reviewing the school's
4498 Security Plan consistent with the requirements of the National
4499 Incident Management System (NIMS). FSUS will defer to law
4500 enforcement for incident command to manage an incident or event.

4501 B. The Administrative Staff shall develop and implement guidelines
4502 and procedures for reviewing each school's security provisions.

4503 C. The Executive Director/Superintendent shall designate an employee
4504 as the school safety specialist for FSUS. The School Safety Specialist
4505 is responsible for the supervision and oversight for all school safety
4506 and security personnel, policies, and procedures in the District. The
4507 School Safety Specialist's responsibilities include, but are not limited
4508 to the following:

4509 1. On an annual basis the school safety specialist will review district
4510 and charter school policies and procedures for compliance with
4511 state law and rules and ensure the timely and accurate

- 4512 submission of the school environmental safety incident report
4513 (FSSAT) to the Department.
- 4514 2. The School Safety Specialist must provide recommendations to
4515 the superintendent and school board at a publicly noticed board
4516 meeting identifying strategies and activities that the Board
4517 should implement in order to address the findings to improve
4518 school safety and security.
- 4519 3. No later than November 1, the School Safety Specialist shall
4520 submit a district best-practice assessment in the FSSAT that
4521 includes the school board's action(s) to the school security risk
4522 assessment findings and recommendations provided to them.
- 4523 4. Provide training in coordination with appropriate staff and
4524 resources to students and staff in matters relating to mental
4525 health awareness and assistance; emergency procedures
4526 (including active assailant training), and school safety and
4527 security.
- 4528 5. The School Safety Specialist will develop a process related to
4529 safety used to identify and correct instances of noncompliance at
4530 the school.
- 4531 6. Deficiencies relating to safe-school officer coverage must be
4532 resolved by the next school day. FSU Police have complete
4533 oversight of providing officer coverage and will coordinate with
4534 the school safety specialist.
- 4535 7. Within 24 hours, the School Safety Specialist must notify the
4536 Office of Safe Schools of the deficiencies related to safe-school
4537 officer coverage and any instance of noncompliance that is
4538 determined to be an imminent threat to the health, safety and

4539 welfare of students or staff. The Office of Safe Schools shall be
4540 notified within three (3) days of any instance of noncompliance
4541 that is not corrected within 60 days.

4542 8. The School Safety Specialist shall notify the district's
4543 superintendent if there is a suspected deficiency of the district's
4544 and/or a school's noncompliance.

4545 D. The Administrative Staff shall conduct a review of the school's
4546 security provisions (FSAAT) annually with a written report
4547 submitted to the Executive Director/Superintendent or designee for
4548 submission to the School Board for review.

4549 E. The school's Emergency Plan shall include security provisions
4550 including emergency "lock down" procedures such as "Run, Hide,
4551 Fight", Shelter In Place, Lockdown, and evacuation.

4552 F. Establishing policies and procedures for the prevention of violence
4553 on school grounds; including assessment of and intervention with
4554 individuals whose behavior poses a threat to the safety of the school
4555 community.

4556 G. Adhering to background screening procedures for all staff,
4557 volunteers and mentors.

4558 H. Security trailers may be located on school property.

4559 I. Roof access is strictly limited to staff personnel with an official
4560 purpose to be on the roof. Students are prohibited from roof access
4561 for any reason. Staff who need to access the roof need approval from
4562 both their supervisor, and the Facilities Director prior accessing the
4563 roof.

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4567 **IX. Mental Health**

4598 LAWS IMPLEMENTED: 316.614, 1001.43, 1001.51, 1006.062, 1006.07,
4599 1006.145, 1006.1493, 1006.21, 1013.13, F.S.

4600

4601 STATE BOARD OF EDUCATION RULE: 6A-1.0403; 6A-3.0171; 6A-1.0018

4602 HISTORY:

4603 ADOPTED:

4604 REVISION DATE(S): 11/12/13, 1/14/2020, 1/10/23;

4605 12/5/23

4606 FORMERLY: 8.11

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4626 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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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:

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4663 SCHOOL ADMINISTRATION
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4665 3.42

4666 ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING OR
4667 CONTROLLED SUBSTANCE ON SCHOOL BOARD PROPERTY
4668

4669 No person shall be in possession of or be under the influence of an intoxicating
4670 beverage or an illegal mood or behavior modifying or controlled substance, as
4671 defined by Florida Statutes, while on school property, at school-sponsored
4672 activities, or while on school trips involving students.

4673
4674 (1) All Administrative Staffs are hereby directed to advise an individual
4675 who has an alcoholic beverage in his/her possession to leave the
4676 school premises immediately.

4677
4678 (2) Any person having purchased an admission ticket to a school event shall forfeit
4679 his/her rights under this rule by having an alcoholic beverage in his/her
4680 possession at the event.

4681
4682 (3) Any person who has been given notice by a school official and either
4683 fails to leave the premises or leaves, but returns to the premises in
4684 possession of an alcoholic beverage shall be deemed a trespasser.
4685 The police or other proper law enforcement agency may be notified
4686 to arrest the trespasser.

4687
4688 (4) While on school-sponsored trips, the following action may become
4689 necessary:

4690 (a) Alcoholic beverages in possession of minors will be seized.
4691

4692 (b) Students and/or adults in possession of alcoholic beverages
4693 may be sent back and/or other appropriate action taken.

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4698 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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4700 **LAWS IMPLEMENTED:** 1001.43, 1012.22, 1012.27, F.S.

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HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.15

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4722 **FLORIDA STATE UNIVERSITY SCHOOLS**

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4726 CHAPTER 3.0

4727 3.47

4728 ANIMALS ON CAMPUS
4729

4730 Animals shall not be allowed on a school campus unless under the following
4731 limited conditions:
4732

- 4733 I. The presence of the animal(s) is directly related to the core curriculum and
4734 significantly contributes to the core curriculum instructional program(s)
4735 and the principal has approved the presence of the animal(s) on campus.
4736 The principal shall notify the director of all approval. The following
4737 procedures will be followed once approved:
- 4738 A. Parents shall be notified in advance that an animal(s) will be in the
4739 classroom or will be part of a class activity.
- 4740 B. The length of time the animal may be on campus is specifically
4741 designated.
- 4742 C. Animal(s) are housed and cared for in a humane manner.
- 4743 D. Any experiment involving an animal shall be under the supervision
4744 of a qualified teacher or expert in the field.
- 4745 E. The principal or designee shall be responsible for contacting local
4746 animal control authorities if any wild or stray animal(s) are found in
4747 a school building or on the school campus.
- 4748 F. If personal pets are brought to the school when it is acting as a
4749 shelter, the pets should be under the care of appropriate Florida

4750 Department of Health and Leon County Emergency Management
4751 staff within their approved service vehicle.

4752 G. This policy does not apply to law enforcement canine units or
4753 approved assistance and service animals.

4754

4755 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

4756 **LAW(S) IMPLEMENTED: 1001.32, 1001.43, 1003.47, 1006.07, 1006.08, F.S.**

4757 **STATE BOARD OF EDUCATION RULE(S) 6A-2.0010**

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4760 **HISTORY:**

4761 **ADOPTED: 11/12/24**

4762 **REVISION DATE(S):**

4763 **FORMERLY: NEW**

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4776 **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;

- 4818 C. Retrieving objects;
4819
4820 D. Assisting with mobility or balance;
4821
4822 E. Pulling a wheelchair;
4823 F. Alerting an individual to the presence of allergens;
4824
4825 G. Helping an individual with a psychiatric or neurological
4826 disability by preventing or interrupting impulsive or destructive
4827 behaviors;
4828
4829 H. Reminding an individual with mental illness to take prescribed
4830 medications;
4831
4832 I. Calming an individual with posttraumatic stress disorder (PTSD)
4833 during an anxiety attack;
4834
4835 J. Alerting and protecting a person having a seizure; and
4836
4837 K. Performing other specific tasks.
4838
4839 IV. A service animal is personal property and may not be brought on
4840 campus without the knowledge and permission of the school
4841 administration. A student's need for and use of a service animal must
4842 be documented in the student's Individual Education Plan (IEP) or
4843 Section 504 Plan. To determine if an animal qualifies as a service
4844 animal the District may not ask about the nature or extent of the
4845 individual's disability but may ask the following:
4846 a. If the animal is required because of a disability and
4847 b. What work or task the animal is trained to perform
4848
4849 V. A service animal may not interfere with the educational process of any
4850 student or pose a health or safety threat to any student, school
4851 personnel or other persons. The service animal must meet health
4852 requirements and established standards of behavior.
4853
4854 VI. The service animal must be under the control of its handler.
4855
4856 VII. The Executive Director/Superintendent shall develop guidelines for
4857 service animals on campus. Guidelines shall include but not be
4858 limited to
4859

- 4860 A. The process for requesting approval for the use of a service
4861 animal in the school or District setting;
- 4862
- 4863 B. Standards of behavior for the service animal;
- 4864
- 4865 C. Required accommodation documentation;
- 4866
- 4867 D. Required health certification for the animal;
- 4868
- 4869 E. Transportation of the service animal;
- 4870
- 4871 F. Emergency procedures; and
- 4872
- 4873 G. Orientation for school personnel and students.
- 4874

4875 VIII. The School shall not assume responsibility for training, health care or
4876 daily care of any service animal.

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4879 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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4882 **LAW(S) IMPLEMENTED:** **413.08, 1001.32, 1001.43, 1006.07, 1006.08, F.S.**
4883 **28 CFR 35.104, 28 CFR 35.136,**
4884 **28 CFR 36.104, 34 CFR 104**

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4887 **HISTORY:**
4888 **ADOPTED: 1/10/12**
4889 **REVISION DATE(S): 6/21/16**

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4891 **FORMERLY: NEW**

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4899 **FLORIDA STATE UNIVERSITY SCHOOLS**

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4903 **CHAPTER 3.0**

4904 **3.50**

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4906 **PUBLIC INFORMATION AND INSPECTION OF RECORDS**
4907

4908 All public records pursuant to Florida Statutes shall be available for inspection or
4909 copying at reasonable times during normal office hours of offices in which records
4910 are maintained.

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4912 (1) Photocopying or other reproduction of any record shall be
4913 performed upon a person's request. Charges for photocopying or
4914 reproducing shall be in accordance with the School Board Rule
4915 entitled "Copying of Public Records" (2.10).

4916
4917 (2) Records maintained by the Florida State University Schools, which
4918 are **EXEMPT** from public inspection, include:

4919
4920 (a) Personally identifiable records of students pursuant to
4921 Florida Statutes and the Federal Family Educational Rights
4922 and Privacy Act (FERPA).

4923
4924 (b) Portions of personnel records pursuant to Florida Statutes;

4925
4926 (c) All work products developed in preparation for collective
4927 bargaining pursuant to Florida Statutes;
4928

- 4929 (d) Appraisals, offers, and counter offers relating to purchase of
4930 real property pursuant to Florida Statutes;
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- 4932 (e) Legal records prepared by an attorney exclusively for civil or
4933 criminal litigation pursuant to Florida Statutes, and litigation
4934 files regarding employees while the case is active;
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- 4936 (f) A complaint of misconduct filed with the District against a
4937 District employee and information obtained in the
4938 investigation until the investigation is concluded with a
4939 finding to proceed or not to proceed with disciplinary action
4940 or charges and the subject of the complaint has been notified
4941 of the finding;
4942
- 4943 (g) Data processing software obtained under a licensing
4944 agreement, which prevents its disclosure, and data processing
4945 software designated by the Director as "sensitive" pursuant
4946 to Florida Statutes;
4947
- 4948 (h) Sealed responses to request for bids or proposals, until such
4949 time as they are publicly opened pursuant to Florida Statutes;
4950 ~~and~~,
4951
- 4952 (i) Personally identifiable records of dependent children of
4953 former or current employees who are insured by a District
4954 group insurance plan; and
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- 4956 (j) Employee and student health and medical records as
4957 prescribed by Florida Statutes and P.L. 104-191, Health

4958 Insurance Portability and Accountability Act of 1996
4959 (HIPAA).

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4964 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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4966 **LAWS IMPLEMENTED:** 119.07(3); 447.605, 1001.43, 1002.22,
4967 1002.221, 1008.24, 1012.31, 1013.14, F.S.
4968 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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4988 **FLORIDA STATE UNIVERSITY SCHOOLS**

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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**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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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
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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

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5086 **3.61**

5087 **A MOMENT OF SILENCE**

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5089 Each school day, first period teachers, in all grades, shall set aside up to two (2)
5090 minutes for a moment of silence, during which students may not interfere with
5091 other students' participation.

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5096 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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5098 **LAWS IMPLEMENTED:** **1001.43, 1003.45, F.S.**

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FLORIDA STATE UNIVERSITY SCHOOLS

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

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5118

5119 3.62

5120 **RELIGIOUS FREEDOMS**

- 5121 A. The Florida State University Schools School Board recognizes that
5122 employees and students have the right to freely practice their religion and
5123 engage in religious activities on their own time outside of school activities
5124 and functions. In order to assure the religious freedom of all, the School
5125 Board cannot sponsor, favor, disfavor, approve, disapprove, endorse,
5126 financially support or be actively involved in religious activities. The
5127 School Board may neither promote nor denigrate any religion and should,
5128 where feasible accommodate the religious beliefs and practices of students.
- 5129 B. This policy of neutrality on religion should not be perceived as conveying
5130 a message of endorsement or disapproval of any or all religions or religious
5131 organizations, or of those holding no religious beliefs.
- 5132 C. In keeping with this policy of neutrality, School Board employees cannot,
5133 in their official School Board capacities: encourage or discourage student
5134 participation in religious activities, clubs, education or services; advance or
5135 disparage any religion or religious belief; or grant or deny any grade, honor,
5136 or other recognition based upon a student's religious preference or lack of
5137 it.
- 5138 D. Because of their special relationship to their students, school administrators
5139 and teachers must at all times be mindful of their roles and not use their
5140 position to advance or disparage any religion or religious belief. School
5141 facilities and property may not be used in any manner which would be
5142 perceived as endorsement or disapproval by the School Board of any
5143 religion or religious belief.

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

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HISTORY: PAEC 2009 Model Rule

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REVISED:

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ADOPTED:

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5171 **FLORIDA STATE UNIVERSITY SCHOOLS**

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5177 CHAPTER 3.0

5178 3.63

5179 **EQUAL ACCESS FOR NON-CURRICULUM RELATED STUDENT**

5180 **MEETINGS**

5181 This policy is intended to implement the federal Equal Access Act, 20 U.S.C. ss.
5182 4071 et seq, (Act) and the First Amendment right of freedom of speech. The School
5183 Board believes that it is important for students to learn the meaning and practice
5184 of freedom of speech while in school, in order that as future citizens they will
5185 appreciate the proper exercise of this vital liberty. In adopting this policy, the
5186 School Board does not forego its authority to maintain an orderly and disciplined
5187 school environment. **The secondary school shall have a limited public forum for**
5188 **student groups wishing to meet to engage in speech, subject to the following**
5189 **restrictions:**

- 5190 A. Students shall be permitted to meet during the non-instructional time of
5191 the individual students involved in the meeting, including before school,
5192 after school, during lunch or other non-instructional times. However, no
5193 student shall be present at a meeting at a time when he or she has a class or
5194 is required by school rules to be elsewhere, unless permission from the
5195 classroom teacher is obtained. This includes any time during which the
5196 school requires the particular student or all students to be off school
5197 property and outside the school building.
- 5198 B. All meetings shall be student-initiated and open to all students in the
5199 school. All student attendance at a meeting shall be voluntary.
- 5200 C. No meeting may include any activity that is unlawful or that materially and
5201 substantially interferes with the orderly conduct of educational activities
5202 within the school.

5203 D. It is understood that the content of these student meetings is not sponsored
5204 by the School Board. The School Board is neutral as to the content of these
5205 meetings, if the meetings comply with paragraphs B and C.

5206 E. Students may invite outside speakers to their meetings subject to
5207 paragraphs B, C and D.

5208 F. In order to maintain an orderly and disciplined environment and to ensure
5209 that meetings are conducted in accordance with the provisions of this policy
5210 and the Equal Access Act, a faculty liaison shall be present at the meetings.
5211 The students shall be responsible for finding a faculty member to be
5212 present. The faculty member shall not participate in, direct or control the
5213 activities of a student religious club. **Failure of the faculty member to**
5214 **observe these limitations will be deemed a violation of this policy and**
5215 **may subject the employee to disciplinary action.**

5216 G. If students wish to meet under this policy, they must file a request to meet
5217 with the principal which lists:

- 5218 1. The room in which they wish to meet and the time during
5219 which they will meet;
- 5220 2. The name of one student who will serve as the contact
5221 between the group and the school authorities;
- 5222 3. The faculty member who will be present; and

5223 The principal shall approve a meeting if it meets the requirements of this policy
5224 and shall notify the student contact person of his or her approval or, if it does not
5225 meet the requirements of this policy, his or her reasons for disapproval within two
5226 (2) days of the submission of the request to meet.

5227 H. If students wish to meet on a continuing basis as a non-curricular student
5228 club they must file a written application with the school principal in order
5229 to seek recognition of the club at school. The application shall be completed
5230 on a form as prescribed by the district and shall include:

- 5231 a. Name of the proposed club;

- 5232 b. Name of one student who will serve as the contact between the
5233 club and school authorities;
- 5234 c. Brief statement of the club's purpose and goals;
- 5235 d. Name of faculty member who has agreed to be the club's school
5236 liaison and attend meetings;
- 5237 e. Name of any organization outside the school which is affiliated
5238 with the proposed club;
- 5239 f. Draft of the proposed club by-laws;
- 5240 g. In order to establish that there is student interest in the club, a
5241 statement certifying that at least five (5) students at the school
5242 have committed to join the new club and actively participate in
5243 its programs and that the club will operate with at least five (5)
5244 members on an ongoing basis;
- 5245 h. Room in which the students wish to meet;
- 5246 i. Time during which they plan to meet.

5247 The application must be signed by the student organizer(s) and the proposed
5248 faculty liaison. The principal shall approve the request if it meets the requirements
5249 of this policy and shall notify the student contact of his or her approval or, if it
5250 does not meet the requirements of this policy, his or her reason for disapproval
5251 within two (2) days of the submission of the request. Once approved, the non-
5252 curricular student club may continue meetings for the remainder of the school
5253 year, unless the club subsequently violates School Board policies. **All non-**
5254 **curricular student clubs shall be required to file with the school principal an**
5255 **annual Club Recognition Renewal form as prescribed by the Board. The**
5256 **renewal of the non-curricular student club recognition status shall be completed**
5257 **within thirty (30) days of the beginning of each school year.**

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STATUTORY AUTHORITY:

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

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

REVISION:

ADOPTED:

FLORIDA STATE UNIVERSITY SCHOOLS

5292 FLORIDA STATE UNIVERSITY SCHOOLS
5293 POLICY MANUAL
5294 SCHOOL ADMINISTRATION
5295 CHAPTER 3.0

5296 3.64

5297 **STUDENT DISTRIBUTION/POSTING OF LITERATURE AND MATERIALS**

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5299 It is the intent of this policy to recognize the free speech rights of students in public
5300 schools. Students have the right to express their opinion and points of view subject
5301 to reasonable time, place and manner limitations consistent with law. Students
5302 shall obtain prior approval from the principal to distribute and/or post materials.
5303 Only those students enrolled at a specific school site shall be permitted to
5304 distribute and/or post materials under this policy at that school site.

5305 **1. STUDENT DISTRIBUTION OF MATERIALS**

5306 1. Students seeking to distribute non-school materials to the student body
5307 shall provide a copy of the material to the principal or the administrator in
5308 charge if the principal is unavailable for review. The principal or
5309 administrator in charge will authorize the distribution within four (4) hours
5310 of receipt unless the principal determines that the material is lewd, obscene
5311 or pornographic, promotes disruption of the orderly operation of the
5312 school, contains statements which may be libelous or slanderous, contains
5313 statements which invade personal rights of privacy, infringes on the rights
5314 of other students, advocates violence or illegal activity and/or advertises a
5315 product or services not permitted for use by minors under the law. Nothing
5316 in this provision shall be interpreted to prohibit the distribution of religious
5317 or political literature, provided such material does not otherwise violate the
5318 limitations contained herein.

5319 2. If the material is approved, the student will be allowed to distribute such
5320 material before and after school and during non-instructional time.
5321 Distribution locations on campus shall be designated by the principal and

- 5322 may include, among others, any entrance and exit to the school and places
5323 near the cafeteria.
- 5324 3. Distribution shall be conducted in an orderly manner and shall not disrupt
5325 the ordinary operation of the school or interfere with free expression by
5326 other students. Students shall not distribute materials in a manner which
5327 disrupts any school activity or blocks or impedes the safe flow of traffic
5328 within corridors and entrance ways of the school. Students who distribute
5329 such material shall be responsible for cleaning up such materials thrown on
5330 the floors, in the school or on the grounds outside the school.
- 5331 4. All students have the right, notwithstanding the provisions of this policy,
5332 to refuse to receive or accept materials being distributed, and no student
5333 has the right to force materials on any other student.
- 5334 5. As used in this policy, the terms “lewd, obscene or pornographic” include
5335 materials which are patently offensive because they are an affront to
5336 contemporary community standards relating to the description or
5337 representation of sexual matters.
- 5338 6. As used in this policy, the term “not disrupt the ordinary operation of the
5339 school” includes, but is not limited to, forcing other students to listen or
5340 accept materials by shouting or preventing passage, and engaging in speech
5341 activities during instructional time which are not consistent with the subject
5342 matter being taught.
- 5343 7. As used in this policy, the terms “libelous or slanderous” are collectively
5344 referred to as “defamation.” Slander refers to the spoken word and libel
5345 refers to a statement recorded in writing. Defamatory language is language
5346 which tends to adversely affect one’s reputation. This may result from
5347 attacking the individual’s honesty, integrity, virtue, virginity, sanity or the
5348 like. Defamatory language may be directed toward an individual or toward
5349 a group that is so small that it is clear to the listener or reader as to those
5350 individuals being defamed.

- 5351 8. As used in this policy, the term "invade personal rights of privacy" includes
5352 the disclosure or communication of any information regarding the private
5353 life of another student or individual including, among other things, any
5354 information from confidential student records, information regarding
5355 sensitive family or personal matters and other such personally identifiable
5356 information that is not considered to be in the public domain.
- 5357 9. As used in this policy, the term "infringes on the rights of other students"
5358 means defamatory expressions against another individual or toward a
5359 group that is so small that it is clear to the listener or reader as to those
5360 individuals being defamed.
- 5361 10. As used in this policy, the term "non-instructional time" means before or
5362 after school hours, between classes, and during lunch or recess times.
- 5363 11. Any concern about decisions regarding distribution or lack thereof may be
5364 promptly appealed to the Director whose decision shall be final.

5365

5366 **2. STUDENT POSTING OF MATERIALS**

- 5367 A. Materials originating from non-district sources for posting shall not be
5368 displayed without the authorization of the principal or his designee, in
5369 accordance with the standards of this policy and the law. The principal
5370 shall designate an area in the school for the posting of materials by students
5371 which may be reasonably accessible to the students. Once materials have
5372 been authorized for posting, the school shall affix the following legend to
5373 the materials: **"STUDENT SPONSORED MATERIALS --- Not Endorsed
5374 or Sponsored by the School. Authorized for posting through [date]."** In
5375 order to provide adequate space and a fair opportunity for the posting of
5376 materials by students those materials authorized for posting shall remain
5377 posted for a period not to exceed fifteen (15) school days or through the
5378 date of any event that is advertised by the posted material.
- 5379 B. Any concern about decisions regarding posting of materials or lack thereof
5380 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

5411 FLORIDA STATE UNIVERSITY SCHOOLS

5412 POLICY MANUAL

5413 SCHOOL ADMINISTRATION

5414 CHAPTER 3.0

5415 3.65

5416 **ABSENCE FOR RELIGIOUS INSTRUCTION**

5417 1. A student with the notarized written consent of his or her parents or
5418 guardian, or a student who has attained the age of majority, upon
5419 application of the student, **may be excused from attendance in school**
5420 **in grades 9 through 12 for a period of not more than one class period**
5421 **per school day, but not to exceed five class periods per week to**
5422 **participate in religious instruction at the student's place of worship or**
5423 **at any other suitable place away from school property designated by**
5424 **the religious group, church, or denomination.** Such notarized
5425 statement must be submitted and approved each semester. Such
5426 religious instruction is not the responsibility of the School Board and
5427 shall not be conducted on school property. A principal or designee shall
5428 not grant permission for such absences unless the following conditions
5429 are met:

- 5430 • The class period chosen and approved by the principal is not a period
5431 during which the student is scheduled to attend class.
- 5432 • Transportation to and from religious instruction is the complete
5433 responsibility of the religious institution or parents or guardian of the
5434 student.
- 5435 • The parents or guardian of the student agree in writing to release and
5436 indemnify the School Board and its agents and employees from and against
5437 any claim for injury or death occurring while the student is absent from
5438 school in order to attend religious instruction.
- 5439 • The religious institution maintains weekly attendance records and makes
5440 them available to the school attended by each student. The religious

5441 institution phones, each day, the parents/guardians of students who are
5442 absent that day.

5443 2. A principal or designee has the right to refuse a student's request for
5444 such religious instruction release time if the request is out of compliance
5445 with the School's Pupil Progression Plan.

5446 3. Nothing in this rule shall be construed to require the school Board to
5447 permit religious instruction programs or to deny a principal or designee
5448 the right to terminate an individual student's permission to be absent to
5449 participate in such religious instruction due to the student's non-
5450 attendance at such instruction.

5451 4. The parent will assume the responsibility of approving the instructional
5452 delivery system, the content, the student management practices and the
5453 personal and instructional qualification of the instructor and staff of the
5454 religious institution providing the religious instruction.

5455

5456 **STATUTORY AUTHORITY: ss. 1001.41, 1001.42, 1003.21, Fla. Stat.**

5457 **LAWS IMPLEMENTED: s. 1003.21, Fla. Stat.**

5458 **REVISION:**

5459 **ADOPTED:**

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5469 **FLORIDA STATE UNIVERSITY SCHOOLS**

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5471 FLORIDA STATE UNIVERSITY SCHOOLS
5472 POLICY MANUAL
5473 SCHOOL ADMINISTRATION
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5476 3.68+

5477 **CRIMINAL BACKGROUND SCREENING**
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5480 Any person desiring employment shall file a completed application with Florida
5481 State University as outlined on the FSU Human Resources web page
5482 <https://jobs.fsu.edu/index.cfm> or by calling 850-644-6876.
5483

5484 **I. Initial Employment and Current Employees**

5485 For policies related to employment or current employees, please refer to
5486 Florida State University policies at www.fsu.edu.
5487

5488 **II. Contractors and Other Vendors**

- 5489 a. Contractual personnel who are permitted access on school grounds when
5490 students are present, who have direct contact with students or who have
5491 access to or control of school funds must meet level two (2) screening
5492 requirements as described in Florida Statutes. Contractual personnel shall
5493 include any vendor, individual or entity under contract with a school or the
5494 School Board. Each vendor, individual contractor or employee of a
5495 contractor as described in this section must provide verification that he/she
5496 has met the level two (2) screening requirements prior to accessing a school
5497 campus and provide evidence of compliance with Florida Statute Section
5498 448.095 (evidence may consist of, but is not limited to, providing notice of
5499 Contractor's E-Verify number).
- 5500 b. An employee or contractor of an employer who offers a high school student
5501 internship(s) must meet level 2 background screening requirements if
5502 he/she has direct, unsupervised access to the student intern(s).

- 5503 c. Leon County or other districts issue a state identification badge that is valid
5504 for five (5) years to a contractor who meets level 2 screening requirements.
5505 The recipient of the badge shall be responsible for paying a fee established
5506 by the Department of Education. The badge shall bear the picture of the
5507 contractor and must be visible at all times the contractor is on school
5508 grounds.
- 5509 d. The District shall recognize the uniform statewide identification badge that
5510 has been issued by another school district.
- 5511 e. A non-instructional contractor who has been convicted of any disqualifying
5512 offense, as defined in Florida Statutes, shall not have access to school
5513 grounds when students are present.
- 5514 f. Contractual personnel must also meet the level two (2) screening
5515 requirements every five (5) years following entry into a contract. If the
5516 fingerprints of an individual under contract with the School Board have not
5517 been retained by the Florida Department of Law Enforcement, the
5518 individual must submit a complete set of fingerprints to the district of
5519 which their prints were originally submitted.
- 5520 g. Each person under contract as described in sections III(a). and III(b). must
5521 agree to inform the party with whom he/she is under contract within forty-
5522 eight (48) hours if convicted of any disqualifying offense while under
5523 contract. The individual shall also be responsible for returning the badge
5524 within forty-eight (48) hours to the district that issued the badge. If it is
5525 found that a person under contract does not meet the level two (2)
5526 requirements, the individual shall be immediately suspended from
5527 working in a contractual position and shall remain suspended until final
5528 resolution of any appeals. A person who is working with with an intern
5529 will not be allowed to continue in an unsupervised situation.
- 5530 h. The following non-instructional contractors shall be exempt from level 2
5531 screening:

- 5532 i. A contractor who is under direct, line of sight supervision of a
5533 District employee or contractor who has met level 2 screening
5534 requirements;
- 5535 ii. A contractor who is required by law to undergo level 2 screening
5536 for licensure, certification, employment, or other purpose and
5537 provides appropriate documentation;
- 5538 iii. A law enforcement officer who is assigned or dispatched to school
5539 grounds;
- 5540 iv. An employee or medical director of a licensed ambulance provider
5541 who is providing services;
- 5542 v. A contractor at a site where students are not permitted and a six (6)
5543 foot chain link fence separates the work site from the remainder of
5544 the school grounds; or
- 5545 vi. A contractor who provides pickup or delivery services that involve
5546 brief visits to school grounds when students are present.
- 5547 i. A non-instructional contractor, as described in section III(i), who is exempt
5548 from level 2 screening shall be subject to a search of the registry of sexual
5549 offenders and sexual predators maintained by the Florida Department of
5550 Law Enforcement and the National Sex Offender Public Registry
5551 maintained by the U.S. Department of Justice. The District shall conduct
5552 the registry search without charge to the contractor. If a contractor is
5553 identified as a sexual predator or offender and not allowed on school
5554 grounds, the District shall notify the vendor, individual or entity under
5555 contract within three (3) business days.
- 5556
- 5557 j. The Director shall develop procedures to implement this policy.
- 5558

5559 **IV. Work Site with No Students Present.**

- 5560 A. The contractor or vendor shall provide to Florida State University
5561 Schools, Inc. a list of personnel assigned or potentially assigned to

5562 FSUS, Inc. sites so that the appropriate FSUS official can conduct the
5563 required background screening. Any charges incurred for this
5564 screening will be the responsibility of the contractor or vendor. Any
5565 person identified as a sexual predator or offender will not be allowed
5566 on any FSUS, Inc. site. Each person assigned to work at an FSUS,
5567 Inc. site is required to sign in and out upon entering and/or exiting
5568 the site at the designated location. An identification badge
5569 indicating level of clearance must be visibly worn at all times. No
5570 personnel shall work at the site who has been convicted of the
5571 serious offenses in the following list, subject to the Director's
5572 mitigation consideration process.

- 5573 a. Inappropriate sexual conduct including, but not limited to
5574 prostitution, solicitation of prostitution, sexual battery, sexual
5575 relations with a minor, possession or sale of pornography
5576 involving minors, computer pornography or obscene literature.
- 5577 b. Sale of controlled substances.
- 5578 c. Any crime or offense enumerated in 435.04, Florida Statutes.
- 5579 d. Possession of a gun or weapon on FSUS property or use of
5580 weapon in the commission of a violent crime.
- 5581 e. Knowingly falsifying or altering employment application,
5582 paperwork, district forms or other documents or certificates.
- 5583 f. Conviction of any felony as noted in 435.04, Florida Statutes.

5584

5585 **STATUTORY AUTHORITY:** 1001.41, 435.04, 1012.797 F.S.
5586 **LAWS IMPLEMENTED:** 288.061, 448.095, 1001.43,
5587 1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.

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5589 **HISTORY: NEW 07/08 not addressed**
5590 **ADOPTED:**
5591 **REVISION DATE(S): 5/15/12;**
5592 **11/12/13, 9/13/22**

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5594 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0

3.70

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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CHAPTER 3.0

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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

5664 FLORIDA STATE UNIVERSITY SCHOOLS
5665 POLICY MANUAL
5666 SCHOOL ADMINISTRATION
5667 CHAPTER 3.0

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5669 3.80

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5671 **SCHOOL VOLUNTEERS**
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5673
5674 A school volunteer is any non-paid individual who gives his/her time to a school
5675 or school staff member while performing assigned duties. Duties assigned to
5676 school volunteers shall be consistent with Florida Statutes and State Board of
5677 Education rules.

5678 (1) The school principal and each staff member who is assigned a school
5679 volunteer shall be responsible for assigning duties to school volunteers
5680 which are consistent with Florida Statutes, State Board of Education rules,
5681 and Board rules.

5682
5683 (2) The Director shall issue directives concerning school volunteers as
5684 may be deemed necessary.

5685
5686 (3) A school volunteer shall be accorded the same protection of Florida
5687 Statutes as accorded to certified instructional personnel provided the school
5688 volunteer:

5689 a. Has officially recorded his/her attendance in the school
5690 where he/she is rendering services under an administrative or
5691 instructional staff member, and

5692 b. Have on file a signed and dated release form prior to any
5693 volunteer activity.

5695 (4) A school volunteer will be subject to the school's security clearance
5696 policy.

5697 • An athletic coaching position in volunteer status, (performing duties
5698 without pay) is required to have a Level II background check and
5699 fingerprinting, which is the same requirement for other athletic coaches
5700 who are in coaching positions receiving pay. A person who has been
5701 convicted of a crime that would disqualify him/her for employment in the
5702 District, shall not be accepted as a volunteer.

5703 • Individuals volunteering on the school campus must present a valid
5704 driver's license, be screened via the Raptor system or a similar
5705 background screening program, and issued an official visitor's badge
5706 before performing volunteer duties. Volunteers must be supervised by an
5707 employee at all times.

5708 • Volunteers who are chaperoning off-campus field trips, including
5709 overnight trips, are required to present a valid driver's license for the
5710 school Raptor security check or similar background screening program
5711 within 48 hours prior to the departure on the trip. The trip organizer must
5712 keep security documentation of all volunteers serving as chaperones.

5713

5714 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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5716 **LAW(S) IMPLEMENTED:** 110.504(4) (5); 228.041(24); 110.504(4), 110.504(5),
5717 440.02(15)(d)6, 435.04, 768.28, 943.04351, 1001.43, 1012.01, F.S.

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5719 **HISTORY:** **ADOPTED: 8/15/2001**

5720 **REVISION DATE(S): 10/9/12; 11/18/14**

5721 **FORMERLY: NEW**

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5726 **FLORIDA STATE UNIVERSITY SCHOOLS**

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CURRICULUM

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AND

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INSTRUCTION

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CHAPTER 4.0

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5744 FLORIDA STATE UNIVERSITY SCHOOLS
5745 POLICY MANUAL
5746 CURRICULUM AND INSTRUCTION
5747 CHAPTER 4.0

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5749 4.10*+
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5751 **THE CURRICULUM**
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5753

- 5754 I. The District curriculum shall be determined by
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- 5756 A. Students' needs as determined by studies, assessments and surveys;
5757
- 5758 B. Continuous evaluation of curriculum effectiveness in meeting
5759 students' needs in the District;
5760
- 5761 C. Florida Statutes, State Board of Education rules, and the School
5762 Board; and
5763
- 5764 D. Florida Department of Education developed and School Board
5765 approved Florida curriculum frameworks, State Student
5766 Performance Standards and course descriptions.
5767
- 5768 II. The Director may appoint such committees and special study groups as
5769 may be necessary to assist in determining the educational needs of the
5770 District.
5771
- 5772 III. The Director shall designate an appropriate staff member who is
5773 responsible for the development and coordination of the total curriculum
5774 of the District.

5775

5776 IV. The program of instruction shall include, but not be limited to

5777

5778 A. Elementary Level Curriculum - reading, language arts, social
5779 studies, science, health, physical education, music, art, mathematics,
5780 character education, and such other disciplines that may be
5781 considered necessary to a comprehensive elementary school
5782 program. The curriculum shall include instruction in study and
5783 work habits, critical thinking skills, health and hygiene, citizenship,
5784 career orientation, the establishment of purposes, and the
5785 development of and morality;

5786

5787 B. Middle Level Curriculum - Mathematics, language arts, reading,
5788 science, social studies, music, art, health, physical education,
5789 exploratory career education, character education, computer literacy
5790 if resources are available, and critical thinking skills. Activities
5791 which offer desirable experiences such as consumer education, band,
5792 drama, creative writing, athletics, and student government shall be
5793 promoted. Instruction in the use of the library and counseling
5794 services shall be provided;

5795

5796 C. Senior Level Curriculum - Will consist of courses which meet the
5797 needs of all students. Both college preparatory and terminal courses
5798 shall be offered at levels which will challenge each student to
5799 perform in accordance with his/her ability.

5800

- 5801 1. Library instruction and counseling services shall be provided.
5802
- 5803 2. Character education shall include instruction on the
5804 development of leadership, interpersonal, organization, and
5805 research skills; workplace ethics and law; conflict resolution;
5806 skills that enable students to become resilient and self-
5807 motivated; and skills which assist students to become
5808 employed.
5809
- 5810 3. A program of student government, student publications,
5811 drama, music, social activities, and athletics shall be provided
5812 for the development of well-rounded citizens.
5813
- 5814 D. A student's progression from one grade to another shall be
5815 determined, in part, upon proficiency in reading, writing, science,
5816 and mathematics.
5817
- 5818 V. The responsibility and right of an instructional staff member to present
5819 information of a controversial nature is hereby recognized. The teacher
5820 shall not present controversial material or issues which are not directly or
5821 closely related to the subject area being taught. In presenting controversial
5822 materials on an issue, the teacher shall present all sides of the question
5823 without bias or prejudice and shall permit each student to arrive at his/her
5824 own conclusions.
5825
- 5826 VI. A course description shall be presented for School Board approval before
5827 any course or unit in the objective study of the Bible or a comparative study
5828 of religion, as provided in Florida Statutes, is initiated in any school. The
5829 description shall detail the purpose of the course, the materials to be used,
5830 grade location, length of the course, and credit value. No teacher shall

5831 present or permit to be presented any material which ridicules any religious
5832 sect, belief, or faith.

5833

5834 VII. Prior to initiating any course or unit of instruction in human growth and
5835 development, a course outline and complete description shall be presented
5836 for School Board approval. This rule does not preclude the teaching of
5837 personal cleanliness in health and physical education classes or in the
5838 elementary grades, or the teaching of matters relating to sex education as
5839 provided in state-adopted textbooks, or information relating to sex
5840 education as required in other courses using duly-adopted textbooks and
5841 materials where the teaching of sex is an incidental part of the course.

5842 VIII. It shall be the responsibility of the school to make students aware of the
5843 dangers and consequences of sexually transmitted diseases. The manner,
5844 scope, and levels at which this information will be presented shall be
5845 determined by the Director or designee in consultation with instructional
5846 supervisors and principal(s). Prior to initiating any such unit of instruction,
5847 the proposed program, the materials to be used, and other essential
5848 information shall be presented to the School Board for approval. When any
5849 questionable information is to be viewed by mixed groups, the sexes may
5850 be separated for presentation of materials.

5851

5852 IX. Age-appropriate information about Acquired Immune Deficiency
5853 Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and
5854 other sexually transmissible diseases shall be taught in Grades K-12.
5855 Instruction shall address causes, transmission, and prevention and shall be
5856 approved by the School Board.

5857

5858 X. The Director or designee shall review curriculum frameworks which are
5859 prepared and distributed by the Florida Department of Education and

5860 related to AIDS education. If the curriculum frameworks are inconsistent
5861 with locally determined curriculum for AIDS education or are not reflective
5862 of local values and concerns, the Director shall advise the School Board and
5863 provide recommendations for instructional activities.

5864

5865 XI. A student shall be exempt from instructional activities on reproductive
5866 health or Acquired Immune Deficiency Syndrome (AIDS) provided
5867 his/her parent(s), as defined by Florida Statutes, files a written request with
5868 the school principal.

5869

5870 XII. In compliance with Florida Statute, throughout instruction in Acquired
5871 Immune Deficiency Syndrome, sexually transmitted diseases, or health
5872 education, when such instruction and course material contains instruction
5873 in human sexuality, a school shall:

5874

5875 A. Teach abstinence from sexual activity outside of marriage as the
5876 expected standard for all school-age children while teaching the
5877 benefits of monogamous heterosexual marriage.

5878

5879 B. Emphasize that abstinence from sexual activity is an absolute way to
5880 avoid pregnancy, sexually transmitted diseases, including Acquired
5881 Immune Deficiency Syndrome (AIDS), and other associated health
5882 problems.

5883

5884 C. Teach that each student has the power to control personal behavior and encourage
5885 students to base actions on reasoning, self-esteem, and respect for others.

5886

5887 D. Provide instruction and material that is appropriate for the grade and age of the
5888 student.

5889

5890 XIII. The Director or designee shall develop a physical education program to
5891 implement the requirements of Florida Statutes.

5892

5893 XIV. When dealing with political issues, the positions of all parties will be
5894 presented on a nonpartisan basis. Partisan political literature will not be
5895 distributed in schools. However, schools may give out information relating
5896 to School District taxes or the need for construction bonds.

5897

5898 XV. All course materials and verbal or visual instruction shall conform to the
5899 requisites and intent of all Florida law and the state constitution. All
5900 instructional materials, including teachers' manuals, films, tapes, or other
5901 supplementary instructional material, shall be available for inspection by
5902 parents of the children engaged in such classes.

5903

5904 XVI. The Director/designee shall develop procedures to assure all aspects of
5905 curriculum development and implementation are carried out.

5906

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5908 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

5909

5910 **LAWS IMPLEMENTED:** 1000.21, 1003.4203, 1003.455, 1010.305;
5911 1006.28; 1001.43; 1006.29; 1008.25; 1003.42; 1003.45, F.S.

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5913 **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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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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5963 **ACADEMIC ACCELERATION**
5964

5965 The FSUS Board believes that all children are entitled to an education that is
5966 challenging and is commensurate with their abilities and needs. Therefore,
5967 students who can exceed grade level and/or subject area expectations shall be
5968 provided opportunities to participate in accelerated learning.

5969
5970 A. Accelerated learning options shall include but not be limited to

- 5971
5972 A. Whole grade promotion;
5973 B. Midyear promotion;
5974 C. Virtual instruction;
5975 D. Subject matter acceleration;
5976 E. Advanced academic courses;
5977 F. Credit Acceleration Program;
5978 G. Enrichment programs; and
5979 H. Early high school graduation.

5980
5981 B. All parents and students shall be notified of the opportunities for
5982 academic acceleration. Notification shall include but not be limited
5983 to

- 5984
5985 I. Accelerated learning options including early graduation;
5986 II. Eligibility requirements;

5987

5988 III. Referral process and relevant deadlines;

5989 IV. Appeals process; and

5990 V. Performance contracts for students who are referred by their parents.

5991

5992 C. Student eligibility requirements shall be established at the school
5993 and District levels. Eligibility considerations shall include those
5994 established by law and other considerations as determined by the
5995 school or District.

5996

5997 D. A student may be referred for academic acceleration by a teacher,
5998 administrator, guidance counselor, school psychologist or parent.

5999

6000 E. An evaluation committee shall be established at each school to
6001 consider all referrals for academic acceleration. The committee shall
6002 determine a student's eligibility for an acceleration program or
6003 accelerated class(es).

6004

6005 F. A parent may appeal the decision of the evaluation committee in
6006 writing if the committee does not recommend that the child is
6007 eligible to participate in academic acceleration.

6008

6009 G. A performance contract shall be developed for each student who
6010 participates in an acceleration option at the request of his/her
6011 parent. The contract shall be signed by the student, parent, and
6012 school principal.

6013

6014 H. Provisions for academic acceleration shall be contained in the
6015 *Student Progression Plan*.

6016

6017 I. The School shall establish procedures for the implementation of
6018 academic acceleration. The eligibility requirements, data sources to
6019 be used for evaluation, composition of the evaluation committee and
6020 methods of monitoring accelerated students shall be included in the
6021 procedures.

6022

6023

6024 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

6025

6026

6027 **LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1002.3105, 1002.321,
6028 1003.4281, 1003.4295, F.S.

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6031 **HISTORY:** **ADOPTED: 1/8/2013**
6032 **REVISION DATE(S): 11/12/13**
6033 **FORMERLY: NEW**

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6052 **GRADE FORGIVENESS**

6053 The purpose of the forgiveness policy is to assist students in meeting graduation
6054 requirements including a minimum grade point average and successful
6055 completion of academic and credit requirements.

6056
6057 I. Required Courses

6058
6059 A grade of D or F or an equivalent of a grade of D or F in a required course
6060 may be replaced with a grade of C or higher or an equivalent of a grade of
6061 C or higher earned subsequently in the same or a comparable course.

6062
6063 II. Elective Courses

6064
6065 A grade of D or F or an equivalent of a grade of D or F in an elective course
6066 may be replaced with a grade of C or higher or an equivalent of a grade of
6067 C or higher earned subsequently in another course.

6068
6069 III. Middle Grades Students

6070
6071 A student in the middle grades who takes a high school course for high
6072 school credit and earns a grade of C, D, or F or an equivalent of a C, D, or F
6073 may replace the grade with a grade of C or higher or an equivalent of a
6074 grade of C or higher earned subsequently in the same or comparable course.

6076 IV. Grade Point Average

6077

6078 Only the new grade shall be used in calculating the student’s grade point
6079 average. A course grade that is not replaced according to the forgiveness
6080 policy will be used in the calculation of the grade point average.

6081

6082 V. Student Records

6083

6084 All courses and grades must be included on the student’s transcript. The
6085 forgiveness provision does not give the authority to delete the forgiven
6086 course and grade from the student’s record.

6087

6088 VI. Notification

6089

6090 Students shall be notified of the grade forgiveness provisions and the
6091 procedure for replacing eligible grades.

6092

6093 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

6094 **LAW(S) IMPLEMENTED:** 1001.43, 1003.4156, 1003.4281, 1003.4282,
6095 1003.437, 1003.49, 1008.25, F.S.

6096 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0955

6097 **HISTORY:** 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16
6098 **ADOPTED:** 12/13/16

6099 **REVISION DATE(S):** _____

6100 **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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6143 **EXCEPTIONAL STUDENT EDUCATION**
6144

6145 Definition: An exceptional student shall mean any child who requires special
6146 instruction or related services to take full advantage of or to respond to
6147 educational programs and opportunities because of a physical, mental, emotional,
6148 social or learning exceptionality, as determined by a multi-disciplinary team
6149 which includes psychological, educational, and/or physical evaluation results
6150 provided by specialists qualified under State Board of Education rules.
6151 Exceptional Students include children with specific learning disabilities or
6152 children who are mentally handicapped, speech and language impaired, hearing
6153 impaired, visually impaired, physically impaired, emotionally handicapped,
6154 socially maladjusted, profoundly handicapped, or gifted, within the limitations
6155 provided in 228.053 and 228.056, F.S.

- 6156 (1) Upon recommendation of the Director, the Board shall annually adopt a
6157 plan for the provision of exceptional student education programs for all
6158 exceptional students.
- 6159 (2) The annual plan for special programs and procedures for exceptional
6160 students shall include: screening procedures; pre-referral activities; referral
6161 procedures; eligibility criteria; program placement; program dismissal; and
6162 descriptions of program organization and operations.
- 6163 (3) The annual plan for exceptional student education shall be subject to the
6164 approval of the State Commissioner of Education.
- 6165 (4) The exceptional student education program shall conform to the provisions
6166 adopted by the Board and approved by the Commissioner and shall

6167 function in accordance with the provisions of law, State Board of Education
6168 rules, and other applicable provisions of Board rules.

6169

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6171 **STATUTORY AUTHORITY:** 228.053; 228.056; 230.22(2); 230.23(17), F.S.

6172 **LAWS IMPLEMENTED:** 228.041; 228.0531 230.23(4)(m); 230.23(6)(c);
6173 230.23005(3)(d),(6),(8), F.S.

6174 **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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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

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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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6282 **ACADEMIC AND CAREER PLANNING**
6283

- 6284 I. Middle grade students shall participate in a career and education planning
6285 course during the sixth, seventh or eighth grade. The course must be an
6286 approved course identified by the Florida Department of Education. The
6287 career-planning portion of the designated course must be internet-based,
6288 customizable to each student, and include research-based assessments to
6289 assist with determining educational and career options and goals. Career
6290 exploration shall be included in the curriculum. The purpose of this course
6291 shall be to enable students and parents to develop a personalized academic
6292 achievement and career goals for postsecondary experience.
- 6293
- 6294 II. The academic and career plan shall include
- 6295 A. A destination;
- 6296 B. A major area of interest;
- 6297 C. A list of courses to meet the requirements of the destination and
6298 major area of interest.
- 6299 D. A detailed explanation of the requirements for earning a high school
6300 diploma designation.
- 6301 E. The requirements for each scholarship in the Florida Bright Futures
6302 Scholarships Program
- 6303 F. The requirements for state university, technical college, and Florida
6304 College System institution admission.

6305 G. Opportunities available to earn college credit in high school,
6306 including Advanced Placement courses; dual enrollment, including
6307 career dual enrollment; and career education courses.

6308

6309 III. Destinations shall include

6310 A. Four (4) year college or university, community college plus
6311 university, or military academy degree;

6312 B. Two (2) year postsecondary degree;

6313 C. Postsecondary career certificate;

6314 D. Immediate employment or entry level military; or

6315 E. A combination of any of these destinations.

6316

6317 IV. The destinations shall accommodate the needs of exceptional education
6318 students to the extent appropriate for individual students. These students
6319 may follow the courses outlined in the *Student Progression Plan*.

6320

6321 V. Completion of the academic and career plan shall be required for
6322 promotion to grade nine (9).

6323

6324 VI. Secondary schools shall ensure that students and parents are aware of the
6325 destinations and the process of developing and revising academic plans.

6326

6327 VII. The District shall encourage the business community to support career
6328 preparation by providing internships and apprenticeships.

6329

6330 VIII. The high school principal shall

6331

6332 A. Designate an instructional or administrative staff member to serve
6333 as a specialist who will

6334 1. Coordinate the use of student achievement strategies;

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6377 4.19*+
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6379 **PHYSICAL EDUCATION**
6380

6381 Florida State University Schools believes that physical education is an important
6382 component of the total educational program. Physical activity is essential to the
6383 development and maintenance of good health. The physical education program
6384 shall focus on providing students with the knowledge and skills to make healthy
6385 lifestyle decisions.

6386
6387 I. The physical education program shall be consistent with the standards of
6388 the National Association for Sport and Physical Education and with the
6389 Sunshine State Standards. It shall be an integral part of the District Wellness
6390 Program.

6391
6392 II. The physical education curriculum shall be a continuum from
6393 prekindergarten through grade 12. Activities shall be appropriate for the
6394 grade level and capabilities of the students and shall be of sufficient
6395 intensity and duration to provide a health benefit.

6396
6397 III. Goals of the physical education program shall include

6398
6399 A. Competency in motor skills and movement patterns;

6400
6401 B. Understanding of human movement as it relates to physical
6402 activities;

- 6404 C. Understanding of the benefits of regular participation in physical
6405 activity;
- 6406
- 6407 D. Regular participation in physical activity;
- 6408
- 6409 E. Achievement of a health-enhancing level of physical fitness;
- 6410
- 6411 F. Knowledge of safety in physical activities;
- 6412
- 6413 G. Knowledge of first aid and cardiopulmonary resuscitation (CPR);
- 6414
- 6415 H. Demonstration of responsible personal and social behavior in
6416 physical activity;
- 6417
- 6418 I. Recognition and acceptance of the differing abilities of people;
- 6419
- 6420 J. Recognition of the values of physical activity for health, enjoyment,
6421 challenge, self-expression, and social interaction; and
- 6422
- 6423 K. Increase in health and wellness.
- 6424

6425 IV. The District shall develop a comprehensive physical education plan with
6426 input from teachers, parents, students, and representatives from the
6427 medical and sports fields. The plan shall be reviewed annually by the
6428 Wellness Committee and modified as appropriate. The plan shall adhere
6429 to the requirements of Florida Statutes.

6430

6431 V. The District shall notify parents annually that counseling concerning the
6432 benefits of physical education is available at each school. The District shall
6433 also inform parents, prior to scheduling a student for physical education,
6434 that the requirement for participation in physical education may be waived
6435 under certain circumstances as specified in law.

6436

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6438 **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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6490 **INSTRUCTIONAL MATERIALS SELECTION**
6491

6492 The School Board shall be legally responsible for the instructional materials used
6493 in the operation of District schools. Responsibility for the selection and
6494 management of the materials is that of the principal of the school. The principal is
6495 also responsible for assuring that instructional materials are used to provide
6496 instruction to students enrolled at the grade level or levels for which the materials
6497 are designed and for effectively communicating to parents, as defined by Florida
6498 Statutes, the manner in which instructional materials are used to implement the
6499 curricular objectives of the school.

6500
6501 A. The following standards will be used to determine the propriety of instructional materials
6502 for selection:

- 6503 a. The age of the children who normally could be expected to have
6504 access to the material,
- 6505 b. The educational purpose to be served by the material, with priority
6506 being given to the selection of materials that encompass state and
6507 District performance standards,

6509 c. The consideration of the racial, ethnic, socioeconomic, and cultural
6510 diversity of the District,

6511
6512 d. The degree to which the material would be supplemented and
6513 explained as part of normal classroom instruction.

6514 Consideration should be given to recommendations made by District
6515 committees who have reviewed the available materials in a subject area.

6516 No books or other material containing hardcore pornography or other
6517 material prohibited by Florida Statute shall be used.

6518

6519 B. No school may participate in a pilot program of materials being considered
6520 for adoption by the state during the eighteen (18) months prior to the official
6521 adoption of the materials by the Commissioner of Education. However,
6522 publishers, manufacturers, and/or agents are not prohibited from
6523 supplying sample copies of materials necessary for examination and review
6524 as part of the selection process.

6525

6526 C. The principal of the school will provide to the Director's designee prior to
6527 April 1 a list of selected materials planned for purchase for a subject during
6528 the first two (2) years of the state adoption cycle. If non-adopted materials
6529 are selected, a list of the titles and publishers will be provided with
6530 documentation that the selections and reasons for the selections have been
6531 reviewed and approved by the School Advisory Council.

6532

6533 D. The Director or designee shall notify the Department of Education by April
6534 1 of each year the state-adopted instructional materials that will be
6535 requisitioned for use in the District.

6536 E. The principal is to collect from each pupil or the pupil's parent the purchase
6537 price of any instructional material the pupil has lost, destroyed, or
6538 unnecessarily damaged and to report and transmit such amounts collected
6539 to the Chief Financial Officer. Payment for such materials is due within 30
6540 days of the start of the school year. Failure to satisfy the debt may result in
6541 the withdrawal of the invitation letter. The principal may not delay the
6542 transfer of a pupil's permanent record or delay the awarding of grades due
6543 to failure of payment of assessment on lost, destroyed, or damaged
6544 materials.

6545 F. The principal, when requested by the parent of a pupil in the school, shall
6546 sell to the parent any instructional materials used in the school. The costs
6547 of the materials to the parents would be prorated based on the original
6548 purchase price, number of years of adoption, and number of years used.
6549

6550

6551 G. All money collected from the sale, loss, or damage of instructional materials
6552 shall be transmitted to the Finance Department to be deposited in the
6553 District school fund and added to the District appropriation for
6554 instructional materials.

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

HISTORY: Conformed to 2009 PAEC Model Policies

ADOPTED: 11/10/09
REVISION DATE(S): 11/10/09
FSUS Media Center Handbook

ADDITIONAL REFERENCE:

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6599 EDUCATIONAL MEDIA MATERIALS SELECTION

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6601 The FSUS Leon Library Media Center serves as a keystone for the curriculum
6602 needs of the school community while also promoting and providing for students'
6603 recreational reading. The Library Media Center assists students in becoming
6604 lifelong information seekers and ensures that they develop the skills to utilize
6605 information effectively through collaborative instruction and flexible access.

- 6606 I. Objectives of Selection - The primary objective of the FSUS Leon
6607 educational media center is to implement, enrich, and support the
6608 educational program of the school. The center shall provide a wide range
6609 of materials on all levels of difficulty, with diversity of appeal, and the
6610 representation of different points of view. The FSUS Leon School Board
6611 asserts that the responsibility of the media center is to provide:
- 6612 A. Instructional and supplemental materials that will enrich and
6613 support the curriculum, taking into consideration the varied
6614 interest, abilities, and maturity levels of the students being served.
 - 6615 B. Materials that will stimulate growth in factual knowledge, literary
6616 appreciation, aesthetic values, and ethical standards.
 - 6617 C. A background of information enabling students to make intelligent
6618 judgments in their daily life.
 - 6619
 - 6620 D. Materials on opposing sides of controversial issues in order that
6621 students may develop, under guidance, the practice of critical
6622 analysis of all media.

- 6623 E. Materials representative of the many religious, ethnic, and cultural
6624 groups and their contributions to the heritage and culture of
6625 America and the world.
- 6626 F. A comprehensive collection appropriate for the users of the media
6627 center placing principle above personal opinion and reason above
6628 prejudice in the selection of materials of the highest quality.
- 6629 II. Legal Responsibility for Selection. The FSUS Leon School Board is legally
6630 responsible for all matters relating to the operation of the FSU Leon. The
6631 responsibility for the selection of educational materials, regardless of
6632 whether the book is purchased, donated, or otherwise made available to
6633 students is delegated to a school district employee who holds a valid
6634 educational media specialist certificate. School principals are responsible
6635 for overseeing compliance with school district procedures for selecting
6636 school library media center materials. A parent may limit his or her
6637 student's access to materials in the school or classroom library by emailing
6638 the media specialist.
- 6639 III. Parental Responsibility. Parents shall have the right to review materials in
6640 the media center and request that it be noted in the student's library
6641 record that the student not be allowed to check out certain materials.
- 6642 IV. Criteria for Selection of Media Materials
- 6643 A. The standards to determine the propriety of the educational
6644 materials shall be pursuant to Florida Statutes.
- 6645 B. First consideration shall be given to the needs of the individual
6646 school based on knowledge of the curriculum, of the existing
6647 collection, and of the needs of children and youth. Requests from
6648 users of the collection, (*i.e.*, administrators, faculty, parents, and
6649 students) shall be given high priority.
- 6650 C. Materials shall be considered on the basis of accuracy of content,
6651 overall purpose, timeliness, importance of the subject matter,
6652 quality of the writing/production, readability and popular appeal,

6653 authoritativeness, comprehensiveness of material, reputation of the
6654 publisher/producer, reputation and significance of the
6655 author/artist/composer/producer, format and price.

6656 D. In determining the suitability and value of the material included in
6657 the collection, consideration of the following elements must be
6658 given:

- 6659 1. Religion - factual, unbiased material which represents all
6660 major religions
- 6661 2. Ideologies - factual information on any ideology or
6662 philosophy that exerts a strong force in society
- 6663 3. Sex Education - factual information, appropriate for the age
6664 group or related to the school curriculum
- 6665 4. Sex - pornographic, sensational, or titillating materials shall
6666 not be included
- 6667 5. Profanity - the fact that limited profanity appears in material
6668 shall not automatically disqualify a selection. However, care
6669 shall be taken to exclude materials using profanity in a lewd
6670 or detrimental manner and not in context with the material
- 6671 6. Science - factual information about medical and scientific
6672 knowledge, without any biased selection of facts

6673

6674 E. Gifts of media or money may be accepted with the understanding
6675 that their use or disposition shall be determined by those persons
6676 having the responsibility for acquisitions, according to the same
6677 selection criteria and procedures as purchased materials.

6678 V. Procedures for Selection

6679 A. In selecting materials made available to students through the
6680 library media center, the school media specialist shall:

- 6681 1. Consult with reputable, unbiased, professionally recognized
6682 reviewing periodicals and school community stakeholders

6683 (including, media staff, curriculum consultants, students,
6684 faculty, parents and community members).

6685 2. Require that book selections meet the criteria set forth in s.
6686 1006.40(3)(d), F.S.

6687 3. The library media center collection will:

6688 a. be based on reader interest,
6689 b. support state academic standards and aligned
6690 curriculum and
6691 c. support the academic needs of students and faculty.

6692 4. When considering materials to be purchased, the media
6693 specialist shall follow these procedures:

6694 a. Purchase materials which are outstanding and
6695 frequently used;
6696 b. Periodically replace worn or missing items;
6697 c. Withdraw out-of-date or unnecessary items from the
6698 collection or items required to be removed pursuant
6699 to subparagraph 2; and replaced by new and age
6700 appropriate materials,
6701 d. Purchase materials in many types of format: digital, e-
6702 books, electronic, or print.
6703 e. Examine sets of materials and materials acquired by
6704 subscription and purchase only material to fill a
6705 definite need.

6706 5. Weeding is the process of removing materials from the
6707 library collection in a systematic, deliberate way, and is an
6708 ongoing part of collection management. The CREW Method
6709 is the system used to weed the library collection; CREW
6710 stands for Continuous Review, Evaluation, and Weeding.
6711 The main criteria used in the CREW method are:
6712 M = Misleading (and/or factually inaccurate)

6713 U = Ugly (worn and beyond mending or rebinding)
6714 S = Superseded (by a truly new edition or by a much better
6715 book on the subject)
6716 T = Trivial (of no discernible literary or scientific merit;
6717 usually of ephemeral interest at some time in the past)
6718 I = Irrelevant to the needs and interests of your community
6719 E=The material or information may be obtained
6720 expeditiously Elsewhere through interlibrary loan,
6721 reciprocal borrowing, or in electronic format.
6722

6723 B. The FSUS Leon elementary school must publish on the school
6724 website a list of all materials maintained in the school library media
6725 center or required as a part of a school or grade-level reading list.
6726

6727 VI. Challenged Materials. Library materials deemed by some persons to be
6728 objectionable may be considered by others to have sound educational
6729 value. Any concerned parent, district resident or employee of the district
6730 may request reconsideration of school library media; however, the
6731 challenged material shall not be removed from circulation during the
6732 reconsideration process. When a complaint is made, the following
6733 procedure shall be followed:

6734 A. The library media specialist shall discuss the matter informally
6735 with the complainant explaining the selection procedures for
6736 library media materials. If the complainant accepts the explanation
6737 given by the media specialist, the reconsideration process
6738 concludes.

6739 B. If the explanation fails to resolve the objection, the principal will
6740 ask the complainant initiating the challenge to file, within two
6741 weeks, a formal written objection by completing a "Request for
6742 Reconsideration of Library Media" form which must reflect that the

- 6743 complainant has read the material in full. Failure to do so results in
6744 the conclusion of the reconsideration process.
- 6745 C. Upon receipt of the completed form "Request for Reconsideration
6746 of Library Media," the principal shall forward copies to the
6747 appropriate personnel on the School-level Review Committee (a
6748 committee of teachers, educational media specialists and parents of
6749 the school).
- 6750 D. The challenged material shall not be removed immediately;
6751 however, such materials shall not be available for student use
6752 pending a final decision.
- 6753 E. The challenged material shall be read and re-evaluated by the
6754 committee, considering the specific objections raised. The School-
6755 level Review Committee, in carrying out its assigned function,
6756 shall:
- 6757 1. Read, view or listen to the material in its entirety;
 - 6758 2. Check general acceptance of the material by reading reviews
6759 and consulting recommended lists;
 - 6760 3. Determine the extent to which the material supports the
6761 curriculum;
 - 6762 4. Complete the "Checklist for Reconsideration of Library
6763 Media," judging the material for its strength and value as a
6764 whole and not in part; and
 - 6765 5. Forward, within fifteen (15) working days, a written
6766 recommendation to the Director.
- 6767 F. The complainant and the school's media specialist shall be
6768 informed in writing concerning the school-level committee's
6769 decision to retain or withdraw the challenged material as
6770 recommended by the school-level review committee.
- 6771 G. If the complainant or the media specialist is dissatisfied with the
6772 School-level Review Committee's decision, a written appeal may be

6773 filed with the FSUS Leon School Board within 15 working days.
6774 Failure to do so results in the conclusion of the reconsideration
6775 process.

6776 H. The School Board shall consider the decision of the School-level
6777 Review Committee and any other appropriate documentation (i.e.
6778 meeting summaries, material reviews, etc.). The decision of the
6779 School Board regarding appropriateness of a particular library
6780 media material will be considered final.

6781 I. Library Media materials in question can only be removed from
6782 circulation and/or used in the school district through the
6783 procedures of this policy.

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6786 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

6787 **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

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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? _____

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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6854 4.24+

6855 **ARTIFICIAL INTELLIGENCE ACCEPTABLE USE**

6856
6857 I. Introduction

6858
6859 It is the policy of Florida State University Schools to:

- 6860
6861 A. Support the use of technology to improve teaching and learning, and to
6862 support innovations throughout the educational system.
6863
6864 B. With artificial intelligence (AI) technology shifting from providing access
6865 to instructional resources and capturing data, to automating decisions
6866 about teaching and learning processes, and detecting patterns in data, it is
6867 necessary for an increase in the level of responsibilities a person may
6868 delegate to a computer system.
6869
6870 C. Since AI systems could lead to bias in how patterns are detected and
6871 unfairness in how decisions are automated, it is essential for Florida State
6872 University Schools to develop this policy in how AI is developed for, and
6873 used, in education.
6874
6875 D. This policy outlines acceptable use of AI tools and/or related applications
6876 within Florida State University Schools to ensure their safe, ethical, and
6877 responsible use.
6878
6879 E. Florida State University Schools will educate and train students to utilize
6880 AI in an ethical and educational way to enhance and support higher levels
6881 of learning. Florida State University Schools is not banning teacher or
6882 student use of AI, but each teacher and student needs to be aware of the
6883 limitations, implications, and appropriate guidelines of its usage.
6884
6885 1. Teachers may allow the use of AI for curriculum purposes. For
6886 example, AI programs may assist students with providing

6887 clarifications of information or explanations of ideas and
6888 concepts.

6889

6890 F. Teachers and staff need to be aware and understand:

6891

- 6892 1. Generative AI is not a substitute for human creativity,
6893 judgement, and creation.
- 6894 2. Potential violations of IP, Privacy, and District Policy
- 6895 3. Accuracy, appropriateness, or bias (depending on the nature of
6896 the work) may require evaluation and/or review
- 6897 4. AI must not be used to learn passwords, confidential,
6898 proprietary or sensitive district data.
- 6899 5. AI must not be used to upload employee or student records,
6900 names, addresses, etc.,
- 6901 6. AI must not integrate AI tools with District software.
- 6902 7. AI must not be used for employment decisions about applicants
6903 or employees.

6904

6905 G. Students Responsible Use –

6906

- 6907 1. AI programs can have implicit bias, and even present incorrect
6908 information. Students should acknowledge that AI is not always
6909 factually accurate, nor seen as a credible source, and should be
6910 able to provide evidence to support its claims. All users must
6911 also be aware of the potential for bias and discrimination in AI
6912 tools and applications.
- 6913 2. If a student is using an AI program, they need to think critically
6914 and be sure to fact-check using primary sources.
- 6915 3. AP, IB and Dual Enrollment college and university classes may
6916 have additional restrictions and limitations regarding the use of
6917 AI.
- 6918 4. Academic integrity means that Chat GPT cannot be used for any
6919 assignments, essays, or other papers submitted. Should AI be
6920 used in any capacity, the student must acknowledge the use of
6921 AI related to their school work: attributing AI text, image,
6922 multimedia, etc. when using them in their school work. The use
6923 of AI could be subject to the Academic Dishonesty Policy.
- 6924 5. Students are not permitted to use AI programs to avoid doing
6925 their own work.
- 6926 6. Students may not use AI for any assignment unless the student
6927 has explicit permission from the teacher.

- 6928 7. Student access to certain websites using AI may be granted,
6929 however privacy guidelines and age restrictions must be
6930 considered prior to allowing the usage.
6931
- 6932 H. Any misuse of AI tools and applications, such as hacking or altering data,
6933 is strictly prohibited.
6934
- 6935 I. Students using AI software with a personal device and/or personal
6936 credentials should be aware that the platforms they are uploading
6937 information to is collecting various forms of data and their privacy may
6938 not be protected.
6939

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6941 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
6942 **LAW(S) IMPLEMENTED:** 1001.02, 1003.02, F.S.
6943 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0957, 6A-1.0955
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6947 **HISTORY:** **ADOPTED: 2/13/2024**
6948 **REVISION DATE(S):**
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6955 **FLORIDA STATE UNIVERSITY SCHOOLS**

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4.30

CHALLENGED MATERIALS

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

- (1) School-community citizens may register their concerns with the Director of Florida State University Schools.
- (2) All concerns shall be presented in writing on a printed form that is available in the office of the Director. A complainant who does not complete and return the form shall receive no consideration. The statement shall include the following information:
 - (a) Author, compiler, or editor;
 - (b) Publisher;
 - (c) Title;
 - (d) Reason for objection;
 - (e) Page number of each item challenged; and
 - (f) Signature, address, date and telephone number of person making the criticism.
- (3) These procedures shall be followed for all challenges:
 - (a) A committee of teachers, the educational media specialist, and other qualified personnel shall be appointed by the Director to evaluate the challenged materials and to make recommendations of any changes. The Administrative Staff shall notify the Director when a committee is convened.

6993 (b) Challenged materials shall not be removed immediately;
6994 however, such materials shall not be available for student use
6995 pending a final decision.

6996 (c) Challenged materials shall be read and re-evaluated by the
6997 committee, considering the specific challenges raised. The
6998 committee shall report its decision to the Director within fifteen
6999 (15) working days.

7000 (d) The Director, following the committee's recommendations, shall
7001 inform the complainant in writing.

7002 (4) The complainant may request an appeal to the Dean of the College of
7003 Education when the school appeal does not satisfactorily resolve the
7004 concerns. This shall be done within 10 working days and must be in
7005 writing. The Dean shall review recommendations from the school
7006 committee and shall render the final decision on the complainant's
7007 concern. Incorporated by reference herein, and attached as Appendix D
7008 to the Policy Handbook, are the *FSUS Procedures for Reconsideration of*
7009 *Challenged Materials*).

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7011 **STATUTORY AUTHORITY:**

1001.41; 1001.42, F.S.

7012 **LAWS IMPLEMENTED:**

1001.41; 1001.43 F.S.

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HISTORY:

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ADOPTED:

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REVISION DATE(S): 12/8/09

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FORMERLY: 3.13

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7027 CURRICULUM AND INSTRUCTION
7028 CHAPTER 4.0

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7030 4.38

7031 **USE OF FILM MEDIA IN CLASSROOM**

7032
7033 The use of film media in the classroom is limited to instructional purposes only
7034 and all film media must be tied to specific instructional content. At no time may
7035 a staff member of Florida State University Schools show a “Film” that is rated
7036 above PG-13. When using film media in the classroom, the staff using such film
7037 media must have previewed such film media and determine that it is relevant
7038 for the purpose intended and that it contain no inappropriate content or
7039 language and that it has received Administrative approval. Incorporated by
7040 reference herein, and attached as Appendix C to the Policy Handbook, are the
7041 *FSUS Guidelines for the Educational Use of Videos (updated 11/07)*.

7042
7043 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
7044 **LAWS IMPLEMENTED:** 1000.21, 1000.42 1001.43, 1003.57, and 1006.07 F.S.
7045 **HISTORY:**
7046 **ADOPTED:**
7047 **REVISION DATE(S):** 10/13/09
7048 **FORMERLY:** 3.15

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EXTRACURRICULAR PROGRAM

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7072 Interscholastic extracurricular activities shall be defined as a planned secondary
7073 school-sponsored competitive activity which exists or is performed between
7074 students representing Florida State University Schools, school districts, regions or
7075 the state. The extracurricular program shall be considered an essential part of the
7076 total school program and shall be under the Director's direction and/or designee.
7077 The Director or designee shall select the personnel to direct and to act as advisors
7078 for the various extracurricular activities. Care shall be exercised to limit the load
7079 assigned to one teacher.

7080

7081

(1) The Administrative Staff shall be responsible for determining
7082 each participant's eligibility in interscholastic extracurricular
7083 activities pursuant to the Bylaws of the Florida High School
7084 Athletic Association, Inc. If Florida State University Schools
7085 allows an ineligible student to participate Florida State
7086 University Schools shall be subject to the penalties set forth by
7087 the Bylaws of the Florida High School Athletic Association, Inc.

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(2) All extracurricular activities shall be self-supporting, when
7089 possible. Students shall not be excluded from participating in
7090 activities for lack of money for dues, materials, or uniforms.

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7136 **4.41**

7137 **NON-SCHOOL RELATED TRAVEL**

7138
7139 The following provisions shall apply to trips in which students and teachers
7140 voluntarily and individually participate and which are not sponsored, endorsed,
7141 or supported by Florida State University Schools.

7142 (1) Trips shall be organized between the individual participants and any
7143 sponsoring agency and that relationship shall be expressed in
7144 descriptive literature.

7145 (2) The School shall not be involved in the curriculum, itinerary, or
7146 selection of advisors for the trip.

7147 (3) Promotional activities and literature shall not include the Florida State
7148 University Schools nor be distributed through the school.

7149 (4) School facilities may not be used for planning or advertising such trips.

7150 (5) Participation in such travel by employees and/or students shall be
7151 subject to Florida State University Schools leave and attendance policies.

7152 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

7153
7154 **LAWS IMPLEMENTED:** 1001.41; 1001.43, F.S.

7155 **HISTORY:**

7156 **ADOPTED:**

7157 **REVISION DATE(S): 10/13/09 (strict**
7158 **construction mandated)**

7159 **FORMERLY: 3.10**

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4.42

PUBLIC APPEARANCE OF SCHOOL GROUPS

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

(1) Requests for the school band or any school organization to make a trip or a personal appearance shall be directed to the Administrative Staff for approval.

(2) School groups may participate in or perform for a political function by parading or playing instruments provided it is a community rally.

(3) School groups may be used for school activities, civic programs, and community programs.

STATUTORY AUTHORITY:
LAWS IMPLEMENTED:

1001.41; 1001.42, F.S.
1006.07; 1001.43, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 3.06

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7208 4.43

7209 **FIELD TRIPS**
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7212 Any trip that is directly related to a unit of instruction being studied by a particular
7213 group of students shall be considered an educational field trip. A field trip will be
7214 approved only when related to the instructional program of the school. The
7215 teacher shall direct the request for a field trip to the principal. The request shall
7216 include an outline of the trip and shall show how the field trip will be of benefit to
7217 the students.

- 7218 I. A field trip for one (1) day shall be limited to a radius of 200 miles from the
7219 school unless otherwise approved by the Board.
- 7220 II. Transportation costs of field trips shall be paid from the Student Activity
7221 Fund. Educational field trips shall be without cost to the students.
- 7222 III. The parent or guardian shall be notified prior to any field trip. Such notice
7223 shall state the place to be visited, the date of the trip, the time of departure,
7224 and the time or return to the school. Any student making a trip shall
7225 present a note from his/her parent or guardian giving permission for
7226 him/her to make the trip.
- 7227 IV. The sponsor of the trip is responsible for notifying parents and permission
7228 form documentation of approval by parents or guardians.
- 7229 V. The Director shall develop procedures to be followed relating to
7230 educational field trips.
- 7231 VI. A trip that is not directly related to the instructional program but which is
7232 related to a school-sponsored or connected activity shall be considered an
7233 extracurricular trip.

7234 VII. The Director shall develop procedures to be followed relating to
7235 extracurricular field trips.

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7238 **STATUTORY AUTHORITY:** 230.22(2); 230.23(17), F.S.

7239 **LAWS IMPLEMENTED:** 230.23(8); 230.23005(3)(c); (9); 234.02, F.S.

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HISTORY:
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7280 4.50

7281 **STUDENT CLUBS AND ORGANIZATIONS**

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7285 (1) The Director or designee shall approve all student clubs and

7286 organizations before they can operate within the school center.

7287 (2) All student clubs and organizations shall comply with the following:

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7289 (a) The decision of one member of an organization shall not be one

7290 of the factors in selecting additional members.

7291 (b) The charter and constitution of each student club or organization

7292 shall set forth the purposes, qualifications for members, and the

7293 rules of conduct for members and shall be maintained on file for

7294 immediate reference by all students and instructional personnel

7295 of the school.

7296 (c) There shall be no type of hazing in any club or organization

7297 within or in anyway affiliated with the school. Hazing shall be

7298 defined as any action or situation for the purpose of initiation or

7299 admission into or affiliation with any organization operating

7300 under the sanction of the school which recklessly or intentionally

7301 endangers a student's mental or physical health or safety.

7302 (d) Dues shall be reasonable and not prohibitive.

7303 (e) All meetings shall be held on School property. This may be

7304 waived for special meetings and events upon the faculty

7305 sponsor's request and Administrative Staff's approval.

7306 (f) A faculty sponsor shall be present at all meetings.

- 7307 (g) All social events shall be adequately chaperoned.
7308 (h) All monies accruing to any school club or organization shall be
7309 accounted for through the school's accounting system.
7310 (i) A student club or organization shall not conduct any activity or
7311 act which violates Florida Statutes, School rules, or the policies of
7312 the school.

7313
7314 (3) Any school club or organization which engages in an initiation
7315 ceremony for its members shall prepare and submit the program of
7316 initiation exercises to the faculty sponsor for review and approval by
7317 the Administrative Staff.

7318
7319 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

7320
7321 **LAWS IMPLEMENTED:** 1006.07; 1001.43; 1006.09; 1006.63, F.S.

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7325 **HISTORY:**
7326 **ADOPTED:**
7327 **REVISION DATE(S):**
7328 **FORMERLY: 3.04**

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4.51

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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7373 4.60+

7374 SCHOOL AND STATE-WIDE ASSESSMENT PROGRAM
7375

- 7376 I. No student shall be excluded from participation in, be denied the benefit
7377 of, or be subjected to discrimination under any District testing program on
7378 the basis of race, color, religion, gender sex, age, national or ethnic origin,
7379 political or religious beliefs, marital status, sexual orientation, pregnancy,
7380 handicapping condition disability if otherwise qualified, genetic
7381 information, or social and family background.
7382
- 7383 III. Measurement of student performance shall be the responsibility of FSUS
7384 for subjects and grade levels that are not measured under the statewide
7385 standardized assessment program.
7386
- 7387 IV. The statewide standardized end of course assessment shall be used as the
7388 final cumulative examination for the relevant course. A local assessment
7389 may be required as the final cumulative examination for a course that is not
7390 assessed under the statewide assessment program. A student enrolled in
7391 an Advanced Placement (AP), International Baccalaureate (IB), or
7392 Advanced International Certificate of Education (AICE) course who takes
7393 the respective AP, IB, or AICE assessment and earns the minimum score
7394 necessary to earn college credit, does not have to take the EOC assessment
7395 for the corresponding course.
7396
- 7397 V. The uniform calendar of assessment and reporting schedules, provided by
7398 the Department of Education, shall be published on the FSUS website._The

7399 FSUS District assessment schedule and required information shall be
7400 incorporated into the uniform calendar.

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7403 VI. Test modifications shall be made for students with disabilities and
7404 Individual Education Plans (IEP) to ensure aptitude and achievement are
7405 measured and not their disability.

7406

7407 VII. The parent, as defined by Florida Statutes, of each student must be notified
7408 regarding the progress of the student towards achieving state and FSUS
7409 expectations for proficiency in reading, science, writing and mathematics.
7410 A student's state assessment results and the results of district required local
7411 assessments must be reported to the parent.

7412 VIII. FSUS shall provide student performance results on statewide standardized
7413 assessments and district-required local assessments to instructional
7414 personnel for the purpose of improving instruction.

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7417 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
7418 **LAW(S) IMPLEMENTED:** 1000.21, 1001.11(5), 1001.43,
7419 1008.22, 1008.34, F.S.

7420 **HISTORY:**
7421 **ADOPTED:**
7422 **REVISION DATE(S):** 10/13/09;
7423 3/10/15; 6/21/16; 9/13/22
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**4.61
SECURITY OF TESTS**

All mandatory tests administered by or through the State School Board of Education and Florida State University Schools, including local assessments adopted under the provisions of § 1008.22, F.S., shall be secured pursuant to Florida Statutes and State School Board of Education Rule 6A-10.042

- (1) School personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security. The Director or designee shall be responsible for informing the faculty of test security measures.
- (2) The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the Director. Any unresolved problems in the School shall be reported to the Florida Department of Education pursuant to provisions in State School Board of Education Rule 6A-10.042.
- (3) The Director shall appoint someone to coordinate the destruction of test materials as directed by the Florida Department of Education and shall inform the Department, in writing, to certify that the designated testing materials were destroyed in a secure manner.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.
LAWS IMPLEMENTED: 1008.22; 1008.23; 1008.24; 1001.11(5);
1008.34; 1001.43, F.S.
STATE BOARD OF EDUCATION RULE: 6A-10.042

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HISTORY:
ADOPTED:
REVISION DATE(S): 12/9/14
FORMERLY: 3.12

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7498 4.71

7499 PARTICIPATION OF HOME EDUCATION, PRIVATE SCHOOL, AND
7500 VIRTUAL SCHOOL STUDENTS IN EXTRACURRICULAR ACTIVITIES
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7502

7503 I. **Purpose.** This policy defines the criteria for non-traditional students, as
7504 outlined in Florida High School Activities Association (FHSA) Bylaw 16.6.1,
7505 and sets forth the eligibility requirements for student participation in
7506 extracurricular activities and interscholastic events at Florida State University
7507 School (FSUS).

7508 II. **Definition of Non-Traditional Student.** A non-traditional student is one who
7509 does not physically attend FSUS but participates in extracurriculars and/or
7510 interscholastic events. These students are eligible to participate in FSUS-
7511 sponsored extracurricular activities under the conditions outlined below.

7512 III. **Eligibility Requirements.** Non-traditional students entering grades six (6)
7513 through twelve (12) are eligible to participate in extracurricular activities if they
7514 meet the following criteria:

7515 a. **Compliance with Florida Statutes:**

7516 The student must adhere to all applicable Florida Statutes, as well as rules
7517 established by FSUS.

7518 b. **Compliance with Participating Organizations' Rules:**

7519 The student must comply with all rules and regulations of participating
7520 organizations, including but not limited to, the Florida High School
7521 Activities Association (FHSA) and the Florida School Music Association
7522 (FSMA).

7523 c. **Non-Traditional Student Activities Request Form:**

7524 The student or their guardian must complete and submit a **Non-**
7525 **Traditional Student Activities Request Form** along with all supporting
7526 documentation to the Athletic Director. The form must be signed by both
7527 the Athletic Director and the FSUS Executive Director for approval.
7528 Additionally, any required activity fees must be paid before participation
7529 in any activities is permitted.

7530 **d. Behavior and Conduct Standards:**

7531 The student must meet the same behavioral expectations as full-time FSUS
7532 students. They are subject to the FSUS **Code of Student Conduct**. The
7533 Principal, Athletic Director, or FSUS Director may remove a student from
7534 participation at any time due to behavioral issues or failure to meet
7535 attendance expectations.

7536 **IV. Insurance Requirements.** Any insurance provided by FSUS for participants
7537 in extracurricular activities shall cover the participating non-traditional
7538 student. If there is an additional premium for such coverage, the participating
7539 non-traditional student shall pay said premium.

7540 **V. Full-time Equivalent Funding Exclusion.** The participation of a non-
7541 traditional student under this policy shall not be used for the purpose of
7542 obtaining state full-time equivalent funding, and the non-traditional student
7543 shall not be enrolled in a school course on a regular basis for the purpose of
7544 receiving educational instruction.

7545 **VI.** This policy may be known as the Controlled Open Enrollment Policy Relating
7546 to Non-Traditional Students.

7547

7548 **STATUTORY AUTHORITY:**

1001.41, 1001.42, F.S.

7549 **LAWS IMPLEMENTED:**

1001.43, 1002.412, 1006.15

7550 **F.S.**

HISTORY:

7551

ADOPTED: 2/14/12

7552

REVISION DATE(S): 9/8/09; 9/13/11; 1/8/2013; 3/18/25

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FORMERLY: 3.14

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7562 **VIRTUAL INSTRUCTION**

7563
7564 I. At least one (1) course required for graduation must be earned through
7565 online learning. A student shall not be required to take an online course
7566 outside the regular school day or in addition to the courses in which a
7567 student is registered in a given semester.

7568
7569 II. The District shall provide various options for eligible students to
7570 participate in part-time or full time virtual instruction. Options may
7571 include

7572
7573 A. Courses in the traditional school setting taught by certified
7574 personnel who provide instruction through virtual instruction;

7575
7576 B. Blended learning courses taught by certified personnel that consist
7577 of traditional classroom and online instructional techniques;

7578
7579 C. Online courses offered by the District;

7580
7581 D. Online courses offered by another Florida school district;

7582
7583 E. Enrollment in Florida Virtual School; and

7584
7585 F. Enrollment with a virtual instruction provider approved by the
7586 Florida Department of Education.

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III. Students may also use the following options to meet online course

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requirements:

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A. Completion of a course in which a student earns an industry

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certification in information technology that is identified on the

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CAPE Industry Certification Funding list;

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B. Passing the information technology certification exam without

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enrolling in or completing the course(s); or

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C. Passing an online content assessment that requires the student to

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demonstrate skill and competency in locating information and

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applying technology for instructional purposes without enrollment

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in or completion of the relevant course(s).

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IV. To participate in virtual instruction, a student must meet the eligibility

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requirements set forth in state law.

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V. At the beginning of each school year, the District shall notify parents and

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students regarding the right and choice to participate in virtual

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instruction. Notification shall include eligibility requirements, the options

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available to the student, and the courses offered by Florida Virtual School.

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STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

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LAW(S) IMPLEMENTED:

1000.04, 1001.20, 1001.42, 1002.20, 1002.321,

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1002.37, 1002.45, 1002.455, 1003.02, 1003.428,

7617 1003.4282, 1003.498, 1006.29, 1007.27, 1011.62, F.S.

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7620 STATE BOARD OF EDUCATION RULE(S): 6A-6.0981, 6A-6.0982

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7623 HISTORY: 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16

7624 ADOPTED: 12/13/16

7625 REVISION DATE(S): _____

7626 FORMERLY: NEW

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7652 **4.79*+**

7653 **GRADING**

7654 Academic grades shall reflect only the student’s achievement in learning. In no
7655 case shall a disciplinary penalty be enacted in terms of a diminished academic
7656 grade. The evaluation of conduct shall be recorded and reported separately from
7657 academic grades. Extra credit shall be given judiciously. If awarded, it shall be
7658 awarded only as an extension of student learning of course outcomes and
7659 approved standards and not as a substitute for missed learning or as a way to
7660 accumulate points for activities not related to the academic course outcomes and
7661 standards.

7662
7663 **STATUTORY AUTHORITY:**

1006.07, F.S.

7664 **LAWS IMPLANTED:**

7665 **ADDITIONAL RESOURCE:**

7666 **HISTORY:**
7667 **ADOPTED: 2/12/13**
7668 **REVISION DATE(S):**
7669 **FORMERLY: NEW**

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REPORT CARDS

Report cards will be distributed to all students at the end of each 9 week grading period. Progress reports will be given to students at the midpoint of each 9-week period. At all times, teachers will keep students informed of their progress in class and make parents/guardians aware of any problems their child may be having in the class.

STATUTORY AUTHORITY: 1001.41; 1001.42, F. S.

LAWS IMPLANTED: 1001.43; 1003.33, F. S.

ADDITIONAL RESOURCE: FSUS PINNACLE INTERNET VIEWER (PIV)

HISTORY:
ADOPTED:
REVISION DATE(S): 11/10/09
FORMERLY: 4.18

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PARENT/COMMUNITY INVOLVEMENT

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.

To this end, Florida State University Schools supports the development of a partnership between the school and parents that fosters:

- Communications between the home and school on a regular and on-going basis;
- Parents playing an integral role in assisting student learning;
- Parents welcome at school, and their support and assistance sought;
- Communities’ resources sought that strengthen school programs, family practices and student learning.

Florida State University Schools will ensure that parents are provided with specific information about the following:

- Their child’s educational progress;
- Ways to become involved in their child’s education;
- Information on ways they can strengthen partnerships among parents, teachers, Administrative Staffs, Director and other personnel.

7739

7740 Parents whose children are in special programs, such as Title I and
7741 Exceptional Student Education, are encouraged to take full advantage of
7742 the opportunities to become involved in their child’s education.
7743 Information will be provided regarding school programs and will include
7744 description and explanation of the curriculum and academic assessment
7745 used to measure student progress and expected proficiency levels.

7746

7747 All families are invited to be an active part of our School Boards, as well as our
7748 PTSA.

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7752 **STATUTORY AUTHORITY:** 1001.41; 1012.22; 1012.23, F.S.

7753 **ADDITIONAL REFERENCE:** FSUS TITLE I PARENT

7754 **INVOLVEMENT POLICY**

7755

7756 **HISTORY:**
7757 **ADOPTED:**
7758 **REVISION DATE(S): 11/10/09**
7759 **FORMERLY: 7.10**

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STUDENTS

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7788 **5.10**

7789 **ADMISSIONS POLICY**

7790 **I.** Florida State University Schools is a K-12 public, Charter Developmental
7791 Research Laboratory school affiliated with the College of Education, Health and
7792 Human Sciences at Florida State University. The charter was issued pursuant to
7793 Section 1002.33(5)(a), Florida Statutes.

7794
7795 **II. FSUS Admissions Policy Committee and Committee Membership**

7796 The FSUS Admissions Committee is comprised of the Director, one Principal
7797 appointed by the Director, and the Admissions Coordinator.

7798
7799 **III. Admissions Criteria and Student Selection Process**

7800 The Florida State University Schools' Admissions Policy is established as a method
7801 to maintain a student body consistent with the demographic representation of the
7802 public school student population within the following counties: Bay, Calhoun,
7803 Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty,
7804 Madison, Nassau, Okaloosa, Santa Rosa, Suwannee, Taylor, Wakulla, Walton, and
7805 Washington, as permitted by Section 1002.32(4) F.S.

7806
7807 The student selection process is governed by available seats in each grade level in
7808 compliance with section 1003.03 F.S. (class size), in accordance with our
7809 authorizing developmental research charter agreement between Florida State
7810 University and FSUS, Inc. while reflecting the demographic representation as
7811 outlined above.

7813 An application for admissions to FSUS will be accepted year-round. Applications
7814 must be electronically submitted through the designated FSUS admissions system.
7815 FSUS typically begins the selection process in February for the following school
7816 year until all vacancies are filled. All applicants must reapply each year to
7817 continue to be eligible for selection. Applicants who provide false and/or
7818 misleading information or ~~omitting~~ material information in an application may
7819 result in a withdrawal of an offer of enrollment or subsequent withdrawal of the
7820 applicant from FSUS.

7821

7822 A student may only be enrolled in FSUS by the student's parent or legal guardian.

7823

7824 FSUS does not request or access a student's Individual Education Plan (IEP) or
7825 other information regarding a student's special needs prior to the selection notice
7826 ~~enrollment lottery~~.

7827 Selection should be made using the following criteria (Section 1002.32(4)).

7828

7829 **1. Gender**

7830 50% Female; 50% Male

7831

7832 **2. Race**

7833 For purposes of selection, the racial categories that shall be considered are:
7834 African American, American Indian/Alaskan Native, Asian, Native
7835 Hawaiian or Other Pacific Islander, White, Hispanic/Latino, and Multi-
7836 Racial.

7837

7838 **3. Socio-economic Status**

7839 The desired percent of students to be admitted in each of four ~~three~~
7840 income categories, based on the distribution of family income as stated in
7841 the Federal Child Nutrition Program Income Eligibility Guidelines.

7842

7843 FSUS may establish admissions criteria under Section 1002.32 that supports the
7844 research mission(s) of the school. Once students have been identified through
7845 the selection process outlined above, FSUS administration will review and
7846 determine if a student is eligible for enrollment based on academic readiness,
7847 prior grades, discipline history, standardized test scores, and attendance history.
7848

7849 **IV. Program Placement**

7850 FSUS may assess prospective students for academic and developmental
7851 readiness. Such results may be used to determine appropriate program or course
7852 placement.

7853

7854 With respect to exceptional education students, upon selection notice sent to the
7855 applicant, FSUS will request information related to the student's program and
7856 needs, including the student's most recent IEP. -Applicants who provide false
7857 and/or misleading information or who fail to provide requested information
7858 may be withdrawn from FSUS.

7859

7860 Although placement decisions are based on the unique needs of each student, by
7861 virtue of being a charter lab school, FSUS is limited in the programs and services
7862 it is able to provide as part of the continuum of placements available to students
7863 under the IDEA. In particular, FSUS is able to provide special education and
7864 related services in regular classes and in the hospital-homebound setting. If FSUS
7865 staff believes, upon initial review of the IEP, that the student's needs cannot be
7866 met at FSUS or that FSUS is unable to provide the program/services required in
7867 the IEP an IEP team shall meet to determine whether FSUS is an appropriate
7868 placement for the student. The applicant will be referred to the student's resident
7869 school district to meet the student's educational needs. Parents of students with
7870 disabilities will be afforded procedural safeguards in their native language,
7871 consistent with the manner that those safeguards are provided under Florida
7872 law.

7873 Any student who initially enrolls in the District shall be required to report any
7874 previous school expulsions, arrests resulting in a charge, juvenile justice actions
7875 the student has had, and any prior referrals to mental health services. If the
7876 student is admitted, the student may be placed in an appropriate educational
7877 program and referred to mental health services identified by the school district,
7878 when appropriate, at the direction of the School Board.

7879

7880 **V. Vacancy Priority**

7881 Those students applying for admission shall constitute the general applicant
7882 pool. Priority for applicants shall be done in the following order of priorities:

7883 **Priority 1** - According to a contracted agreement between FSU and the St.
7884 Joe Company, commonly known as the Southwood Seat Agreement.
7885 Subject to the enrollment cap set forth in the charter.

7886 **Priority 2** - Eligible students of FSUS employees. (Employee: Faculty,
7887 USPS, A&P or OPS working .50 FTE or higher. OPS must have 2
7888 consecutive years of FSUS service). A student is eligible for an FSUS
7889 employee seat if the FSUS employee is also the legal guardian or
7890 custodian.

7891 **Priority 3** – Presidential Seats – See Section XIV below.

7892 **Priority 4** – General Lottery

7893 **Lottery Priority 1** - Students with siblings currently enrolled in
7894 FSUS.

7895 **Lottery Priority 2** - Children of Florida State University School’s
7896 alumni.

7897 **Lottery Priority 3** - Active Duty, Reserve Duty, or Guard Service

7898 Note: Twins applying for admission will be aggregated for the purposes of the
7899 lottery selection and considered as one entry;

7900 All student admission invitations shall align with Admissions Criteria and
7901 Student Selection Process requirements found in section III.

7902 **VI. Ties**

7903 Ties involving two or more students are broken by random selection.

7904

7905 **VII. Readmissions**

7906 Students involved with drugs, weapons, who have been involuntarily
7907 withdrawn by FSUS, or who have been expelled from FSUS, will not be
7908 considered for readmission. (See the current FSUS Student Code of Conduct.)
7909 Readmission to FSUS is determined by the Admissions Policy Committee, whose
7910 decision shall be final and non-appealable.

7911

7912 **VIII. Leave of Absence**

7913 A leave of absence may only be granted by the Director.

7914

7915 **IX. Unusual Circumstances**

7916 **Enrolled Students of Employees.** When a staff, administrative or faculty
7917 member vacates their position at FSUS, for any reason, their child / children, if
7918 selected under an employee seat designation, may remain enrolled in FSUS until
7919 the end of the school year, when the child/children must then withdraw. This
7920 applies to all employees hired after July 1, 2009. The Admissions Policy
7921 Committee may waive this provision for students of employees vacating FSUS
7922 due to extenuating medical or other reasons, military duty, or for graduating
7923 seniors in good status.

7924

7925 **X. Enrolled Southwood Seat Students.** When an applicant whose student is
7926 enrolled under a Southwood seat is no longer a resident, their child / children
7927 may remain enrolled in FSUS until the end of the school year, when the
7928 child/children must then withdraw. The applicant will be allowed to submit an
7929 FSUS application for a general lottery seat for the following school year.

7930

7931 **This in no way guarantees a general lottery seat for the coming school year, but**
7932 allows for the opportunity to be in the selection pool.

7933

7934 **XI. Admission Pool.** The Director may determine if an adequate number of
7935 applications have been submitted for each grade level to meet the targeted
7936 enrollment goal and maintain demographic balance. Should the computer
7937 selection process not produce an admitted class consistent with the statutory
7938 admissions guidelines set forth in section 1002.32(4), the Admissions Coordinator
7939 is authorized, with the approval of the FSUS Admissions Policy Committee, to
7940 select applicants from the following year's pool in order to satisfy the statutory
7941 criteria for admissions.

7942

7943 **XII. Exchange Students.** Up to eight (8) exchange students may be accepted
7944 from a Department of Education (DOE) approved program, on a first come first
7945 serve basis.

7946

7947 **XIII. Research**

7948 FSUS through the College of Education, Health and Human Sciences at Florida
7949 State University is a professional development and research school. Parents
7950 accepting an invitation for admission to FSUS are agreeing that their child/
7951 children will be available to participate in FSU research projects and internships.

7952

7953 **XIV. Presidential Seats**

7954 The FSU President has the authority to recommend students for admission
7955 consideration under Priority 3 in the Vacancy Priority section of the Admission
7956 Policy.

7957

7958 Such requests should only be made for the upcoming school year and may
7959 account for approximately fifteen (15) seats per academic year. Presidential

7960 admission consideration seats should not be used to hold admission for more
7961 than one year from the date of the Presidential Seat Request letter.

7962

7963 This recommendation for admission consideration in the Vacancy Priority shall
7964 be initiated by the Office of the President with a formal letter to the Director and
7965 shall include the student's name, enrollment year, and grade level upon
7966 enrollment.

7967

7968 Presidential Seats are not guaranteed admissions but shall allow for the
7969 placement of the student in the appropriate Vacancy Priority group pursuant to
7970 Section 3, Admissions Criteria and Student Selection Process. All program
7971 placement requirements must be met under Admissions Policy 5.10, including,
7972 but not limited to, all requested application materials.

7973

7974 **XV. School Year Transfers**

7975 The Board recognizes the value of interscholastic athletics and the positive
7976 impact sports have on students. The Board shall comply with the rules and
7977 regulations promulgated by the Florida High School Athletic Association, Inc.
7978 (FHSAA), Florida law, and this policy when determining the eligibility of a
7979 student who is admitted to FSUS during the school year, transfers, and seeks to
7980 participate in interscholastic athletic program.

7981

7982 A student who transfers to a school during the school year may seek to
7983 immediately join an existing team if the roster for the specific interscholastic or
7984 intrascholastic extra-curricular activity has not reached the identified maximum
7985 size for the particular activity and if the coach for the activity determines that the
7986 student has the requisite skill and ability to participate. The FHSAA and District
7987 may not declare such a student ineligible because the student did not have the
7988 opportunity to comply with qualifying requirements. However, a student may
7989 not participate in a sport if the student participated in that same sport at another

7990 school during that school year, unless the student meets one (1) of the following
7991 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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7994 **STATUTORY AUTHORITY:** 1002.32, 1002.33, F.S.

7995 **HISTORY:**

7996 **ADOPTED:** 7/14/09

7997 **REVISION DATES:** Spring 2009; 1/8/2013, 2/12/13, 1/14/14, 9/8/15, 3/9/12;

7998 9/13/22; 2/11/25

7999 **FORMERLY:** 4.03, 4.04

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8011 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
STUDENTS
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

8044 e. Are migratory children who qualify as homeless
8045 because the children are living in circumstances
8046 described in II.A.1. through II.A.56.

8047
8048 B. Unaccompanied Homeless Youth: A student who is not in the
8049 physical custody of a parent or guardian.

8050
8051 C. Certified Homeless Youth – A minor, homeless child or youth, including
8052 an unaccompanied youth, who has been certified as homeless or
8053 unaccompanied by a school district homeless liaison, the director of an
8054 emergency shelter program funded by the U. S. Department of Housing and
8055 Urban Development or designee, the director of a runaway or homeless
8056 youth basic center or transitional living program funded by the U. S.
8057 Department of Health and Human Services or designee, a licensed clinical
8058 social worker, or a circuit court.

8059
8060 D. School of Origin: The school that a child or youth attended when
8061 permanently housed or the school in which the child or youth was
8062 last enrolled, including preschool.

8063
8064 E. Enroll and Enrollment: Attending classes and fully participating in school
8065 activities.

8066
8067 F. Immediate – Without delay.

8068
8069 G. Parent – Parent or guardian of a student.

8070
8071 H. Liaison – The staff person designated by the District as the person
8072 responsible for carrying out the duties assigned to the liaison by the
8073 McKinney-Vento Homeless Assistance Act.

8074

8075 **Enrollment**

8076

8077 FSUS enrolls students after being selected from the admissions process established
8078 in FSUS Board Policy 5.10. Once admitted, FSUS shall remove any barriers that
8079 affect identification and retention of homeless children and youth, including
8080 attending classes and full participation in school activities, including before and
8081 after school activities. FSUS shall immediately enroll the *admitted* homeless child

8082 or youth, even if the child or youth is unable to produce records normally required
8083 for enrollment, such as previous academic records, immunization or other health
8084 records, birth certificates, proof of residency, proof of guardianship, or other
8085 required documentation. *FSUS may waive any application or enrollment deadline for*
8086 *a homeless child or youth.* Students' immediate enrollment and attendance cannot be
8087 delayed due to lack of school uniforms or dress code requirements, outstanding
8088 fees/fines or absences. All student records (immunization, health records,
8089 academic records, guardianship records and evaluation for special services) shall
8090 be held confidential, maintained in the students' records, and made available in a
8091 timely fashion when a child or youth enters a new school. All students' records
8092 shall not be deemed to be directory information as stated under section 444 of the
8093 General Education Provision Act (20 U.S.C. 1232g)[s.722(g)(3)(G)].

8094

8095 The enrolling school shall immediately contact the last school attended by the
8096 student to obtain relevant academic and other records. The child or youth should
8097 be provided appropriate credit for full or partial coursework satisfactorily
8098 completed by homeless child or youth while attending a prior school. The school
8099 shall also contact the District's homeless liaison.

8100

8101 Homeless children or youth may continue their education in the school of origin
8102 for the duration of homelessness, in any case in which a family becomes homeless
8103 between academic years or during an academic year. Keeping a child or youth in
8104 the school of origin is presumed to be in the child's or youth's best interest except
8105 when doing so is contrary to the request of the child's or youth's parent or
8106 guardian, or (in the case of an unaccompanied youth) the youth. When
8107 considering placement in a school other than the child's or youth's school of origin,
8108 the District's homeless liaison will consider student-centered factors to determine
8109 a placement that is in the student's best interest.

8110

8111 Homeless students who become permanently housed during the academic year,
8112 may remain at their school of origin for the remainder of the academic year and
8113 continue to receive all McKinney-Vento Act benefits.

8114

8115 The following can be used as admissible evidence for date of birth for homeless
8116 children in the school registration process:

8117

8118 A. a duly attested transcript of the child's birth record filed according to law
8119 with a public officer charged with the duty of recording births; or

8120

8121 B. a duly attested transcript of a certificate of baptism showing the date of
8122 birth and place of baptism of the child, accompanied by an affidavit
8123 sworn to by the parent; or

8124

8125 C. an insurance policy on the child's life which has been in force for at least
8126 two (2) years; or

8127

8128 D. a bona fide contemporary bible record of the child's birth accompanied
8129 by an affidavit sworn to by the parent; or

8130

8131 E. a passport or certificate of arrival in the United States showing the age of
8132 the child; or

8133

8134 F. if none of these evidences can be produced, an affidavit of age sworn to
8135 by the parent, accompanied by a certificate of age signed by a public
8136 health officer or by a public school physician, or if neither of these shall
8137 be available in the county, by a licensed practicing physician designated
8138 by the School Board, which certificate shall state that the health officer or
8139 physician has examined the child and believes that the age as stated in
8140 the affidavit is substantially correct.

8141 **Comparable Services**

8142

8143 Children and youth experiencing homelessness and who meet the relevant
8144 eligibility criteria will have access to all available academic and extracurricular
8145 activities. Homeless children and youth shall have equal access to the same free,
8146 appropriate public education as provided to non-homeless children and youth,
8147 including receiving comparable services such as transportation services;
8148 educational services, including special education and related service; programs for
8149 English learners; career and technical education programs; gifted programs;
8150 school nutrition programs (free meals); Title I Part A programs; and before- and
8151 after-school programs; offered to other students in the school.

8152

8153 Homeless children and youth shall have access to the education and other services
8154 that such students need to ensure that such students have an opportunity to meet
8155 the same challenging State student academic achievement standards to which all
8156 students are held. Homeless and unaccompanied homeless high school youth will
8157 receive counseling to prepare and improve their readiness for postsecondary
8158 education or a career.

8159

8160 Homeless children and youth shall not be stigmatized or segregated or isolated on
8161 the basis of their status as homeless.

8162

8163 Students considered to be homeless, if expelled, will be permitted to attend an
8164 alternative school at their local school district, unless the student is expelled from
8165 all schools.

8166

8167 Homeless preschool-aged children and their families will be provided access to
8168 educational services for which they are eligible, including preschool programs
8169 administered by the School District.

8170

8171 **Transportation**

8172

8173 FSUS shall ensure transportation will be arranged or provided for a homeless
8174 student or unaccompanied youth to and from the school of origin, at the written
8175 request of the parent/guardian or unaccompanied student. Students who move
8176 out of their attendance zone are eligible to continue enrollment in the school of
8177 origin. The homeless liaison or designee shall ensure that the parent or guardian
8178 of a homeless child or youth, and any unaccompanied youth, is fully informed of
8179 all transportation services, including transportation to and from the school of
8180 origin, and is assisted in accessing transportation to and from the school of origin.
8181 The school will request transportation. The homeless liaison will work with the
8182 parent, guardian, or unaccompanied youth, to determine if transportation to and
8183 from the school of origin is in “the best interest” of the child or youth, given the
8184 impact of mobility on achievement, education, health, and safety of the student.

8185

8186 When the child or youth's living arrangements in the area served by the local
8187 education agency of origin terminate and the child or youth though continuing his
8188 or her education in the school of origin, begins living in an area served by another
8189 local educational agency, the local educational agency of origin and the local
8190 educational agency in which the child or youth is living shall agree upon a method
8191 to apportion the responsibility and cost for providing the child or youth with
8192 transportation to and from the school of origin. If the local educational agencies
8193 are unable to agree upon such method the responsibility and cost shall be shared
8194 equally.

8195

8196 **Dispute Resolution**

8197

8198 FSUS shall ensure that homeless students and their families are aware of the
8199 student’s right to remain in the school of origin and their right to dispute.

8200

8201 The parent, guardian, or unaccompanied youth shall be referred to the district's
8202 designated homeless liaison to carry out the dispute resolution process as
8203 expeditiously as possible. When considering placement other than the child's or
8204 youth's school of origin, the school district will consider student-centered factors
8205 related to the impact of mobility on achievement, education, health, and safety of
8206 the homeless student, to determine a placement that is in the student's best interest
8207 and will provide the parent, guardian, or unaccompanied youth with a written
8208 explanation on their right to appeal the placement determination in a manner and
8209 form understandable to the parent, guardian or unaccompanied youth.

8210

8211 During a school selection dispute, the child or youth will either remain enrolled in
8212 the student's school of origin or shall be immediately enrolled in the school in
8213 which enrollment is sought, either the school zoned for the address where the
8214 student is residing or another school which students residing in that attendance
8215 zone for the address are eligible to attend pending final resolution of the dispute
8216 including all available appeals.

8217

8218 The parent or guardian of the child or youth or, in the case of an unaccompanied
8219 youth, the youth shall be provided with a written explanation, in a manner
8220 understandable to the parent, guardian or unaccompanied youth of any decision
8221 related to school selection or enrollment made by the school or the school district,
8222 including the rights of the parent, guardian or unaccompanied youth to appeal the
8223 decision.

8224

8225 **Age Limit for Student Entry**

8226

8227 A student desiring to enroll is not eligible to register in a regular high school
8228 program unless the student can graduate by completing a normal course load
8229 prior to the student's 20th birthday. A principal may grant an extension of this
8230 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**

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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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

FLORIDA STATE UNIVERSITY SCHOOLS

8297 **FLORIDA STATE UNIVERSITY SCHOOLS**

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8301 **5.30+**

8302 **STUDENT CONTROL**

8303

8304 All students enrolled at Florida State University Schools shall be subject to the laws
8305 and regulations of the State School Board of Education, the rules and policies of
8306 Florida State University Schools and the FSUS Student Code of Conduct as
8307 approved by the FSUS School Board and shall be under the control and direction
8308 of the Director, (or designee), or Administrative Staff during the time they are
8309 attending school or a school sponsored activity, and during a reasonable time they
8310 are on FSUS school premises for school attendance or authorized activities.

8311 (1) The Director or the Director’s designated representative shall see that
8312 students are properly supervised while at school and during any school-
8313 sponsored activity.

8314 (2) The teacher or other members of the instructional staff shall assume
8315 authority for the control and supervision of students as may be assigned
8316 by the Director or the Director’s designated representative and shall
8317 keep good order in the classroom and/or other places where in charge
8318 of students.

8319 (a) No student may be suspended from school, or from class, nor
8320 may corporal punishment be administered except as provided by
8321 law and the policies of Florida State University Schools. The
8322 corporal punishment policy shall be reviewed at least once every
8323 three (3) years during a School Board meeting.

8324 (b) No student shall be suspended for unexcused absence, tardiness,
8325 or truancy unless otherwise provided in the Code of Student
8326 Conduct.

8327 (3) The Code of Student Conduct for Elementary, Middle and High School
8328 is hereby incorporated by reference and made a part of this rule. The
8329 Code of Student Conduct shall:

8330 (a) Be developed by appropriate grade level teachers, school
8331 personnel, school administrators, students, and parent
8332 organizations.

8333 (b) State grounds for disciplinary action procedures and the rights of
8334 students.

8335 (c) Be distributed to all teachers, school personnel, students, and
8336 students' parent(s) or legal guardian(s) at the beginning of each
8337 school year.

8338 (d) Be filed in the General Counsel's Office of the Florida State
8339 University Schools.

8340 (4) The Code of Student Conduct shall be discussed with students, School
8341 Board, and parent/teacher associations at the beginning of each year.

8342 (5) The Director and the Administrative Staff shall use the Code of Student
8343 Conduct to familiarize students with Florida State University School
8344 rules relating to students' rights, responsibilities, and conduct at the
8345 beginning of each school year and whenever he/she deems it necessary.

8346
8347 **ADDITIONAL REFERENCE:**

8348 **The Board Approved Student Code of Conduct**

8349 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

8350 **LAWS IMPLEMENTED: 120.57(1); 1003.21, 1003.04, 1006.07, 1006.13,**
8351 **1001.43, 1006.08, 1003.31, 1006.09, 1006.10, 1003.32, F. S.**

8352
8353 **HISTORY:**
8354 **ADOPTED: 4/14/09**
8355 **REVISION DATES: 3/5/09, 12/8/09**
8356 **FORMERLY: 4.06**

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8358 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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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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8397 FLORIDA STATE UNIVERSITY SCHOOLS
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8401 5.32*

8402 **ZERO TOLERANCE FOR SCHOOL RELATED CRIMES**
8403

8404 I. It is essential that schools be safe and orderly to provide environments
8405 that foster learning and high academic achievement. FSUS Leon shall
8406 strive to protect students, staff, visitors and volunteers from harm and to
8407 protect victims of crime from further victimization. In a disciplinary
8408 action, there is a rebuttable presumption that the actions of a student who
8409 intervened for the defense of others or in the student's own self-defense,
8410 was using only the amount of force necessary, to stop a violent act against
8411 a student, staff or volunteer that was necessary to restore or maintain the
8412 safety of others. This policy applies to conduct on School District
8413 property, school or District provided transportation and at any school or
8414 District sponsored activity. This policy implements the zero tolerance
8415 policy as outlined in Florida Statutes.

8416
8417 II. Acts that pose a threat to school safety are those acts that endanger the life
8418 or safety of a student, staff member or other person on campus or at a
8419 school or District sponsored activity. Such acts include but are not limited
8420 to

- 8421
- 8422 A. Aggravated battery;
- 8423
- 8424 B. Armed robbery;
- 8425
- 8426 C. Arson;
- 8427
- 8428 D. Battery or aggravated battery on a teacher or other school
- 8429 personnel;
- 8430
- 8431 E. Kidnapping or abduction;
- 8432
- 8433 F. Murder;
- 8434
- 8435 G. Manslaughter;
- 8436
- 8437 H. Possession, use or sale of a controlled substance;
- 8438
- 8439 I. Possession, use or sale of any explosive devise;
- 8440
- 8441 J. Possession, use or sale of any firearm or weapon;
- 8442
- 8443 K. Sexual battery.
- 8444
- 8445 III. Acts that are considered petty misconduct may disrupt the educational
- 8446 process but do not endanger the life or safety of an individual. Such acts
- 8447 include but are not limited to
- 8448
- 8449 A. Cellular telephone violation;
- 8450
- 8451 B. Defiance of authority;
- 8452
- 8453 C. Disruption, minor;
- 8454
- 8455 D. Dress code violation;
- 8456
- 8457 E. Eating or drinking on the bus;
- 8458
- 8459 F. Forgery;
- 8460
- 8461 G. Horseplay;
- 8462
- 8463 H. Leaving campus without permission;
- 8464

- 8465 I. Lying or misrepresentation;
8466
8467 J. Profanity;
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8469 K. Vehicle parking violation.
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- 8471 IV. The District shall establish agreements with the county sheriff's office and
8472 local police department(s) that provide for reporting conduct that
8473 threatens school safety and obtaining assistance from the appropriate law
8474 enforcement agency. Law enforcement consultation is not required for
8475 petty acts of misconduct which are not a threat to school safety.
- 8476 V. The District shall report to the appropriate law enforcement agency any
8477 act that poses a threat to the safety or welfare of students, staff and other
8478 persons on school property or at school events or is a serious violation of
8479 law. The following acts when committed on School District property or at
8480 a District activity shall be reported to the appropriate law enforcement
8481 agency:
- 8482
8483 A. Alcohol violation;
8484
8485 B. Alcohol, sale or distribution;
8486
8487 C. Arson;
8488
8489 D. Battery;
8490
8491 E. Bomb or biochemical threat;
8492
8493 F. Breaking and entering or burglary;
8494
8495 G. Disruption of school, major;
8496
8497 H. Drug use, sale or distribution;

- 8498
8499 I. Explosives, possession or use;
8500
8501 J. Extortion;
8502
8503 K. False alarm;
8504
8505 L. Firearms violation;
8506
8507 M. Gang-related activity;
8508
8509 N. Hate crime;
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8511 O. Illegal organization, membership;
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8513 P. Robbery;
8514
8515 Q. Sexual battery;
8516
8517 R. Sexual harassment;
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8519 S. Sexual misconduct;
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8521 T. Sexual offense;
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8523 U. Stalking;
8524
8525 V. Trespassing;
8526
8527 W. Weapons violation;
8528
8529 X. Any felony as defined by Florida Statutes.
- 8530
8531 VI. Consultation with law enforcement is required when a student commits
8532 more than one misdemeanor, to determine if the act should be reported.
8533
- 8534 VII. The school principal shall notify all school personnel of their
8535 responsibility to report to the principal or his/her designee crimes or

8536 incidents posing a threat to school safety and ensure the incident is
8537 properly documented.

8538

8539 VIII. Students found to have committed one of the following offenses on school
8540 property, school sponsored transportation or during a school sponsored
8541 activity shall be expelled.

8542

8543 A. Bringing a firearm or weapon as defined in Chapter 790, Florida
8544 Statutes, to school, to any school function, or onto any school-
8545 sponsored transportation or possessing a firearm at school.

8546 B. Making a threat or false report as defined in Florida Statutes,
8547 Sections 790.162 and 790.163 respectively, involving school or
8548 school personnel's property, school transportation or a school-
8549 sponsored activity.

8550 C. Assault or battery on specified officials or employees in violation of
8551 Section 784.081, Florida Statutes.

8552 D. Hazing as defined in 1006.135, Florida Statutes.

8553

8554 IX. When a student is formally charged with a felony or a delinquent act that
8555 would be a felony if committed by an adult, the Executive
8556 Director/Superintendent shall notify appropriate personnel including the
8557 principal, the transportation director, the student's classroom teachers, the

8558 student's bus driver and other school personnel who directly supervise
8559 the student.

8560

8561 X. If a student committing any of the offenses in this policy is a student with
8562 a disability, the School Board shall comply with the applicable State Board
8563 of Education rules.

8564

8565 XI. Any student found to have committed a violation of Section 784.081(1), (2)
8566 or (3), Assault or Battery on Specified Officials or Employees, shall be
8567 expelled. Upon being charged with the offense, the student shall be
8568 removed from the classroom immediately and placed in an alternative
8569 school setting pending disposition.

8570

8571 XII. A student or his/her parent may request a review by the Executive
8572 Director/Superintendent of any disciplinary action taken by the District.
8573 Such request must be submitted in writing to the Executive
8574 Director/Superintendent within ten (10) days of the imposition of
8575 disciplinary action.

8576

8577 **ADDITIONAL REFERENCE:**
8578 **The Board Approved Student Code of Conduct**

8579

8580

8581 **HISTORY:** **ADOPTED: 4/14/09**
8582 **REVISION DATE(S): 3/5/09, 12/8/09; 9/13/22; 12/5/23**
8583 **FORMERLY: 4.10**

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FLORIDA STATE UNIVERSITY SCHOOLS

8617 FLORIDA STATE UNIVERSITY SCHOOLS

8618 POLICY MANUAL

8619 STUDENTS

8620 CHAPTER 5.0

8621 5.321

8622 POLICY AGAINST BULLYING AND HARASSMENT

8623
8624 I. Statement prohibiting bullying and harassment:

8625
8626 A. It is the policy of FSUS that all of its students and school employees have
8627 an educational setting that is safe, secure, and free from harassment and
8628 bullying of any kind. FSUS will not tolerate bullying and harassment of any
8629 type against any students, employees, visitors, volunteers or agents who
8630 work on school related activities, subject to the control of school officials.
8631 Conduct that constitutes bullying and harassment, as defined herein, is
8632 prohibited.

8633 B. Bullying or harassment of any student or school employee, visitor,
8634 volunteer, or agent is prohibited

- 8635 1. During any education program or activity conducted by a public K- 12
8636 educational institution;
- 8637 2. During any school-related or school-sponsored program or activity;
- 8638 3. On a school bus of a public K-12 educational institution;
- 8639 4. Through the use of data or computer software that is accessed through
8640 a computer, computer system, or computer network of a public K- 12
8641 education institution within the scope of the School District, meaning
8642 regardless of ownership, any computer, computer system, computer
8643 network that is physically located on school property or at a school-
8644 related or school-sponsored program or activity; or
- 8645 5. Through the use of data or computer software that is accessed at a non-
8646 school-related location, activity, function, or program or through the use
8647 of technology or an electronic device that is not owned, leased, or used

8648 by the School District or a school, if the bullying substantially interferes
8649 with or limits the victim's ability to participate in or benefit from the
8650 services, activities, or opportunities offered by a school or substantially
8651 disrupts the education process or orderly operation of a school. School
8652 staff is not required to monitor any non-school-related activity, function,
8653 or program.

8654

8655 6. The above paragraph (5) does not require a school to staff or monitor
8656 any non-school-related activity, function, or program

8657

8658 II. Definitions

8659

8660 A. Accused is defined as any FSUS employee, consultant, contractor, agent,
8661 visitor, volunteer, student, or other person in the school or outside the
8662 school at school-sponsored events, on school buses, and at training facilities
8663 or training programs sponsored by the District who is reported to have
8664 committed an act of bullying, whether formally or informally, verbally or
8665 in writing, of bullying.

8666

8667 B. Bullying includes cyberbullying and means systematically and chronically
8668 inflicting physical hurt or psychological distress on one or more students or
8669 employees. It is further defined as unwanted and repeated written, verbal,
8670 or physical behavior, including any threatening, insulting, or
8671 dehumanizing gesture, by a student or adult, that is severe or pervasive
8672 enough to create an intimidating, hostile, or offensive educational
8673 environment; cause discomfort or humiliation; or unreasonably interfere
8674 with the individual's school performance or participation; and is often
8675 characterized by an imbalance of power. Bullying may involve but is not
8676 limited to:

8677

- 8678 1. Unwanted Teasing;
- 8679 2. Social Exclusion;
- 8680 3. Threat;
- 8681 4. Intimidation;
- 8682 5. Stalking;
- 8683 6. Cyberstalking or Cyberbullying
- 8684 7. Physical violence;
- 8685 8. Theft;
- 8686 9. Sexual, religious, anti-semitic, cultural, or racial harassment;
- 8687 10. Public or private humiliation; or
- 8688 11. Destruction of property.

8689 The term *bullying* shall include cyberbullying whether or not specifically
8690 stated.

8691
8692 C. Complainant is defined as any District employee, consultant, contractor,
8693 agent, visitor, volunteer, student, or other person who formally or
8694 informally makes a report of bullying, orally or in writing.

8695
8696 D. Cyberbullying means bullying through the use of technology or any
8697 electronic communication, which includes, but is not limited to, any
8698 transfer of signs, signals, writing, images, sounds, data or intelligence of
8699 any nature transmitted in whole or in part by a wire, radio, electromagnetic
8700 system, photoelectronic system, or photooptical system, including, but not
8701 limited to, electronic mail, Internet communications, instant messages, or
8702 facsimile communications. Cyberbullying includes the creation of a
8703 webpage or weblog in which the creator assumes the identity of another
8704 person, or the knowing impersonation of another person as the author of
8705 posted content or messages, if the creation or impersonation creates any of
8706 the conditions enumerated in the definition of bullying. Cyberbullying also
8707 includes the distribution by electronic means of a communication to more

8708 than one person or the posting of material on an electronic medium that
8709 may be accessed by one or more persons, if the distribution or posting
8710 creates any of the conditions enumerated in the definition of bullying.

8711

8712 E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a
8713 course of conduct to communicate, or cause to be communicated, words,
8714 images, or language by or through the use of electronic mail or electronic
8715 communication, whether or not physically located on school property,
8716 directed at a specific person, causing substantial emotional distress to that
8717 person and serving no legitimate purpose.

8718

8719 F. Harassment means any threatening, insulting, or dehumanizing gesture,
8720 use of data or computer software, or written, verbal or physical conduct
8721 directed against a student or school employee that:

8722

8723 1. Places a student or school employee in reasonable fear of harm to his
8724 or her person or damage to his or her property;

8725 2. Has the effect of substantially interfering with a student's
8726 educational performance, opportunities, or benefits;

8727 3. Has the effect of substantially negatively impacting a student's or
8728 employee's emotional or mental well-being; or

8729 4. Has the effect of substantially disrupting the orderly operation of a
8730 school.

8731

8732 G. Bullying and harassment also encompasses:

8733 1. Retaliation against a student or school employee by another student or
8734 school employee for asserting or alleging an act of bullying or
8735 harassment. Reporting an act of bullying or harassment that is not made
8736 in good faith is considered retaliation.

8737 2. Perpetuation of conduct listed in the definition of bullying or
8738 harassment by an individual or group with intent to demean,

- 8739 dehumanize, embarrass, or cause emotional or physical harm to a
8740 student or school employee by:
- 8741 a. Incitement or coercion
 - 8742 b. Accessing or knowingly and willingly causing or providing
8743 access to data or computer software through a computer,
8744 computer system, or computer network within the scope of FSUS
 - 8745 c. Acting in a manner that has an effect substantially similar to the
8746 effect of bullying or harassment

8747

8748 III. Behavior Standards

8749

8750 A. FSUS expects students to conduct themselves as appropriate for their levels
8751 of development, maturity, and demonstrated capabilities with a proper
8752 regard for the rights and welfare of other students and school staff, the
8753 educational purpose underlying all school activities, and the care of school
8754 facilities and equipment. FSUS employees are responsible for adhering to
8755 the Principles of Professional Conduct of the Education Profession in
8756 Florida and district policies governing conduct and behavior.

8757

8758 B. FSUS believes that standards for student behavior must be set cooperatively
8759 through interaction among the students, parents/legal guardians, staff, and
8760 community members producing an atmosphere that encourages students
8761 to grow in self-discipline. The development of this atmosphere requires
8762 respect for self and others, as well as for FSUS and community property on
8763 the part of students, staff, and community members. Since students learn
8764 by example, school administrators, faculty, staff, and volunteers will
8765 demonstrate appropriate behavior, treat others with civility and respect,
8766 and refuse to tolerate bullying or harassment.

8767

8768 C. Refer to the Code of Conduct for specific behavior expectations.

8769

8770 IV. Consequences

8771

8772 A. Committing an act of bullying or harassment

8773 1. Concluding whether a particular action or incident constitutes a violation
8774 of this policy requires a determination based on all of the facts and
8775 surrounding circumstances followed by the determination of disciplinary
8776 sanctions appropriate to the perpetrators position within the district. The
8777 physical location or time of access of a computer-related incident cannot
8778 be raised as a defense in any disciplinary action.

8779 2. Consequences and appropriate remedial interventions for students who
8780 commit acts of bullying or harassment may range from positive
8781 behavioral interventions up to and including suspension or expulsion, as
8782 outlined in the Code of Student Conduct.

8783 3. Consequences and appropriate remedial interventions for a school
8784 employee found to have committed an act of bullying or harassment may
8785 be disciplined in accordance with FSU's policies, procedures, and
8786 agreements. Additionally, egregious acts of harassment by certified
8787 educators may result in a Department of Education professional
8788 practices sanction against an educator's state issued certificate. (See State
8789 Board of Education Rule 6A-10.081, FAC., *The Principles of Professional*
8790 *Conduct of the Education Profession in Florida*.)

8791 4. Consequences and appropriate remedial action for a visitor or volunteer,
8792 found to have committed an act of bullying or harassment shall be
8793 determined by the school or district administrator after consideration of
8794 the nature and circumstances of the act, including reports to Professional
8795 Standards and/or appropriate law enforcement officials.

8796

8797 B. Wrongful and intentional accusation of an act of bullying or harassment

- 8798 1. Consequences and appropriate remedial interventions for a student
8799 found to have wrongfully and intentionally accused another as a means
8800 of bullying or harassment range from positive behavioral interventions
8801 up to and including suspension or expulsion, as outlined in the Code of
8802 Student Conduct.
- 8803 2. Consequences and appropriate remedial interventions for a school
8804 employee found to have wrongfully and intentionally accused another
8805 as a means of bullying or harassment may be disciplined in accordance
8806 with FSU's policies, procedures, and agreements.
- 8807 3. Consequences and appropriate remedial action for a visitor or
8808 volunteer, found to have wrongfully and intentionally accused another
8809 as a means of bullying or harassment shall be determined by the school
8810 administrator after consideration of the nature and circumstances of the
8811 act, including reports to Professional Standards and/or appropriate law
8812 enforcement officials.

8813

8814 V. Reporting an Act of Bullying or Harassment

8815

8816 A. At FSUS, the principal and/or the principal's designee is responsible for
8817 receiving oral or written complaints alleging violations of this policy and
8818 will determine the appropriate action.

8819

8820 B. All school employees are required to report alleged violations of this policy
8821 to the principal or the principal's designee.

8822

8823 C. All other members of the school community, including students,
8824 parents/legal guardians, volunteers, and visitors are encouraged to report
8825 any act that may be a violation of this policy anonymously or in-person to
8826 the principal or principal's designee.

8827

- 8828 D. The principal and/or the principal’s designee in FSUS shall establish and
8829 prominently publicize to students, staff, volunteers, and parents/legal
8830 guardians, visitors and other agents how a report of bullying or harassment
8831 may be filed either in-person or anonymously and how this report will be
8832 acted upon.
8833
- 8834 E. The alleged victim of bullying or harassment, anyone who witnessed the
8835 bullying or harassment, and anyone who has credible information that an
8836 act of bullying or harassment has taken place may file a report of bullying
8837 or harassment.
8838
- 8839 F. A school employee, school volunteer, student, parent/legal guardian or
8840 other persons who promptly reports in good faith an act of bullying or
8841 harassment to the appropriate school official and who makes this report in
8842 compliance with the procedures set forth in FSUS policy is immune from a
8843 cause of action for damages arising out of the reporting itself or any failure
8844 to remedy the reported incident.
8845
- 8846 G. Submission of a good faith complaint or report of bullying or harassment
8847 will not affect the complainant or reporter’s future employment, grades,
8848 learning or working environment, or work assignments.
8849
- 8850 H. Any written or oral reporting of an act of bullying or harassment shall be
8851 considered an official means of reporting such act(s).
8852
- 8853 I. Reporting may be made anonymously, but formal disciplinary action may
8854 not be based solely on the basis of an anonymous report. The
8855 principal/designee or District Administrator shall document all complaints
8856 in writing and/or through the appropriate data system to ensure that
8857 problems are addressed in a timely manner.
8858

8859 VI. Investigation of a Report of Bullying or Harassment

8860

8861 A. The investigation of a reported act of bullying or harassment is deemed to
8862 be a school-related activity and shall begin with a report of such an act.

8863

8864 B. While FSUS does not assume any liability for incidents that occur at a bus
8865 stop or en route to and from school, a student or witness may file a
8866 complaint following the same procedures for bullying or harassment
8867 against a student and the school will investigate and/or provide assistance
8868 and intervention as the principal/designee deems appropriate.

8869

8870 C. Incidents that require a reasonable investigation when reported to
8871 appropriate school authorities shall include alleged incidents of bullying or
8872 harassment allegedly committed against a child while the child is en route
8873 to school aboard a school bus or at a school bus stop.

8874

8875 D. The principal and/or designee selects an individual(s), employed by the
8876 school, trained in investigative procedures to initiate the investigation. The
8877 person may not be the accused perpetrator (harasser or bully) or victim.

8878

8879 E. Documented interviews of the victim, alleged perpetrator, and witnesses
8880 are conducted privately, separately, and are confidential. Each individual
8881 (victim, alleged perpetrator, and witnesses) will be interviewed separately
8882 and at no time will the alleged perpetrator and victim be interviewed
8883 together.

8884

8885 F. The investigator shall collect and evaluate the facts including, but not
8886 limited to:

8887

1. Description of incident(s) including nature of the behavior;

8888

2. Context in which the alleged incident(s) occurred, etc.;

8889

3. How often the conduct occurred;

- 8890 4. Whether there were past incidents or past continuing patterns of
8891 behavior;
- 8892 5. The relationship between the parties involved;
- 8893 6. The characteristics of parties involved, i.e., grade, age, sex, race;
- 8894 7. The identity and number of individuals who participated in bullying
8895 or harassing behavior;
- 8896 8. Where the alleged incident(s) occurred;
- 8897 9. Whether the conduct adversely affected the student's education or
8898 educational environment or the employees work or workplace
8899 environment
- 8900 10. Whether the alleged victim felt or perceived an imbalance of power
8901 as a result of the reported incident;
- 8902 11. The date, time, and method in which the parents/legal guardians of
8903 all parties involved were contacted; and
- 8904 12. The date, time and method in which all parties involved, in the case
8905 of employees were contacted.

8906

8907 G. Whether a particular action or incident constitutes a violation of this policy
8908 requires a determination based on all the facts and surrounding
8909 circumstances and shall include

- 8910 1. Any recommended remedial steps necessary to stop the bullying
8911 and/or harassing behavior; and
- 8912 2. A written final report to the principal or the appropriate
8913 administrator.

8914

8915 H. The maximum of 10 school days shall be the limit for the initial filing of
8916 incidents and completion of the investigative procedural steps.

8917

8918 I. The highest level of confidentiality possible will be upheld regarding the
8919 submission of a complaint or a report of bullying and/or harassment, and
8920 the investigative procedures that follow.

8921

8922 VII. Investigation to Determine Whether a Reported Act of Bullying or
8923 Harassment is Within the Scope of FSUS

8924

8925 A. A principal and/or designee will assign a designee(s) that is trained in
8926 investigative procedures to initiate an investigation of whether an act of
8927 bullying or harassment is within the scope of FSUS.

8928

8929 B. The trained designee(s) will provide a report on results of investigation
8930 with recommendations for the principal to make a determination if an act
8931 of bullying or harassment falls within the scope of FSUS.

8932 1. If it is within scope of FSUS, a thorough investigation shall be
8933 conducted.

8934 2. If it is outside scope of FSUS, and determined a criminal act, the
8935 principal shall refer the incident(s) to appropriate law enforcement.

8936 3. If it is outside scope of FSUS, and determined not a criminal act, the
8937 principal or designee shall inform the parents/legal guardians of all
8938 students involved.

8939

8940 C. Computers without web-filtering software or computers with web-filtering
8941 software that is disabled shall be used when complaints of cyberbullying
8942 are investigated.

8943

8944 VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

8945

8946 A. Immediate notification to the parents/legal guardians of a victim of
8947 bullying or harassment and the parents/legal guardians of the perpetrator

8948 of an act of bullying or harassment as well as notification to all agencies
8949 when criminal charges may be pursued against the perpetrator

8950 1. The principal, and/or designee, shall promptly report via telephone,
8951 personal conference, and/or in writing, the occurrence of any
8952 incident of bullying or harassment as defined by this policy to the
8953 parent or legal guardian of all students involved on the same day an
8954 investigation of the incident(s) has been initiated, or reasonably
8955 thereafter. Notification must be consistent with the student privacy
8956 rights under the applicable provisions of the Family Educational
8957 Rights and Privacy Act of 1974 (FERPA).

8958 2. If the bullying or harassment incident results in the perpetrator
8959 being charged with a crime, the principal, and/or designee, shall by
8960 telephone or in writing by first class mail, inform parents/legal
8961 guardian of the victim(s) involved in the bullying or harassment
8962 incident about the Unsafe School Choice Option (No Child Left
8963 Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a
8964 student who becomes a victim of a violent criminal offense, as
8965 determined by State law, while in or on the grounds of a public
8966 elementary school or secondary school that the student attends, be
8967 allowed to attend a safe public elementary school or secondary
8968 school within the local educational agency, including a public
8969 charter school."

8970

8971 B. Immediate notification to the parents/legal guardians of the perpetrator of
8972 an act bullying or harassment.

8973

8974 The principal, or designee, shall promptly report via telephone, personal
8975 conference, and/or in writing, the occurrence of any incident of bullying or
8976 harassment as defined by this policy to the parent or legal guardian of all
8977 students involved on the same day an investigation of the incident(s) has

8978 been initiated. Notification must be consistent with the student privacy
8979 rights under the applicable provisions of the Family Educational Rights and
8980 Privacy Act of 1974 (FERPA).

8981

8982 C. Notification to local agencies where criminal charges may be pursued.

8983 Once the investigation has been completed and it has been determined that
8984 criminal charges may be pursued against the perpetrator, all appropriate
8985 local law enforcement agencies will be notified by telephone and/or in
8986 writing.

8987

8988 IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

8989

8990 When bullying or harassment is suspected or when a bullying or harassment
8991 incident is reported, counseling services shall be made available to the victim(s),
8992 perpetrator(s), and parents/guardians.

8993

8994 A. The teacher or parent/legal guardian may request informal consultation
8995 with school staff (specialty staff, *e.g.*, school counselor, school psychologist,
8996 etc.) to determine the severity of concern and appropriate steps to address
8997 the concern. The involved students' parents or legal guardian may be
8998 included.

8999

9000 B. School personnel or parent/legal guardian may refer a student to the school
9001 intervention team or equivalent school-based team with a problem-solving
9002 focus for consideration of appropriate services. Parent or legal guardian
9003 involvement shall be required when the student is referred to the
9004 intervention team.

9005

9006 C. If a formal discipline report or formal complaint is made, the principal or
9007 designee must refer the student(s) to the school intervention team for

9008 determination of counseling support and interventions. Parent or legal
9009 guardian involvement shall be required.

9010 D. If a formal discipline report or formal complaint is made against an
9011 employee, the principal/designee or district administrator must refer the
9012 employee to the Employee Assistance Program for determination of
9013 appropriate counseling support and/or interventions.

9014

9015 E. A student may be required to obtain counseling and/or attend a recognized
9016 treatment program at parental expense and show proof of completion of
9017 such counseling or program. Such offenses may include, but are not limited
9018 to, substance abuse, threats, intimidation, bullying, harassment, or acts
9019 motivated by hate or bias.

9020

9021 F. An employee component to address intervention and assistance as
9022 determined appropriate by the Employee Assistance Program that
9023 includes, but are not limited to:

9024

9025 ○ Counseling and support to address the needs of the victims of
9026 bullying; and

9027 ○ Research-based counseling/interventions to address the behavior of
9028 the employees who bully others (e.g., empathy training, anger
9029 management).

9030

9031 G. A school-based component to address intervention and assistance shall be
9032 utilized by the intervention team. The intervention team may recommend

9033 1. Counseling and support to address the needs of the victims of
9034 bullying or harassment;

9035 2. Research-based counseling or interventions to address the behavior
9036 of the students who bully and harass others, e.g., empathy training,
9037 anger management; and/or

9038 3. Research-based counseling or interventions which includes
9039 assistance and support provided to parents/legal guardians, if
9040 deemed necessary or appropriate.

9041

9042 X. Reporting Incidents of Bullying and Harassment

9043

9044 A. Incidents of bullying or harassment shall be reported in the school's report
9045 of data concerning school safety and discipline data required under s.
9046 1006.09(6), F.S. The report must include each incident of bullying or
9047 harassment and the resulting consequences, including discipline and
9048 referrals. Cyberbullying incidents shall be included within the bullying
9049 incidents category. The report shall also include, in a separate section,
9050 each reported incident of bullying or harassment that did not meet the
9051 criteria of a prohibited act under this section with recommendations
9052 regarding such incidents.

9053

9054 B. FSUS will utilize Florida's School Environmental Safety Incident Reporting
9055 (SESIR) Statewide Report on School Safety and Discipline Data, which
9056 includes bullying and harassment as incident codes as well as bullying-
9057 related as a related element code.

9058

1. SESIR Definitions

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- a) Bullying - Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.
- b) Harassment - Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school

9068 employee in reasonable fear of harm to his or her person or
9069 damage to his or her property, 2) has the effect of
9070 substantially interfering with a student's educational
9071 performance, opportunities, or benefits, or 3) has the effect
9072 of substantially disrupting the orderly operation of a school
9073 including any course of conduct directed at a specific person
9074 that causes substantial emotional distress in such a person
9075 and serves no legitimate purpose.

9076 2. Bullying and/or harassment incidents shall be reported in SESIR
9077 with the bullying (BUL) or harassment (HAR) code.
9078 Unsubstantiated incidents of bullying or harassment shall be coded
9079 UBL or UHR.

9080 3. If the bullying or harassment results in any of the following SESIR
9081 incidents, the incident will be coded appropriately using the relevant
9082 incident code and the bullying-related code. Such incidents are

- 9083 a) Alcohol
- 9084 b) Arson
- 9085 c) Battery
- 9086 d) Breaking and Entering
- 9087 e) Disruption on Campus
- 9088 f) Drug Sale/Distribution Excluding Alcohol
- 9089 g) Drug Use/Possession Excluding Alcohol
- 9090 h) Fighting
- 9091 i) Homicide
- 9092 j) Kidnapping
- 9093 k) Larceny/Theft
- 9094 l) Robbery
- 9095 m) Sexual Battery
- 9096 n) Sexual Harassment
- 9097 o) Sexual Offenses

- 9098 p) Threat/Intimidation
- 9099 q) Trespassing
- 9100 r) Tobacco
- 9101 s) Vandalism
- 9102 t) Weapons Possession
- 9103 u) Other Major (Other major incidents that do not fit within the
- 9104 other definitions)

9105

9106 C. Discipline and referral data shall be recorded in Student
9107 Discipline/Referral Action Report and Automated Student Information
9108 System.

9109

9110 D. FSUS shall provide bullying or harassment incident, discipline, and referral
9111 data to the Florida Department of Education in the format requested,
9112 through Surveys 2, 3 and 5 from Education Information and Accountability
9113 Services, and at designated dates provided by the Department.

9114

9115 E. Data reporting on bullying, harassment, unsubstantiated bullying,
9116 unsubstantiated harassment, sexual harassment and threat/intimidation
9117 incidents as well as any bullying-related incidents that have as a basis sex,
9118 race or disability should include the incident basis. Victims of these offenses
9119 should also have the incident basis (sex, race or disability) noted in their
9120 student record.

9121

9122 XI. Instruction on Identifying, Preventing, and Responding to Bullying or
9123 Harassment.

9124

9125 A. FSUS shall ensure that schools sustain healthy, positive, and safe learning
9126 environments for all students. It is important to change the social climate of
9127 the school and the social norms with regards to bullying or harassment.

9128 This requires the efforts of everyone in the school environment – teachers;
9129 administrators; counselors; school nurses; other non-teaching staff such as
9130 bus drivers, custodians, cafeteria workers; school librarians; parents/legal
9131 guardians; and students.

9132

9133 B. Students, parents/legal guardians, teachers, school administrators,
9134 counseling staff, and school volunteers shall be given instruction at a
9135 minimum on an annual basis on FSUS' Policy and Regulations against
9136 bullying and harassment. The instruction shall include evidence-based
9137 methods of preventing bullying and harassment as well as how to
9138 effectively identify and respond to bullying or harassment in schools.

9139

9140 C. FSUS shall establish a list of programs that provide instruction to students,
9141 parents, teachers, school administrators, counseling staff, and school
9142 volunteers on identifying, preventing, and responding to bullying and
9143 harassment including instruction on recognizing behaviors that lead to
9144 bullying and harassment and taking appropriate preventive action based
9145 on those observations. The list of authorized programs shall be available at
9146 FSUS's student services office and on the FSUS website.

9147

9148 XII. Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect
9149 the Victim

9150

9151 The principal or designee shall by telephone and/or in writing report the
9152 occurrence of any incident of bullying or harassment as defined by this policy to
9153 the parent or legal guardian of all students involved on the same day an
9154 investigation of the incident has been initiated. According to the level of infraction,
9155 parents/legal guardians will be notified by telephone and/or writing of actions
9156 being taken to protect the child; the frequency of notification will depend on the
9157 seriousness of the bullying or harassment incident. Notification must be consistent

9158 with the student privacy rights under the applicable provisions of the Family
9159 Educational Rights and Privacy Act of 1974 (FERPA).

9160

9161 XIII. Publicizing the Policy

9162

9163 A. At the beginning of each school year, the Director or designee shall, in
9164 writing, inform school staff, parents/legal guardians, or other persons
9165 responsible for the welfare of a student of FSUS' student safety and violence
9166 prevention policy.

9167

9168 B. FSUS shall provide notice to students and staff of this policy through
9169 appropriate references in the *Code of Student Conduct* and employee
9170 handbooks and through other reasonable means.

9171

9172 C. The Director shall also make all contractors contracting with FSUS aware of
9173 this policy.

9174

9175 D. Each school principal shall develop an annual process for discussing the
9176 school district policy on bullying and harassment with students.

9177

9178 E. Reminders of the policy and bullying prevention messages such as posters
9179 and signs will be displayed around each school and on FSUS school buses.

9180

9181

9182 XIV. Review of Policy

9183

9184

9185 The Director and appropriate staff shall review this policy at a minimum every
9186 (3) three years. The review should include input from parents, law enforcement,
9187 and other community members. The Director shall take any recommended
9188 changes to the School Board for consideration.

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STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**1001.43, 1003.04, 1003.31, 1003.32,
1006.07, 1006.08, 1006.09,
1006.10, 1006.147, F.S.
20 USC 1232g**

HISTORY:

ADOPTED:

REVISION DATE(S): Spring 2009; 3/10/15, 4/10/18; 8/10/21

FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS

9231 FLORIDA STATE UNIVERSITY SCHOOLS
9232 POLICY MANUAL
9233 STUDENTS
9234 CHAPTER 5.0

9235 5.325*

9236 **DATING VIOLENCE AND ABUSE**

9237 It is the policy of FSUS that all of its students and school employees have an
9238 educational setting that is safe, secure, and free from dating violence and abuse.
9239 The District shall not tolerate dating violence and abuse of any kind. Dating
9240 violence or abuse by any student is prohibited on school property, during any
9241 school related or school sponsored program or activity, or during school
9242 sponsored transportation.

9243
9244 II. Definitions

9245
9246 A. *Teen dating violence* is a pattern of emotional, verbal, sexual, or
9247 physical abuse used by one person in a current or past intimate
9248 relationship to exert power and control over another when one or
9249 both of the partners is a teenager.

9250
9251 B. *Abuse* is mistreatment which may include insults, coercion, social
9252 sabotage, sexual harassment, threats and/or acts of physical or
9253 sexual abuse. The abusive partner uses this pattern of violent and
9254 coercive behavior to gain power and maintain control over the
9255 dating partner. This may also include abuse, harassment, and
9256 stalking via electronic devices such as cell phones and computers,
9257 and harassment through a third party, and may be physical, mental,
9258 or both.

9259
9260 III. Reporting Teen Dating Violence or Abuse

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- A. The principal or designee shall be responsible for receiving complaints alleging violations of this policy.

- B. All school employees are required to report alleged violations of this policy to the principal or designee.

- C. In addition to reporting the incident to the principal or designee, if a district employee or agent has reason to suspect that an alleged violation of this policy might constitute a crime, the district employee or agent shall also immediately report the complaint to law enforcement. Any uncertainty regarding whether an alleged violation might constitute a crime must be resolved in favor of reporting the incident to law enforcement.

- D. All other members of the school community, including students, parents as defined by Florida Statutes, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or designee.

- E. In cases involving an alleged perpetrator who is of adult age and an alleged teen victim, certain suspicions of abuse must be reported to the Florida Abuse Hotline (1-800-962-2873) or local law enforcement pursuant to Section 39.201, Florida Statutes.

- F. The principal shall establish and prominently publicize to students, staff, volunteers, and parents how a report of dating violence and abuse may be filed either in person or anonymously and how this report will be acted upon.

9291 G. The victim of teen dating violence or abuse, anyone who witnesses
9292 an act of dating violence or abuse, and anyone who has credible
9293 information that an act of dating violence and abuse has taken place
9294 may file a report of dating violence and abuse.

9295
9296 H. Submission of a good faith complaint or report of teen dating
9297 violence or abuse will not affect the complainant or reporter's future
9298 employment, grades, learning or working environment, or work
9299 assignments. Appropriate remedial action will be pursued for
9300 persons found to have wrongfully and intentionally accused another
9301 of an act of dating violence or abuse.

9302
9303 I. Any written or oral report of an act of dating violence and abuse shall
9304 be considered an official means of reporting such act(s). Reports
9305 may be made anonymously, but formal disciplinary action may not
9306 be based solely on the basis of an anonymous report.

9307
9308 J. Incidents of teen dating violence and abuse shall be filed within ten
9309 (10) school days of the alleged incident or having knowledge of the
9310 incident.

9311
9312 IV. Investigations

9313
9314 J. The principal or designee shall select a staff member employed at the
9315 school and trained in investigative procedures to initiate the
9316 investigation. The staff member may not be the accused perpetrator
9317 or victim.

9318
9319 K. Documented interviews of the victim, alleged perpetrator and
9320 witnesses shall be conducted privately and separately. All

9321 interviews are confidential. Each individual (victim, alleged
9322 perpetrator and witnesses) will be interviewed separately and at no
9323 time will the alleged perpetrator and victim be interviewed together.

9324

9325 L. The investigative process shall be completed within ten (10) school
9326 days from the time the report is filed.

9327

9328 M. The highest level of confidentiality possible will be upheld regarding
9329 the submission of a complaint or a report of teen dating violence
9330 and/or abuse and the investigative procedures that follow. School
9331 employees shall refrain from sharing confidential student
9332 information with other school employees, students, or community
9333 members, unless disclosure is required by law or is necessary to
9334 protect the student's safety. Any notification made must be
9335 consistent with the student's privacy rights under the applicable
9336 provisions of the Family Educational Rights and Privacy Act of 1974
9337 (FERPA).

9338

9339 N. If it is determined that inappropriate behavior(s) has occurred, the
9340 investigator will make recommendations for disciplinary action to
9341 the principal or Director.

9342

9343 V. Discipline

9344

9345 A. Immediate action shall be taken to eliminate the behavior.

9346

9347 B. Disciplinary action shall be taken based on the circumstances of the
9348 behavior(s).

9349

9350 C. Discipline shall be consistent with the provisions of the *Code of*
9351 *Student Conduct*.

9352

9353 D. If a crime has been committed, the appropriate law enforcement
9354 agency shall be immediately notified.

9355

9356 VI. Restraining Orders

9357

9358 A. If an order of protection has been issued, the student or his/her
9359 parent(s) should inform the school immediately.

9360

9361 B. The investigator will contact the abuser and his/her parent(s) to
9362 initiate a contract to stay away from the victim, consistent with the
9363 terms of the order, with penalties for known violations of the
9364 contract.

9365

9366 C. The principal or district administrator will notify law enforcement
9367 immediately if he/she has a reasonable belief that a criminal or civil
9368 restraining order has been violated.

9369

9370 D. The school resource officer and/or security officer will respond
9371 immediately to a report of a violation of a criminal or a civil
9372 restraining order.

9373

9374 VII. Support Services for the Victim

9375

9376 The school shall provide a victim of dating violence and abuse with support
9377 services that may include but are not limited to

9378

- 9379 A. A contract with the offender to stay away from the victim while on
9380 school grounds, on school transportation and during school
9381 sponsored programs and events;
9382
9383 B. Reasonable accommodations, such as class schedule changes;
9384
9385 C. If needed, the school will assist the student in creating an alternative
9386 education plan for the student such as transferring to a different
9387 school or the ability to make up school work missed due to dating
9388 violence.
9389
9390 D. Security protection, such as safe egress/regress from school and
9391 within the school;
9392
9393 E. Timely and comprehensive investigation of dating violence and
9394 abuse complaints.
9395
9396 F. Information and assistance in securing intervention which includes
9397 assistance and support provided to parents/legal guardians, if
9398 deemed necessary and appropriate.
9399
9400 G. Referrals for outside support and/or counseling.

9401

9402 VIII. Methods of Intervention with the Alleged Perpetrator

9403

9404 A. Allow the alleged perpetrator to respond in writing to the
9405 allegations.

9406

9407 B. Identify and implement interventions tht will be taken to prevent
9408 further incidents.

9409

9410 C. Refer the alleged perpetrator and parents/legal guardians to help
9411 and support available at the school and withing the community.

9412

9413 D. Address the seriousness of retaliations against the victim for
9414 reporting the incident or cooperating with the investigation. Inform
9415 the alleged perpetrator that retaliation or threats of retaliations in
9416 any form designed to intimidate the victim of dating violence or
9417 abuse, those who are witnesses, or those who investigate an incident,
9418 shall not be tolerated.

9419

9420 E. Provide for increased supervision of the alleged perpetrator.

9421

9422 F. Document the meeting and action plans.

9423

9424 IX. Curriculum

9425

9426 A. The health education curriculum for students in grades 7 through 12
9427 shall include dating violence and abuse. The teen dating violence
9428 and abuse component shall include, but is not limited to, the
9429 definition of dating violence and abuse, the warning signs of dating
9430 violence and abusive behavior, the characteristics of healthy
9431 relationships, measures to prevent and stop dating violence and
9432 abuse, and community resources available to victims of dating
9433 violence and abuse.

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9435 B. The curriculum shall have an emphasis on prevention-based
9436 education.

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9438 X. Training

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- A Teachers, administrators, counselors, instructional assistants, school nurses and other nonteaching staff such as bus drivers, custodians, and cafeteria workers shall receive training about teen dating violence and abuse.

- B. Students, parents and school volunteers shall also be given instruction related to teen dating violence and abuse.

- C. Training on the District’s policy prohibiting dating violence and abuse and related procedures shall be conducted, at a minimum, on an annual basis.

- D. The instruction shall include evidence-based methods of preventing dating violence and abuse and how to effectively identify and respond to incidents of dating violence and abuse within the scope of the school.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

HISTORY: **ADOPTED: 8/10/21**
REVISION DATE(S): _____

FLORIDA STATE UNIVERSITY SCHOOLS

9469 FLORIDA STATE UNIVERSITY SCHOOLS
9470 POLICY MANUAL
9471 STUDENTS
9472 CHAPTER 5.0

9473 5.327*

9474 **HAZING**

9475 FSUS shall not tolerate hazing of any form. Conduct that constitutes hazing, as
9476 defined herein, is prohibited. The District expects students to conduct themselves
9477 appropriately for their levels of development, maturity, and demonstrated
9478 capabilities with proper regard for the rights and welfare of other students and the
9479 educational purpose underlying all school activities.

9480
9481 I. Definition of Hazing

9482 Hazing means any action or situation endangering the mental or physical
9483 health or safety of a student at a school with any of grades six (6) through
9484 twelve (12) for purposes including, but not limited to, initiation or
9485 admission into or affiliation with any organization operating under the
9486 sanction of a school with any of grades six (6) through twelve (12). Hazing
9487 shall include, but is not limited to,

- 9488 ○ Pressuring, Coercing, or forcing a student into violating state
9489 or federal law; consuming any food, liquor, drug or other
9490 substance; or participating in physical activity that could
9491 adversely affect the health or safety of the student.
- 9492 ○ Any brutality of a physical nature such as beating, whipping,
9493 branding, or exposure to the elements.

9494
9495 II. Reporting an Act of Hazing

9496 A. At each school with any of grades six (6) through twelve (12), the
9497 principal or the principal's designee shall be responsible for
9498 receiving complaints alleging violations of this policy.

- 9499 B. All school employees are required to report alleged violations of
9500 this policy to the principal or the principal's designee.
- 9501 C. All other members of the school community, including students,
9502 parents as defined by Florida Statutes, volunteers, and visitors are
9503 encouraged to report any act that may be a violation of this policy
9504 anonymously or in person to the principal or principal's designee.
- 9505 D. The principal of each school that includes any of grades six (6)
9506 through twelve (12) in the District shall establish and prominently
9507 publicize to students, staff, volunteers, and parents, how a report of
9508 hazing may be filed either in person or anonymously and how this
9509 report will be acted upon.
- 9510 E. The victim of hazing, anyone who witnessed the hazing, and
9511 anyone who has credible information that an act of hazing has
9512 taken place may file a report of hazing.
- 9513 F. A school employee, school volunteer, student, parent or other
9514 person who promptly reports in good faith an act of hazing to the
9515 appropriate school official and who makes this report in
9516 compliance with the procedures set forth in the District policy is
9517 immune from a cause of action for damages arising out of the
9518 reporting itself or any failure to remedy the reported incident.
- 9519 G. Submission of a good faith complaint or report of hazing will not
9520 affect the complainant or reporter's future employment, grades,
9521 learning or working environment, or work assignments.
- 9522 H. Any written or oral reporting of an act of hazing shall be
9523 considered an official means of reporting such act(s).
- 9524 I. Reports may be made anonymously, but formal disciplinary action
9525 may not be based solely on the basis of an anonymous report.
- 9526 III. Investigation of a Report of Hazing
- 9527 A. The investigation of a reported act of hazing is deemed to be a
9528 school-related activity and shall begin with a report of such an act.

- 9529 B. The principal or designee shall select an individual(s), employed by
9530 the school and trained in investigative procedures, to initiate the
9531 investigation. The person may not be the accused perpetrator or
9532 victim.
- 9533 C. Documented interviews of the victim, alleged perpetrator(s), and
9534 witnesses shall be conducted privately, separately, and shall be
9535 confidential. Each individual (victim, alleged perpetrator, and
9536 witnesses) will be interviewed separately and at no time will the
9537 alleged perpetrator and victim be interviewed together.
- 9538 D. The investigator shall collect and evaluate the facts including but
9539 not limited to
- 9540 1. Description of incident(s) including nature of the behavior;
 - 9541 2. Context in which the alleged incident(s) occurred;
 - 9542 3. How often the conduct occurred;
 - 9543 4. Whether there were past incidents or past continuing
9544 patterns of behavior;
 - 9545 5. The relationship between the parties involved;
 - 9546 6. The characteristics of parties involved, *i.e.*, grade, age;
 - 9547 7. The identity and number of individuals who participated in
9548 hazing;
 - 9549 8. Where the alleged incident(s) occurred;
 - 9550 9. Whether the conduct adversely affected the
9551 student's/students' health or safety;
 - 9552 10. The date, time, and method in which the parents of all
9553 parties involved were contacted.
- 9554 E. Whether a particular action or incident constitutes a violation of
9555 this policy shall require a determination based on all the facts and
9556 surrounding circumstances and shall include
- 9557 1. Recommended remedial steps necessary to stop the hazing;
9558 and

- 9559 2. A written final report to the principal.
- 9560 F. The maximum of ten (10) school days shall be the limit for the
9561 initial filing of incidents and completion of the investigative
9562 procedural steps.
- 9563 G. The highest level of confidentiality possible will be upheld
9564 regarding the submission of a complaint or a report of hazing and
9565 the investigative procedures that follow.
- 9566
- 9567 IV. Investigation to Determine Whether a Reported Act of Hazing is Within
9568 the Scope of the District
- 9569 A. The principal or designee will assign an individual(s) who is
9570 trained in investigative procedures to initiate an investigation of
9571 whether an act of hazing is within the scope of the School District.
- 9572 B. The trained investigator(s) will provide a report on results of
9573 investigation with recommendations for the principal to make a
9574 determination if an act of hazing falls within the scope of the
9575 District.
- 9576 1. If it is within the scope of the District, a thorough
9577 investigation shall be conducted.
- 9578 2. If it is outside the scope of the District and determined a
9579 criminal act, the principal shall refer the incident(s) to
9580 appropriate law enforcement.
- 9581 3. If it is outside the scope of the District and determined not a
9582 criminal act, the principal or designee shall inform the
9583 parents of all students involved.
- 9584
- 9585 V. Notification to Parents of Incidents of Hazing
- 9586 A. Immediate notification to the parents of a victim of hazing.
9587 The principal, or designee, shall promptly report via telephone,

9588 personal conference, and/or in writing, the occurrence of any
9589 incident of hazing as defined by this policy to the parent(s) of all
9590 students involved on the same day an investigation of the
9591 incident(s) has been initiated. Notification must be consistent with
9592 the student privacy rights under the applicable provisions of the
9593 Family Educational Rights and Privacy Act of 1974 (FERPA).

9594 B. Immediate notification to the parents of the perpetrator of an act of
9595 hazing. The principal, or designee, shall promptly report via
9596 telephone, personal conference, and/or in writing, the occurrence
9597 of any incident of hazing as defined by this policy to the parents of
9598 all students involved on the same day an investigation of the
9599 incident(s) has been initiated. Notification must be consistent with
9600 the student privacy rights under the applicable provisions of the
9601 Family Educational Rights and Privacy Act of 1974 (FERPA).

9602 C. Notification to local agencies where criminal charges may be
9603 pursued. Once the investigation has been completed and it has
9604 been determined that criminal charges may be pursued against the
9605 perpetrator(s), all appropriate local law enforcement agencies will
9606 be notified by telephone and/or in writing.

9607

9608 VI. Referral of Victims and Perpetrators of Hazing for Counseling.
9609 When hazing is suspected or when a hazing incident is reported,
9610 counseling services shall be made available to the victim(s), perpetrator(s),
9611 and parents.

9612 A. The teacher or parent may request informal consultation with
9613 school staff, *e.g.*, school counselor, school psychologist, to
9614 determine the severity of concern and appropriate steps to address
9615 the concern. The teacher may request that the involved student's
9616 parents are included.

- 9617 B. School personnel or the parent may refer a student to the school
9618 intervention team for consideration of appropriate services.
9619 Parental involvement shall be required when the student is referred
9620 to the intervention team.
- 9621 C. If a formal discipline report or formal complaint is made, the
9622 principal or designee must refer the student(s) to the child study
9623 team for determination of counseling support and interventions.
9624 Parental involvement shall be required.
- 9625 D. The intervention team may recommend
- 9626 1. Counseling and support to address the needs of the victims
9627 of hazing;
 - 9628 2. Research-based counseling or interventions to address the
9629 behavior of the students who haze others; and/or
 - 9630 3. Research-based counseling or interventions which include
9631 assistance and support provided to parents, if deemed
9632 necessary or appropriate.

9633

9634 VII. Disciplinary Action

9635 If the incident is determined to be within the scope of the District,
9636 disciplinary action will be consistent with the *Code of Student Conduct*.

9637

9638 VIII. Reporting Incidents of Hazing

- 9639 A. Incidents of hazing shall be reported in the school's report of data
9640 concerning school safety and discipline data required under s.
9641 1006.09(6), F.S. The report shall include each incident of hazing and
9642 the resulting consequences, including discipline and referrals. The
9643 report shall also include each reported incident of hazing that did
9644 not meet the criteria of a prohibited act under this section with
9645 recommendations regarding such incidents.

9646 B. The District will utilize Florida’s School Environmental Safety
9647 Incident Reporting (SESIR) Statewide Report on School Safety and
9648 Discipline Data to report hazing incidents.

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9651 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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9654 **LAW(S) IMPLEMENTED:** **1000.21, 1001.41, 1001.42, 1001.43, 1001.51,**
9655 **1001.54, 1003.04, 1003.31, 1003.32, 1006.07,**
9656 **1006.08, 1006.09, 1006.10, 1006.135, F.S.**

9657 **20 USC 1232g**

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9659 **HISTORY: ADOPTED: 12/9/14**

9660 **REVISION DATE(S): 5/11/21**

9661 **FORMERLY: NEW**

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9680 **FLORIDA STATE UNIVERSITY SCHOOLS**

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9682 FLORIDA STATE UNIVERSITY SCHOOLS
9683 POLICY MANUAL
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9686 5.33

9687 **TEACHER REMOVAL OF STUDENTS FROM CLASSROOM**

9688 (1) Appropriate action will be taken to remove or to make special
9689 provisions for a disruptive student. Disruptive behavior will include:
9690 assault on staff or students, threat(s) or violence, disrespect, willful
9691 disregard of a teacher's directions, malicious vandalism, possession of
9692 weapons of any type, continuing use of profane language or obscene
9693 gestures, and instigation of violence or mass disobedience to legitimate
9694 directions.

9695 When a teacher sends a disruptive student to the office, the
9696 Administrative Staff or his/her representative will provide oral and/or
9697 written feedback to the teacher with regard to present and/or future
9698 action concerning the student's behavior. The teacher may request a
9699 conference with the Director, Administrative Staff and the student's
9700 parent(s) or legal guardian(s) prior to the student being returned to
9701 his/her classroom. A disruptive student will not normally be returned
9702 to the classroom where he/she exhibited the disruptive behavior until
9703 the teacher has received the feedback.

9704 (2) A teacher may remove a student from his/her class whose behavior the
9705 teacher determines interferes with the teacher's ability to
9706

9707 (3) effectively communicate with other students in the class or with the
9708 ability of the student's classmates to learn.

9709 (4) The Director or Administrative Staff may not return a student who has
9710 been removed by a teacher from the teacher's class without the teacher's
9711 consent, unless the Placement Review Committee established herein
9712 determines that such placement is the best or only available alternative.
9713 The teacher and Placement Review Committee must render decisions
9714 within five (5) working days of the removal of the student from the
9715 classroom.

9716 (5) Florida State University Schools will establish a Placement Review
9717 Committee to determine if a student is to be returned to a teacher's class
9718 after that student has been removed by the teacher and the teacher has
9719 withheld consent for that student to be returned to the teacher's class.

9720 (a) Committee membership shall include the following:

9721 1. Two (2) teachers selected by the instructional staff of the
9722 school.

9723 2. One (1) member of the school staff selected by the Director or
9724 Administrative Staff.

9725 3. One (1) teacher selected by the instructional staff of the school
9726 to serve as an alternate member of the committee.

9727 (b) A teacher who removed a student from his/her class and who
9728 has withheld consent for the return of that student to his/her
9729 class, shall not serve on the committee when the committee
9730 makes its decision regarding the return of the student.

9731 The Placement Review Committee(s) will be selected during pre-
9732 school planning. The staff of Florida State University Schools
9733 shall determine the following during pre-school planning:

9734 1. If a current school committee(s) meets the criteria contained
9735 herein for the Placement Review Committee(s) and if the
9736 faculty wishes that committee to perform the duties of the
9737 Placement Review Committee(s).

9738 2. The number of Placement Review Committees needed at
9739 Florida State University Schools.

9740 3. The terms of office of the members of the Placement Review
9741 Committee(s).

9742 4. The method the instructional staff will use in the selection of
9743 the Placement Review Committee(s) members.

9744 5. The appropriate form a teacher is to use to document the
9745 behavior that resulted in the teacher having the student
9746 removed from his/her classroom.

9747 6. Any teacher who removes 25 percent (25%) of his/her total
9748 class enrollment during the course of the school year shall be
9749 required to complete professional development to improve
9750 classroom management skills. Any required training under
9751 this provision shall be free of cost to the teacher.

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9754 **STATUTORY AUTHORITY:**

1001.42; 1001.42, F.S.

9755 **LAWS IMPLEMENTED:**

1001.43; 1003.32, F. S.

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9784 **FLORIDA STATE UNIVERSITY SCHOOLS**

9785

HISTORY:

ADOPTED:

REVISION DATE(S): 7/9/09

FORMERLY: 4.17

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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

FLORIDA STATE UNIVERSITY SCHOOLS

9820 FLORIDA STATE UNIVERSITY SCHOOLS
9821 POLICY MANUAL
9822 STUDENTS
9823 CHAPTER 5.0

5.341*+

9824 **USE OF TIME-OUT AND PHYSICAL RESTRAINT FOR STUDENTS WITH**
9825 **DISABILITIES**
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9830 I. The School shall implement behavioral management interventions for
9831 disruptive students to prevent and reduce significant disruptive behavior
9832 and to provide for the physical safety and security of students and staff
9833 when students pose a threat to themselves and/or others. The focus shall
9834 be on the use of the least restrictive but effective intervention(s) for each
9835 student.

9836

9837 II. Time Out

9838 *Time out* is a procedure in which access to reinforcement is removed or
9839 reduced for a designated time.

9840

9841 A. *Nonexclusion time out* is the least restrictive form of time out. The
9842 student is allowed to observe the classroom activity but not
9843 participate.

9844 B. *Exclusion time out* excludes the student from participation in and
9845 observation of classroom activities. The student remains in the
9846 classroom but cannot observe or participate in ongoing activities.

9847

9848 III. *Seclusion or isolation* removes the student from the classroom for a
9849 predetermined period of time. The student is placed in a non-stimulating
9850 room away from the classroom. The student must be observed
9851 continuously by trained personnel.

9852

9853 IV. Physical Restraint

9854 A. *Manual physical restraint* is the use of physical restraint techniques
9855 that involve physical force to restrict free movement of all or part of
9856 a student's body. It is a method to prevent a student from harming
9857 himself/herself or others.

9858 B. Physical restraint should only be used in an emergency situation
9859 when an immediate and significant threat to the student or others
9860 exists.

9861 C. Physical restraint may only be implemented by trained, qualified
9862 school personnel.

9863 D. Techniques or devices such as straightjackets, zip ties, handcuffs, or
9864 tie downs may not be used in ways that may obstruct or restrict
9865 breathing or blood flow or that place a student in a facedown
9866 position with the student's hands restrained behind the student's
9867 back. Restraint techniques may not be used to inflict pain to induce
9868 compliance.

9869

9870

9871 V. Documentation and Reporting

9872 All instances of time out and restraint shall be documented and reported as
9873 required.

9874

9875 VI. Monitoring and Analysis

9876 A. At the beginning of each school year, the district shall post its policies
9877 and procedures on positive behavior interventions and supports as
9878 adopted by the school district.

9879

9880 B. The use of manual physical restraint shall be monitored at the
9881 classroom and school levels.

9882 C. The use of the behavior interventions, the appropriateness of use and
9883 the effectiveness of the interventions shall be analyzed.

9884

9885 VII. Prohibitions

9886 School personnel shall not

9887 A. Use a mechanical restraint or a manual physical restraint that
9888 restricts a student's breathing or

9889 B. Close, lock or physically block a student in a room that is unlit or
9890 that does not meet the rules of the State Fire Marshall for a seclusion
9891 time out room.

9892

9893 VIII. Training

9894 A. The School shall provide initial training for designated personnel in
9895 the use of time out and physical restraint.

9896 B. Refresher training shall be conducted annually.

9897 C. Personnel who have been trained in manual restraint techniques in
9898 positions outside of the School shall receive training in School
9899 methods.

9900

9901 IX. Procedures

9902 The Director shall develop procedures to implement this policy and related
9903 statutes. Procedures shall include but not be limited to the following:

9904 A. Incident reporting;

9905 B. Data collection;

9906 C. Monitoring and analysis;

9907 D. Plan for reducing the use of restraint;

9908 E. Identification of staff to be trained; and

9909 F. Training components.

9910

9911

9912 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
9913 **LAW(S) IMPLEMENTED:** 1001.43, 1003.32, 1003.573,
9914 1006.07, 1006.11, 1012.75, F.S.

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9917 **STATE BOARD OF EDUCATION RULE(S)** 6A-6.03312

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9919 **HISTORY:** Approved for 2nd Reading on 1/10/12

9920 **ADOPTED:** _____

9921 **REVISION DATE(S):** _____

9922 **FORMERLY:** NEW

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9944 **FLORIDA STATE UNIVERSITY SCHOOLS**

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9946 POLICY MANUAL
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9950 GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL
9951 CAMPUS
9952

9953 Students shall be subject to the FSUS Student Code of Conduct, as approved by
9954 the School Board.

9955

9956 ADDITIONAL REFERENCE:

9957 The Board Approved Student Code of Conduct

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9982 FLORIDA STATE UNIVERSITY SCHOOLS

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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

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:4.111

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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:
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REVISION DATE(S): 7/9/09
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SCHOOL HEALTH SERVICES

- I. Florida State University Schools shall collaborate with the County Health Department and the District school health advisory committee to develop and implement a health services plan. This plan shall be contained in the *Health Services Manual*.
- II. The plan shall include, but not be limited to, provisions for all aspects required by law.
- III. At the beginning of each school year, the principal, or designee, shall inform the parent(s) as defined by Florida Statutes, in writing, that students will receive specified health services as provided in the health services plan. A student shall be exempt from any of these services when his/her parent(s) requests an exemption in writing. A health care practitioner may not solicit or arrange to provide health care services or prescribe medicinal drugs to a minor child without first obtaining written parental consent. When invasive screening is one (1) of the specified services, written consent of the student's parent(s) shall be obtained prior to any such screening.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED: 381.0056, 394.463, 1001.21, 1002.20,
1006.062, 1014.06 F.S.

HISTORY:

ADOPTED: 9/13/22
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FLORIDA STATE UNIVERSITY SCHOOLS

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10165 **NOTIFICATION OF INVOLUNTARY EXAMINATION**
10166

- 10167 I. When there is a student crisis situation, school or law enforcement
10168 personnel must make a reasonable attempt to contact, either in person or
10169 using telehealth, a mental health professional who may initiate an
10170 involuntary examination pursuant to section 394.463, unless the child poses
10171 an imminent danger to themselves or others.
- 10172 II. The principal or designee shall exercise reasonable diligence and care to
10173 make contact with the parent, as defined by law, before the student who is
10174 removed from school, school transportation, or a school-sponsored activity
10175 is to be taken to a receiving facility for an involuntary examination.
- 10176 A. Methods of communication to contact the student's parent or other
10177 known emergency contact include but are not limited to, telephone
10178 calls, text messages, e-mails, and voicemail messages following the
10179 decision to initiate an involuntary examination of the student.
- 10180 B. The method and number of attempts made to contact the student's
10181 parent or other known emergency contact and the outcome of each
10182 attempt must be documented.
- 10183 C. If an emergency contact is notified, the principal/designee may only
10184 share the information necessary to alert such contact that the parent
10185 must be contacted.
- 10186
- 10187 III. The principal or designee may delay the notification to the parent for up to
10188 twenty-four (24) hours if:

- 10189 A. the delay is considered in the student’s best interest and a report has
10190 been submitted to the central abuse hotline, pursuant to s. 39.201, based
10191 upon knowledge or suspicion of abuse, abandonment, or neglect; or
10192 B. it is reasonably believed to be necessary to avoid jeopardizing the
10193 health and safety of the student.
10194
- 10195 IV. Before contacting a law enforcement officer, a principal or designee must
10196 verify that de-escalation strategies have been utilized and outreach to a
10197 mobile response team has been initiated unless the principal or designee
10198 reasonably believes that any delay in removing the student will increase the
10199 likelihood of harm to the student or others.
- 10200 V. The Director shall develop procedures for the notification of parents and
10201 for reporting, if appropriate, alleged child abuse, abandonment, or neglect
10202 to the central abuse hotline when a student is taken to a facility for an
10203 involuntary examination. The procedures shall be contained in the *Health*
10204 *Services Manual*. The Superintendent shall annually report to the
10205 Department of Education the number of involuntary examinations, as
10206 defined in section 394.455, F.S., initiated at a school, on school
10207 transportation, or at a school-sponsored activity.
10208

10209 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
10210 **LAW(S) IMPLEMENTED:** 381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.
10211 **HISTORY:** **ADOPTED:**
10212 **REVISION DATE(S):** 6/21/16; 9/13/22
10213 **FORMERLY:** NEW
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FLORIDA STATE UNIVERSITY SCHOOLS
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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
 - How to read food labels (age appropriate)

- 10249 • Review policies/procedures with the school staff, the child’s physician, and
10250 the child (if age appropriate) after a reaction has occurred.
- 10251 • Provide emergency contact information.

10252

10253 **SCHOOL’S RESPONSIBILITY**

- 10254 • Be knowledgeable about and follow applicable federal laws including
10255 ADA, IDEA, Section 504, and FERPA and any state laws or district policies
10256 that apply.
- 10257 • Review the health records submitted by parents and physicians.
- 10258 • Include food-allergic students in school activities. Students should not be
10259 excluded from school activities solely based on their food allergy.
- 10260 • Identify a core team of, but not limited to, school nurse, teacher, principal,
10261 school food service and nutrition manager/director, and counselor (if
10262 available) to work with parents and the student (age appropriate) to
10263 establish a prevention plan. Changes to the prevention plan to promote
10264 food allergy management should be made with core team participation.
- 10265 • Assure that all staff who interact with the student on a regular basis
10266 understand food allergy, can recognize symptoms, know what to do in an
10267 emergency, and work with other school staff to eliminate the use of food
10268 allergens in the allergic student’s meals, educational tools, arts and crafts
10269 projects, or incentives.
- 10270 • Utilize the Food Allergy Action Plan before an allergic reaction occurs to
10271 assure the efficiency/effectiveness of the plan.
- 10272 • Coordinate with the school nurse to be sure medications are appropriately
10273 stored, and be sure than an emergency kit is available that contains a
10274 physician’s standing order for epinephrine. In states where regulations
10275 permit, medications are kept in an easily accessible secure location central
10276 to designated school personnel, not in locked cupboards or drawers.
10277 Students should be allowed to carry their own epinephrine, if age

- 10278 appropriate after approval from the student’s physician/clinic, parent and
10279 school nurse, and allowed by state or local regulations.
- 10280 • Designate school personnel who are properly trained to administer
10281 medications in accordance with the State Nursing and Good Samaritan
10282 Laws governing the administration of emergency medications.
 - 10283 • Be prepared to handle a reaction and ensure that there is a staff member
10284 available who is properly trained to administer medications during the
10285 school day regardless of time or location.
 - 10286 • Review policies/prevention plan with the core team members,
10287 parents/guardians, student (age appropriate), and physician after a
10288 reaction has occurred.
 - 10289 • Work with the district transportation administrator to assure that school
10290 bus driver training includes symptom awareness and what to do if a
10291 reaction occurs.
 - 10292 • Recommend that all buses have communication devices in case of an
10293 emergency.
 - 10294 • Enforce a “no eating” policy on school buses with exceptions made only to
10295 accommodate special needs under federal or similar laws, or school district
10296 policy. Discuss appropriate management of food allergy with family.
 - 10297 • Discuss field trips with the family of the food-allergic child to decide
10298 appropriate strategies for managing the food allergy.
 - 10299 • Follow federal/state/district laws and regulations regarding sharing
10300 medical information about the student.
 - 10301 • Take threats or harassment against an allergic child seriously.

10302

10303 **STUDENT’S RESPONSIBILITY**

10304

10305 I. Should not trade food with others.

10306 II. Should not eat anything with unknown ingredients or known to contain
10307 any allergen.

10308 III. Should be proactive in the care and management of their food allergies
10309 and reactions based on their development level.

10310 IV. Should notify an adult school official immediately if they eat something
10311 they believe may contain the food to which they are allergic.

10312

10313 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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10316 **LAW(S) IMPLEMENTED:** 570.981, 1001.43, 1002.20, F.S.
10317 20 USC §1232g (FERPA)
10318 P.L. 108-446 (IDEIA)

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10321 **STATE DEPARTMENT OF AGRICULTURE**
10322 **AND CONSUMER SERVICES RULE(S)** 5P-1.001, 5P-1.002, 5P-1.003

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10345 **FLORIDA STATE UNIVERSITY SCHOOLS**

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HISTORY:
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REVISION DATE(S): 1/8/2013
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STUDENT INJURIES

10355 The following procedures shall be followed when a student is injured at school:

- 10356
- 10357 I. The nearest person with first-aid training shall administer first aid.
- 10358
- 10359 II. The student's parent(s), as defined by Florida Statutes, shall be notified
10360 immediately.
- 10361
- 10362 III. The family physician shall be notified and his/her instructions followed if
10363 the parent(s) or a responsible adult member of the family cannot be reached.
10364
- 10365 IV. A physician who has agreed to handle school emergencies shall be called if
10366 the parent(s), an adult member of the family, or the family physician cannot
10367 be reached.
- 10368
- 10369 V. A student shall be taken to the emergency room of the nearest hospital
10370 when a life threatening situation occurs. Discretion shall be used in moving
10371 a critically injured student without medical advice.
- 10372
- 10373 VI. A student who is suspected of sustaining a concussion or head injury shall
10374 be immediately removed from physical activity. Approved guidelines
10375 contained in the *Florida High School Athletic Association Concussion Action*
10376 *Plan 2011* shall be followed.
- 10377

10378 VII. A serious injury to a student shall be reported immediately to the principal
10379 who shall make a prompt report by telephone to the Director or designee.

10380

10381 VIII. An accident report shall be filed when an injury occurs, including a detailed
10382 description of the accident and a list of witnesses.

10383

10384 IX. An insurance report shall be prepared if an injury is covered by insurance.

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10388 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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10391 **LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1006.07, 1006.08,
10392 **F.S.**

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10395 **HISTORY:** **ADOPTED:** _____
10396 **REVISION DATE(S): 1/8/2013**
10397 **FORMERLY:**

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STUDENT ILLNESS

I. The teacher, principal or nurse shall isolate a student who becomes ill while at school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.

II. A student who has had a serious communicable disease shall present a statement from a physician licensed by the state of Florida before being readmitted to classes. A student not attended by a physician may be readmitted if the principal, or designee, in his/her judgment, finds the student has met the criteria for readmission as established by the County Health Unit.

III. No internal medicine of any kind may be given to a student without the written permission of the parent(s), as defined by Florida Statutes.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.07, 1014.06, F.S.

HISTORY: ADOPTED: 9/13/22

REVISION DATE(S):

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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.

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

LAWS IMPLEMENTED: **768.13, 768.1325, 1013.502, 401.2915, F.S.**

10481 **REFERENCE PROCEDURE NUMBER:**

E-561A

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MEDICATION ADMINISTRATION

I. Administration of Prescription Medication

- a) Each school principal shall designate a staff member(s) to administer medications. The staff member(s) shall be trained annually by a registered nurse, a licensed nurse, or a licensed physician.

- b) Administration of prescription medications during school hours is discouraged unless a physician determines that a student's health needs require medication during school hours. This rule, the *Standard Operating Procedures, School Health Administrative Resource Manual* and the *Code of Student Conduct* shall set forth provisions for administering prescription medications.

- c) Instructions on using a prescription shall be provided by a physician or described on the medication container provided by the physician or pharmacist.

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d) All prescription medications shall be delivered to the office/clinic with a Medication Permission form signed by the student's parent's, as defined by the Florida Statutes, which includes the following information:

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1. Diagnosis;

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2. Reason for giving;

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3. Name and purpose of medication;

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4. Time the medication is to be given;

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5. Specific instructions on the administration of the medication (dose and route);

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6. Approximate duration of medication (Beginning date - Ending date);

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7. Allergies;

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8. Side effects;

10553

9. A note signed by the student's parent(s), as defined by Florida Statutes, to grant permission for administering the prescription medication;

10554

10555

10556

10. Medication to be counted with two (2) persons signing.

10557

10558 e) First dosage of any new medication shall not be administered during
10559 school hours because of the possibility of an allergic reaction.

10560

10561 f) Prescription medication which is kept at school shall be stored in a
10562 secure place under lock and key with the student's name attached.

10563 Only authorized staff who administers said medication shall have
10564 access to it.

10565

10566 g) A student with a special health condition(s) such as asthma, life
10567 threatening allergies, diabetes, pancreatic insufficiency, cystic

10568 fibrosis or hypersensitivity may carry prescription medication for
10569 emergency situations on self if approved by his/her physician and

10570 his/her parent. The approval of the physician and the parent and
10571 information regarding the medication required in IV. I must be on

10572 file in the office/clinic. A student who has permission to self-
10573 administer emergency medication may carry the medication on the

10574 school bus or at any school related activity. The principal, or
10575 designee, shall notify the bus driver and the transportation

10576 department regarding such students.

10577

10578 h) A record shall be maintained on each student who receives a
10579 prescription medication during school hours, including the time

10580 each dose of prescription medication was administered. These
10581 records shall be made available daily to the principal and the county
10582 health nurse.

10583

10584 II. Administration of Nonprescription Medication

10585

10586 a) Each school principal shall designate a staff member(s) to administer
10587 non-prescribed medications pursuant to instructions in the Florida
10588 School Health Administration Guidelines. The staff member(s) shall
10589 be trained annually by the registered nurse at each school.

10590

10591 b) Administration of nonprescription medications during school hours
10592 is discouraged unless necessary for student's illness.

10593

10594 c) A student may possess and use a medication regulated by the US
10595 Food and Drug Administration for over-the-counter use to treat
10596 and/or relieve headaches while on school property or at a school-
10597 sponsored event or activity without a physician's note or
10598 prescription.

10599

10600 d) For nonprescription medication not defined in II(C), instructions on
10601 using the medication shall be provided by the student's physician or

10602 a physician's note. All nonprescription medications shall be
10603 delivered to the office/clinic with a Medication Permission form
10604 signed by the student's parent's, as defined by the Florida Statutes,
10605 which includes the information required in I(D).

10606

10607 e) First dosage of any new medication shall not be administered during
10608 school hours because of the possibility of an allergic reaction.

10609

10610 f) Nonprescription medication which is kept at school shall be stored
10611 in a secure place under lock and key with the student's name
10612 attached. Only authorized staff who administer said medication
10613 shall have access to it.

10614

10615 g) A record shall be maintained on each student who receives
10616 medication during school hours, including the time each dose of
10617 nonprescription medication was administered. These records shall
10618 be made available daily to the principal and the county health nurse.

10619

10620 III. Field Trips - The requirements for the administration of medication while
10621 students are away from school property or on official school business shall
10622 be the same as those while on school property. All medications including
10623 nonprescription medications that are taken on field trips or other official

10624 school business must be in the original container. Only trained personnel
10625 will administer medication away from the school site except for students
10626 who have permission to self-administer emergency medications.

10627

10628 IV. Administration of Emergency Medication

10629 A. Epinephrine

10630 1. Schools may purchase and maintain a supply of epinephrine
10631 auto-injectors to use when a student is having an anaphylactic
10632 reaction. The medication shall be kept in a locked, secure
10633 location accessible only to trained personnel.

10634 2. The School Board shall adopt a protocol, developed by a
10635 licensed physician, for the administration of epinephrine in
10636 emergency situations.

10637 3. Only school personnel who are trained to recognize an
10638 anaphylactic reaction and certified to administer an
10639 epinephrine auto-injector or a person who is authorized by an
10640 authorized health care practitioner shall be permitted to
10641 administer this medication; however, the auto-injector may
10642 be given to a student who is authorized to self-administer an
10643 epinephrine auto-injector.

10644 4. Under the provisions of Florida Statutes, the District and
10645 trained and certified personnel, or an uncertified person who

10646 administers an epinephrine auto-injector under the
10647 authorization of an authorized health care provider shall not
10648 be liable for any injury resulting from the administration of
10649 an auto-injector provided that school personnel were trained
10650 or authorized as provided by law, followed the established
10651 protocol and believed that the student was having an
10652 anaphylactic reaction.

10653 B. Opioid Antagonist Naloxone (“Narcan”). The School Board
10654 recognizes that the opioid epidemic is a public health crisis and
10655 access to opioid-related overdose reversal medication can be life-
10656 saving. The following protocols for the administration of Narcan in
10657 emergency situations are adopted to assist a person at risk of
10658 experiencing an opioid-related overdose.

10659 1. Definitions

10660 a. Drug overdose: an acute medical condition, including,
10661 but not limited to, severe physical illness, coma, mania,
10662 hysteria or death, which is the result of consumption
10663 or use of one or more controlled substances causing an
10664 adverse reaction.

10665 b. Naloxone (Narcan): is a medication that may be
10666 obtained pursuant to state law, and used to treat

10667 individuals who are experiencing, or may be
10668 experiencing, an opioid related overdose.

10669 c. Opioids are illegal drugs including, but not limited to,
10670 heroin, as well as prescription medications used to
10671 treat pain such as morphine, codeine, methadone,
10672 oxycodone (OxyContin, Percodan, Percocet),
10673 hydrocodone (Vicodin), fentanyl, hydromorphone
10674 (Dilaudid), and buprenorphine.

10675 2. The Superintendent/Director shall adopt Administrative
10676 Guidelines governing the procurement, maintenance and use
10677 of Narcan at school, for use in emergency situations and
10678 emergency notification requirements. The
10679 Superintendent/Director will consult with a licensed health
10680 professional when developing Administrative Guidelines.

10681 3. The Administrative Guidelines shall:

10682 a. Specify the individuals (by position) employed by the
10683 School Board who may, in accordance with law,
10684 procure Narcan;

10685 b. Include the physician-established protocol(s), as
10686 required by law;

10687 c. Identify the location(s) in each school building where
10688 Narcan shall be stored;

- 10689 d. Specify the conditions under which Narcan must be
10690 stored, replaced, and disposed of;
- 10691 e. Specify the individuals (by position) employed by or
10692 under contract with the School Board, in addition to a
10693 licensed school nurse, who are authorized to access
10694 and use Narcan in emergency situations;
- 10695 f. Specify the training that Board employees or
10696 contractors must complete before being authorized to
10697 access and administer Narcan; and
- 10698 g. Specify that the assistance from an emergency medical
10699 service provider (911) must be requested as soon as
10700 practicable before or after Narcan is administered.
- 10701 4. To the extent provided by law, the Board, its members,
10702 employees and contractors shall not be liable civilly for acts
10703 or omissions associated with procuring, maintaining,
10704 accessing, or using Narcan in emergency situations as
10705 prescribed by this policy and any administrative guidelines.
- 10706 5. Delegation of Responsibility
- 10707 a. The school nurse shall provide and annually renew
10708 standing order of Narcan to students, staff members or
10709 other individuals believed or suspected to be
10710 experiencing an opioid overdose on school grounds or

10711 at a school-sponsored activity, at which the school
10712 nurse or any other individual properly trained to
10713 administer Narcan is present as permitted by this
10714 policy. The standing order shall include at least the
10715 following information:

- 10716 i. Type of Naloxone
- 10717 ii. Date of issuance
- 10718 iii. Dosage
- 10719 iv. Signature of the school nurse

10720 b. The standing order shall be maintained in the nurse's
10721 office and copies of the standing order shall be kept in
10722 each location where Narcan is stored.

10723 6. Acquisition, Storage and Disposal

10724 a. The school nurse(s) shall obtain sufficient supplies of
10725 Narcan pursuant to the standing order in the same
10726 manner as other medical supplies are acquired for the
10727 school health program.

10728 b. The school nurse or designee shall regularly inventory
10729 and refresh Narcan stocks, and maintain records
10730 thereof, in accordance with Administrative Guidelines,
10731 manufacturer's recommendations and any applicable
10732 Department of Health guidelines.

10733 c. Narcan shall be safely stored in accordance with the
10734 drug manufacturer's instructions in the school nurse's
10735 office or their location(s) designated by the school
10736 nurse that is only accessible by the individuals'
10737 authorized to administer Narcan.

10738 7. Training

10739 a. School nurses shall be trained in the use of Narcan by
10740 the Department of Health

10741 b. School Departments are encouraged to send other staff
10742 to be trained, including but not limited to coaches,
10743 guidance counselors, teachers, etc.

10744 c. Training for designated staff shall occur annually prior
10745 to the beginning of each school year and throughout
10746 the year, as needed.

10747 8. Parent Notification

10748 a. Prior notice to the parents of a student of the
10749 administration of Narcan is not required.

10750 b. If Narcan has been administered to a student,
10751 immediately following the administration, the school
10752 shall provide notice to the parent/guardian of the
10753 student who received Narcan.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 381.88, 381.887, 381.885, 499.003, 768.13,
1000.21, 1001.43, 1002.20,
1002.22, 1006.062, 1014.06 F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.0251, 6A-6.0252, 6A-6.0253

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

HISTORY:

ADOPTED:
REVISION DATE(S): 2/13/24
FORMERLY: 4.14

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PSYCHOTROPIC MEDICATION

Students shall be subject to the FSUS Student Code of Conduct, as approved by
the School Board.

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10792 **ADDITIONAL REFERENCE:**

10793 **The Board Approved Student Code of Conduct**

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10817 **FLORIDA STATE UNIVERSITY SCHOOLS**

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10827 I. Administering Medical Marijuana to Qualified Students on District

10828 Property

10829

**HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: NEW**

5.622

MEDICAL MARIJUANA

10830 A. The Board strives to comply with state law to honor families' private
10831 medical decisions while ensuring a learning environment free of
10832 disruption. To accomplish these goals, as a general rule, prescription
10833 medication, including medical marijuana, should be administered at
10834 home. Prescription medications, including medical marijuana,
10835 should only be administered on FSUS property during school hours
10836 when administration cannot reasonably be accomplished outside of
10837 school hours. The primary caregiver should administer the medical
10838 marijuana/low THC cannabis at home whenever possible to
10839 qualified students/patients who require the use of medical
10840 marijuana/low THC cannabis for a qualifying medical condition.

10841

10842 B. In those limited circumstances when it is medically necessary,
10843 administration of medical marijuana to qualified students on FSUS
10844 property shall be in accordance with this policy. Administration of
10845 all other prescription and nonprescription medications to students
10846 on FSUS property during school hours shall be in accordance with
10847 applicable law and Board policy concerning the administration of
10848 medications to students.

10849

10850 C. Medical marijuana/low THC cannabis cannot be administered to a
10851 qualifying student/patient while aboard a school bus or at a school-
10852 sponsored event.

10853

10854 D. This policy conveys no right to any student or to the student's
10855 parents/guardians or other caregiver to demand access to any
10856 general or particular location on FSUS property, a school bus or at a
10857 school-sponsored event to administer medical marijuana/low THC
10858 cannabis.

10859

10860 E. If the federal government indicates that the district’s federal funds
10861 are jeopardized by this policy, or asks the District to cease and desist
10862 the implementation of this policy, the Board declares that this policy
10863 shall be suspended immediately and that the administration of any
10864 form of medical marijuana/low THC cannabis to qualified students
10865 on school property shall not be permitted. FSUS will comply with
10866 any federal guidance and/or directives related to this policy. FSUS
10867 shall post notice of such policy suspension and prohibition in a
10868 conspicuous place on its website.

10870 F. Definitions - For purposes of this policy, the following definitions
10871 shall apply per Florida Statute:

10872
10873 1. “Student” means an individual enrolled in FSUS, K through
10874 12th grade who are subject to compulsory school attendance,
10875 as well as students with disabilities 18 through 21 years of age
10876 that are still enrolled in FSUS.

10877
10878 2. “Qualified student/patient” means a student/patient who is
10879 a resident of this state who has been added to the medical
10880 marijuana/low THC cannabis use registry by a qualified
10881 physician to receive marijuana or a marijuana delivery device
10882 for a medical use and who has a qualified patient
10883 identification card and for whom the administration of
10884 medical marijuana cannot reasonably be accomplished
10885 outside of school hours.

10886
10887 3. “Primary caregiver” or “caregiver” must be 21 years of age or
10888 older and a resident of this state who has agreed to assist with
10889 a qualified patient’s medical use of marijuana, has a caregiver

10890 identification card and meets the requirements set forth in F.S.
10891 381.986(6).

10892
10893 4. "Designated location" means a location identified by FSUS in
10894 its sole discretion on school grounds, such as the nurse's office
10895 ~~or a building administrator's office~~. School administration
10896 determines, in its sole discretion, the location of
10897 administration of a permissible form of medical
10898 marijuana/low THC cannabis that do not create risk of
10899 disruption to the educational environment or exposure to
10900 other students.

10901
10902 5. "Qualified physician" means an individual who holds an
10903 active, unrestricted license as an allopathic physician under
10904 chapter 458 or as an osteopathic physician under chapter 459
10905 and is in compliance with the physician education
10906 requirements set forth in F.S. 381.986(3).

10907
10908 6. "Permissible form of medical marijuana/low
10909 THC/cannabinoid products" means non-smokeable/non-
10910 inhalable products such as oils, tinctures, edible products or
10911 lotions that can be administered and fully ingested or
10912 absorbed in a short period of time. Due to the potential for
10913 misuse, vapors, patches or other forms of administration that
10914 continue to deliver medical marijuana to a student while at
10915 school are not permitted.

10916 II. Permissible administration of medical marijuana to a qualified student on
10917 school district property.

10918

- 10919 A. School nurses or health care personnel or school administration staff
10920 are not allowed to administer, store/hold or transport the medical
10921 marijuana/low THC cannabis in any form and it will not be stored
10922 on any FSUS property, including school grounds, at any time.
10923
- 10924 B. A student's parent/guardian or caregiver may administer the
10925 permissible form of medical marijuana to the qualified
10926 student/patient on FSUS property in the designated location if all of
10927 the following criteria are met:
10928
- 10929 1. A copy of the student's valid registration form for medical
10930 marijuana must be provided to FSUS. The authorization for
10931 medical marijuana/low THC cannabis use for qualified
10932 students at school form must be submitted to the
10933 principal/designee every school year, and when there are any
10934 changes to the medication and the type of preparation (i.e.,
10935 oils, tablet). The completed form shall include the type,
10936 amount, time to be administered, possible side effects and any
10937 special instructions regarding the medication.
10938
- 10939 2. A written statement signed by the qualified student's
10940 parent/guardian must be on file which assumes all
10941 responsibility for ensuring the administering individual is
10942 qualified to perform the task, assumes all responsibility for
10943 the administration, maintenance and use under state and
10944 federal law, and releases FSUS from liability for any injury
10945 arising out of the administration of medical marijuana on
10946 FSUS property.
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3. The parent/guardian/caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualified student and for removing the medical marijuana from school grounds immediately after the administration is complete.

4. FSUS determines, in its sole discretion, that a designated location and method of administration of medical marijuana are available that do not create a risk of disruption to the educational environment or exposure to other students.

5. In accordance with this policy, district or school administration shall prepare, with input from the qualified student's parent/guardian/caregiver, a written medical marijuana/low THC cannabis implementation plan that identifies the registration number for the medical marijuana registration, permissible form of the medical marijuana/low THC cannabis, designated location(s), and which shall be on file with the school.

6. The written plan shall be signed by the school nurse, school administrator, and the qualified student's parent/guardian/caregiver.

C. Any parent/guardian seeking access to FSUS property for purposes of this policy must comply with FSUS policy and/or procedures concerning visitors to schools, including checking in through the FSUS Raptor*Check-in System.

10977 D. Student possession, use, distribution, sale or being under the
10978 influence of medical marijuana inconsistent with this policy may be
10979 considered a violation of Board policy concerning drug and alcohol
10980 use by students or other Board policy and may subject the student to
10981 disciplinary consequences, including suspension and/or expulsion,
10982 in accordance with applicable Board policy.

10983
10984 E. Permission to administer medical marijuana/low THC cannabis to a
10985 qualified student/patient may be limited or revoked if the qualified
10986 student/patient or the student's caregiver violate this policy or
10987 demonstrate an inability to responsibly follow this policy's
10988 parameters.

10989
10990 F. At no time shall the qualifying student/patient have the medical
10991 marijuana/low THC cannabis in their possession except during the
10992 administration process, through dispensation by the designated
10993 primary caregiver, per the FSUS implementation plan.

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10996 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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10999 **LAW(S) IMPLEMENTED:** **381.88, 381.885, 768.13, 1000.21, 1001.43,**
11000 **1002.20, 1002.22, 1006.062, F.S.**

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11004 **HISTORY:** **ADOPTED: 1/14/2020**
11005 **REVISION DATE(S):**
11006 **FORMERLY: NEW**
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STUDENT RECORDS

11036 School Board rules and procedures for maintaining student records shall be
11037 consistent with Florida Statutes, including the "Parents' Bill of Rights", State Board

11038 of Education rules, and federal laws relating to Family Educational Rights and
11039 Privacy Act and Privacy Rights of Parents and Students. The Director shall be
11040 responsible for interpreting this rule and the school principal shall be responsible
11041 for controlling and supervising student records, following all rules on student
11042 records, and interpreting rules on student records to the school staff, students, and
11043 the community.

11044

11045 1) Procedures on student records shall be approved by the School Board and
11046 contained in the *Student Educational Records Manual*. Included shall be
11047 provisions of the Family Educational Rights and Privacy Act requirements
11048 relating to the surveying of students, the collecting of information from
11049 students for marketing purposes, and certain nonemergency medical
11050 examinations.

11051

11052 2) Parents, as defined by law, and students shall be notified annually of their
11053 rights regarding education records.

11054

11055 3) FSUS shall not collect or retain information including biometric information
11056 restricted by §100.2.222, F. S.

11057 4) The District acknowledges important information relating to a minor child
11058 should not be withheld inadvertently or purposefully, from the parent,
11059 including information relating to the minor child's health, well-being, and
11060 education, while the minor child is in the custody of the school district.

11061 5) Parents have the right to access and review all school records related to the
11062 minor child including but not limited to, the right to access school safety and
11063 discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.

11064 6) The individual records of children enrolled in the Voluntary Prekindergarten
11065 Education Program shall be maintained as confidential records exempt from
11066 the public records law as required by Florida Statutes.

11067

- 11068 7) A school may release a student's education records to partners to an
11069 interagency agreement among the Department of Juvenile Justice, the school,
11070 law enforcement authorities and other signatory agencies as allowed by law.
11071
- 11072 8) Student information that is confidential and exempt shall not be released
11073 except when authorized by §100.2.222, F. S
- 11074
- 11075 9) District, upon receiving a written request for another school, public or private,
11076 within or out of State, shall transfer within three (3) school days the records of
11077 the student.
- 11078
- 11079 a) The records to be transferred shall include:
- 11080 i) Category A and B (including disciplinary records with respect to
11081 suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.
- 11082 ii) Verified reports of serious or recurrent behavior patterns, including
11083 threat assessment evaluations and intervention services; and
- 11084 iii) Psychological evaluations, including therapeutic treatment plans and
11085 therapy or progress notes created or maintained by School District or
11086 charter school staff, as appropriate.
- 11087 10) Reporting of student database information shall comply with these safeguards.
11088
- 11089 a) Data reported to the Florida Department of Education shall not disclose a
11090 student's name or identity unless required by Florida Statutes;
- 11091 b) Data shall not be stored in a single file or released in such a manner that a
11092 complete student profile can be reported unless specified by Florida
11093 Statutes; and
- 11094 c) Data shall be protected from unauthorized use at all times.
11095
- 11096 11) Social security numbers may be collected from students

- 11097 a) To be used as student identification numbers as allowed by §1008.386, F.S.
 11098 until the Department of Education has issued a student identification
 11099 number;
 11100 b) To facilitate the processing of student scholarships, college admission and
 11101 other applications; and
 11102 c) For other purposes when consent of the parent or adult student is granted.

11103

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11105 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

11106

11107 **LAW(S) IMPLEMENTED:** 119.07(1), 119.071, 1001.43, 1001.52, 1002.22,

11108 1002.221, 1002.222, 1002.72, 1003.25, 1008.386, F.S.,

11109 20 USC §1232g (34 CFR PART 98)

11110 P.L. 103-382 (34 CFR PART 99)

11111

11112 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0955

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11114 **HISTORY:** **ADOPTED:**

11115 **REVISION DATE(S):** 12/9/14; 9/13/22

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11130 **DIRECTORY INFORMATION**

11131

11132
11133 Students' parent(s), as defined by Florida Statutes, shall be notified annually in the
11134 *Code of Student Conduct* that the School Board may release "directory information"
11135 to the general public.

- 11136
11137 I. Directory information includes the following data about a student:
11138
11139 A. Name;
11140 B. Address;
11141 C. Telephone number, if listed;
11142 D. Participation in officially recognized activities and sports;
11143 E. Weight and height, if an athletic team member;
11144 F. Name of the most recent previous school or program attended;
11145 G. Dates of attendance at schools in the District and degrees and honors
11146 received; and,
11147 H. Date and place of birth.

11148 II. Information described in subsections I.A., D., E., F., and G. herein may be
11149 published routinely by the School Board in conjunction with press releases
11150 about school activities, honor roll announcements, athletic events, and
11151 other school-related activities.

11152
11153 III. Directory information shall not be published when the student's parent(s)
11154 submits written notification to the principal within thirty (30) days of
11155 distribution of the *Code of Student Conduct*. Failure to submit the required
11156 notification form shall be deemed a waiver of any right to preclude release
11157 of such directory information pursuant to Florida Statutes or federal laws.

11158
11159 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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11162 **LAW(S) IMPLEMENTED:** **1000.21, 1001.43, 1002.22, 1002.222, F.S.**
11163 **20 USC 1232g**
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HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09; 12/9/14
FORMERLY: 4.16

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PARENT ACCESS TO INFORMATION

11205 Students shall be subject to the FSUS Student Code of Conduct, as approved by
11206 the School Board.

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11208

11209 **ADDITIONAL REFERENCE:**

11210 **The Board Approved Student Code of Conduct**

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HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY:

5.72
LEGAL NAME

11243 When a parent, legal guardian or any other person seeks to enroll a student under
11244 a name other than the legal name, or seeks to change the name of a student already
11245 enrolled, the parent or other person shall be informed that the name of the student
11246 as recorded on the birth certificate or other supporting evidence, as provided by
11247 law, will be used on all official records until such time as a certified copy of a final
11248 court order verifying a legal change is received.

11249

11250 **STATUTORY AUTHORITY:** **1001.41; 1001.42, F. S.**

11251 **LAWS IMPLEMENTED:** **1001.43; 1003.21, F. S.**

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HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: 4.01

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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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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:
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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:
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FSUS HEALTH AND SCIENCE PROGRAM DRUG AND ALCOHOL POLICY

11393

11394

Purpose

11395

This policy is established as an addendum to the Florida State University Schools

11396

Drug and Alcohol Policy as outlined in the Student Code of Conduct. This policy

11397

addendum is established to ensure compliance with Tallahassee Memorial

11398

Hospital, Capital Regional Medical Center and Westminster Oaks Nursing Home

11399

Drug-Free Workplace policy. FSUS has a longstanding commitment to provide a

11400

safe, quality-oriented and productive clinical work environment consistent with

11401

the standards of the medical community in which the program operates. Alcohol

11402

and drug abuse poses a threat to the health and safety of patients, students, faculty,

11403

and to the security of the medical facilities in which students perform their clinical

11404

experiences. For these reasons, Florida State University Schools Health Science

11405

program is committed to the prevention of drug and alcohol use and abuse and

11406

shall maintain a zero tolerance policy.

11407

11408

Scope

11409

This policy outlines the practice and procedure designed to identify alcohol and

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drug use by Health Science Students. This policy applies to all students who

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participate in the Health Science Certified Nursing Assistant program (Health

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Science III).

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11414

Substance Abuse Awareness

11415

Illegal drug use and alcohol misuse have many serious adverse health and safety

11416

consequences. Information about those consequences and sources of help for drug

11417

or alcohol problems is available through the FSUS guidance department.

11418

11419

Rules

11420 I. Whenever students are working in a clinical or lab area, are present on
11421 medical facility premises or are performing Health Science program related
11422 activities (including volunteer events off campus) they are prohibited from:

11423 a. Using, possessing, buying, selling, manufacturing or dispensing an
11424 illegal drug (to include possession of drug paraphernalia).

11425 b. Being under the influence of alcohol or an illegal drug as defined in this
11426 policy.

11427 c. Possessing or consuming alcohol.

11428 II. The presence of any detectable amount of any illegal drug or illegal
11429 controlled substance in a Health Science program student's body system is
11430 prohibited.

11431
11432 III. FSUS will also not allow students to perform their duties while taking
11433 prescribed drugs that are adversely affecting their ability to safely and effectively
11434 perform their clinical duties. Students that are not on the FSUS campus, operating
11435 in a clinical environment, and are required to have prescription medication with
11436 them must carry it in the container labeled by a licensed pharmacist or be prepared
11437 to produce it if asked.

11438

11439 IV. Any illegal drugs or drug paraphernalia will be turned over to an
11440 appropriate law enforcement agency and may result in criminal prosecution.

11441

11442 **Required Testing**

11443 All Health Science Students must pass a drug test before beginning of each clinical
11444 semester. The administration of all drug testing will be the responsibility of FSUS
11445 and the Health Science program staff. Refusal to submit to testing will result in
11446 immediate expulsion from the FSUS Health Science program.

11447 All Health Science Students may be asked, on a random basis, to pass a drug test
11448 during the clinical semester. The administration of all drug testing will be the
11449 responsibility of FSUS and the Health Science Program staff. Refusal to submit to
11450 testing will result in immediate expulsion from the FSUS Health Science program.

11451

11452 **Collection and Testing Procedures**

11453 Students subject to drug testing will do so in the FSUS Clinic where they will be
11454 directed to provide urine specimens to the school nurse. Students will be allowed
11455 to provide specimens in private unless they appear to be submitting altered,
11456 adulterated or substitute specimens. Collected specimens will be sent to a federally
11457 certified laboratory and tested for evidence of marijuana, cocaine, opiates,
11458 amphetamines, PCP, benzodiazepines, methadone, methaqualone and
11459 propoxphane use. (Where indicated, specimens may be tested for other illegal
11460 drugs.) The laboratory will screen all specimens and confirm all positive screens.
11461 There FSUS school nurse will be responsible to maintain a chain of custody from
11462 the time specimens are collected through testing and storage.

11463

11464 **Consequences**

11465 Students who refuse to cooperate in required tests or who use, possess, buy, sell,
11466 manufacture or dispense an illegal drug in violation of this policy will be
11467 immediately expelled from the FSUS Health Science program.

11468

11469 **Confidentiality**

11470 Information and records relating to positive test results, drug and alcohol
11471 dependencies, and legitimate medical explanations provided to the Health Science
11472 Program will be kept confidential to the extent required by law and maintained in
11473 secure files. The results of all drug test screening is considered privileged and
11474 confidential information. If the student is under eighteen years of age such results
11475 will be made available to their parent or legal guardian.

11476

11477 **Definitions**

11478 “Illegal drug” means a substance whose use or possession is controlled by federal
11479 law but that is not being used or possessed under the supervision of a licensed
11480 health care professional. (Controlled substances are listed in the Code of Federal
11481 Regulation Schedule, Tittle 1, sections I-V of 21 C.F.R. Part 1308 @
11482 www.deadiversion.usdoj.gov/21cfr/cfr/2108cfrt.htm)

11483

11484 “Refuse to cooperate” means to obstruct the collection or testing process; to
11485 submit an altered, adulterated or substitute sample; to fail to show up for a
11486 scheduled test; to refuse to complete the requested drug testing forms; or to fail to
11487 promptly provide specimen(s) for testing when directed to do so, without a valid
11488 medical basis for the failure.

11489

11490 “Under the influence of alcohol” means an alcohol concentration equal to or
11491 greater than .04, or actions, appearance, speech or bodily odors that reasonably
11492 cause an instructor to conclude that a student is impaired because of alcohol use.

11493

11494 “Under the influence of drugs” means a confirmed positive test result for illegal
11495 drug use per this policy. In addition, it means the misuse of legal drugs
11496 (prescription and possibly OTC) when there is not a valid prescription from a
11497 physician for the lawful use of a drug in the course of medical treatment
11498 (containers must include the patient’s name, the name of the substance,
11499 quantity/amount to be taken and the period of authorization).

11500

11501

11502 **Enforcement**

11503 The Administration of Florida State University Schools and the Health Science
11504 Program Medical Director are responsible for policy interpretation, administration
11505 and enforcement.

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FOREIGN EXCHANGE STUDENTS

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- 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].
- III. The student shall be subject to the *Code of Student Conduct*.
- IV. Eligibility for participation in athletics shall be consistent with Florida High School Athletic Association and School Board rules.
- V. The Director or designee shall approve the admission of each foreign exchange student.

11590 VI. The Director shall develop procedures for implementing the foreign
11591 exchange student program.

11592

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11594 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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11597 **LAW(S) IMPLEMENTED:** 1001.43, 1006.07

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11600 **HISTORY:** **ADOPTED:** _____

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11602 **FORMERLY:** NEW

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FOR POLICIES NOT LISTED, REFER TO FLORIDA STATE UNIVERSITY
POLICIES AT
www.fsu.edu

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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:
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NONCERTIFIED INSTRUCTIONAL PERSONNEL

11689

11690 Persons who possess expert skill in or knowledge of a particular subject or talent
11691 but who do not hold a Florida teaching certificate constitute an invaluable
11692 community resource for the education of the students in the District. Such persons
11693 may serve as nonpaid volunteers or as a paid member of the instructional staff to
11694 render instructional service in the individual's field of specialty but shall not be
11695 required to hold a Florida teaching certificate. Policies concerning noncertificated
11696 instructional personnel shall be as follows:

11697

11698 I. Employment Procedures

11699 Procedures shall be the same as those followed for certificated personnel,
11700 except that noncertificated personnel shall not be entitled to a contract as
11701 prescribed by State Board of Education rules. The supervisor
11702 recommending the appointment must explain the circumstances that
11703 necessitate employing a noncertificated instructional person. A copy of
11704 such material shall be placed in the employee's personnel file.

11705

11706 II. Personnel Records

11707 The records of noncertificated personnel shall contain the same kinds of
11708 information that would be contained in the record of a regular member of
11709 the instructional staff. In lieu of a certificate and transcripts there shall be
11710 complete, detailed and certified documentation attesting to the individual's
11711 expertise in the area for which he/she is employed. The record shall also
11712 contain a statement of the specific instructional duties assigned to be
11713 performed and evaluations of performance of such duties.

11714

11715 III. Salary

11716 Noncertificated persons shall be paid according to the terms set forth in the
11717 salary schedule.

11718

11719 IV. Assignment, Suspension, and Dismissal

11720 Noncertificated instructional personnel may not be assigned to any
11721 teaching duties other than those for which specifically employed. They
11722 shall remain employed only as long as the need exists. At any time during
11723 the employment of a noncertificated instructional person there is an
11724 indication that he/she is not carrying out his/her duties as assigned,
11725 he/she shall be suspended from that duty immediately and further action,
11726 including dismissal, shall be recommended by the Superintendent.

11727

11728 V. Assessment of Performance

11729 The performance of each noncertificated person shall be assessed against
11730 his/her specifically assigned duties. The supervisor recommending the
11731 appointment of these personnel shall monitor performance and provide a
11732 written evaluation at least once each school term using the teacher
11733 evaluation form.

11734

11735 VI. Student Welfare

11736 Each noncertificated instructional person shall, prior to assuming his/her
11737 duties, be instructed as to his/her responsibilities in regard to the health,
11738 safety, and welfare of students. If assigned duties require knowledge of
11739 rules, regulations or policies of a special nature, the written statement of
11740 duties assigned shall include the duty to be familiar with such material.

11741

11742 VII. Instructional Practices and Policies

11743 Prior to assuming their duties all noncertificated instructional personnel
11744 shall be advised of the state, District, and school policies relevant to
11745 instructional responsibilities.

11746

11747

11748 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

11749 **LAW(S) IMPLEMENTED:** 1001.43, 1012.42, 1012.55, F.S.

11750 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0502

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11753 **HISTORY:** ADOPTED: 12/14/21

11754 REVISION DATE(S):

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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.

- 11787 C. Be at least eighteen (18) years of age.
11788
- 11789 D. Results of fingerprints taken by Leon County School District must be received by the FSUS
11790 Human Resource Office. The fingerprints will be processed by the Florida Department of
11791 Law Enforcement and the Federal Bureau of Investigation.
11792
- 11793 E. The principal shall ensure that the aide or paraprofessional assigned to the
11794 school possesses a clear understanding of state and Board rules relating to
11795 his or her responsibilities and to the safety, welfare, and health of students.
11796 It shall be the principal and the instructional staff member's responsibility
11797 to ascertain that an aide or paraprofessional possesses the necessary
11798 knowledge about rules to perform duties of a special nature in a proper and
11799 reasonable manner.
- 11800 II. It shall be the principal's responsibility to assure the School Board and the Director
11801 that each aide or paraprofessional possesses a clear understanding of all state and
11802 Board instructional practices and rules relevant to his/her responsibilities if he/she
11803 is expected to assist a teacher in promoting learning activities. When an aide is
11804 assigned duties requiring knowledge of instructional practices and policies or
11805 providing prescribed physical care for students of a specialized nature, it is the
11806 instructional staff member's responsibility to ascertain in advance whether the aide
11807 possesses the necessary knowledge and skills.
11808
- 11809 III. The aide or paraprofessional shall complete a period of supervised practice when
11810 assigned to a new instructional staff member or assigned a type of duty which
11811 he/she has not previously performed. The length of such supervised practice may
11812 vary depending upon previous experiences of the aide or paraprofessional. A
11813 record shall be maintained in each school to show the length, nature, and inclusive
11814 dates of each supervised practice assignment for each aide or paraprofessional.
11815
11816
- 11817 IV. An education paraprofessional may administer or proctor statewide standardized
11818 assessments or assessments associated with Florida Approved Courses in

11819 accordance with Florida Statutes and State Board of Education rules.
11820 Paraprofessionals must complete required training prior to performing these tasks.

11821

11822 V. An aide or paraprofessional shall not perform any of the following:

11823 A. Establish instructional objectives;

11824 B. Render decisions regarding the relevancy of certain activities or procedures
11825 to achieve instructional objectives;

11826 C. Make decisions regarding the appropriateness of training materials for accomplishing
11827 instructional objectives; and,

11828 D. Evaluate a student’s attainment of instructional objectives unless clear and
11829 objective criteria such as a specific achievement standard on an objective
11830 test are defined.

11831

11832 VI. The principal and instructional staff members who are assigned aides or
11833 paraprofessional personnel shall be responsible for assigning duties which are
11834 consistent with Florida Statutes, State Board of Education rules, School Board
11835 rules, and other controlling regulations.

11836

11837 **STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

11838

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11840 **LAW(S) IMPLEMENTED:** **1001.43, 1008.24, 1012.22, 1012.32, 1012.37, F.S.**
11841 **34 CFR 200**

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11844 **STATE BOARD OF EDUCATION RULE(S):** **6A-1.070, 6B-1.006**

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11847 **HISTORY:** **ADOPTED: _____**

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11862

11863 **SUBSTITUTE TEACHERS**

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11865

11866 I. Each school principal is authorized to employ a substitute teacher when an
11867 instructional staff member is unable to perform assigned duties.

11868

11869 II. Applicants who seek employment as substitute teachers shall meet the
11870 following minimum qualifications and provide the appropriate materials
11871 as required by FSUS Human Resources:

11872

11873 A. Hold a high school diploma or equivalent and a minimum of sixty
11874 (60) semester hours of credit from an accredited college or university
11875 or have completed three years of successful experience at FSUS as a
11876 teacher aide or instructional assistant based on positive
11877 recommendation from the supervising administrator where the
11878 services were performed; and

11879

11880 B. Have successfully completed a Substitute Training Program
11881 provided through FSUS or another school district in Florida; and

11882

11883 C. Be at least eighteen (18) years of age;

11884

11885 D. Submit a complete set of fingerprints taken by a law enforcement
11886 agency or properly trained District personnel and the appropriate
11887 processing fee to obtain a records check by the Florida Department
11888 of Law Enforcement (FDLE) and the Federal Bureau of Investigation
11889 (FBI); and

11890

11891

11892 III. The Director, or designee, shall approve applicants as substitute teachers
11893 provided their qualifications are found to be satisfactory. Applicants shall
11894 not be eligible for substitute teaching until approved.

11895

- 11896 IV. The compensation for substitute teachers shall be for services rendered in
 11897 accordance with the salary schedule adopted annually by the School Board.
 11898
- 11899 V. Any member of the Florida Retirement System who has been retired for at
 11900 least one (1) calendar month from any state administered retirement system
 11901 may be employed as a substitute or hourly teacher on a non-contractual
 11902 basis.
 11903
- 11904 VI. A substitute teacher shall hold
- 11905
- 11906 A. A valid Florida Educator’s Certificate or
 11907
- 11908 B. A valid substitute certificate/document issued by the District or
 11909 another Florida school district. The substitute certificate/document
 11910 shall verify satisfaction of requirements specified in section II.
 11911 C. herein.
 11912
 11913
 11914

11915 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.
 11916

11917

11918 **LAW(S) IMPLEMENTED:** 121.091, 1001.43, 1012.32, 1012.35, 1012.36,
 11919 1012.39, 1012.55, 1012.56, F.S.
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11922 **HISTORY:** **ADOPTED: 9/8/15**
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11943

11944 **RESPONSIBILITIES OF SCHOOL BUS OPERATORS**

11945

11946 I. School bus operators shall be responsible for adhering to the requirements
11947 of federal laws and regulations, Florida Statutes, State Board of Education
11948 rules, driving regulations, School Board policies, District safe driver plan
11949 and the adopted District job description.

11950

11951 II. Responsibilities shall include, but not be limited to, the following:

11952

11953 A. To maintain an appropriate Florida driver's license.

11954

11955 B. To refrain from driving with an expired, suspended or revoked
11956 license.

11957

11958 C. To complete annual school bus operator training.

11959

11960 D. To participate in the substance abuse testing and alcohol detection
11961 program required by 49 CFR 382 and 49 CFR 391.

11962

11963 E. To refrain from using a cellular telephone or other wireless
11964 communications device while actively driving a bus.

11965

- 11966 F. To maintain order and discipline on the bus.
 11967
 11968 G. To instruct students, teachers, and chaperones who are being
 11969 transported on field and activity trips regarding the locations and
 11970 proper use of school bus emergency exits prior to each trip.
 11971
 11972 H. To perform a complete interior inspection of the bus after each run
 11973 and trip to ensure that no students remain on the bus.
 11974
 11975 I. To ensure that no one is on the bus while refueling.
 11976
 11977 J. To avoid unnecessary idling of the bus while in the vicinity of
 11978 students.
 11979
 11980 K. To adhere to the requirements for the reduction of heavy-duty
 11981 idling.
 11982
 11983 III. Failure to fulfill the responsibilities of a school bus operator may result in
 11984 disciplinary action up to and including dismissal.
 11985

11986 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

11987 **LAW(S) IMPLEMENTED:** 316.305, 322.57, 1001.42, 1001.43, 1012.45, F.S.

11988 49 CFR 382, 49 CFR 391

11989 **STATE BOARD OF EDUCATION RULE(S):** 6A-3.0141, 6A-3.0171

11990 **DEPARTMENT OF ENVIRONMENTAL**

11991 **PROTECTION RULE(S):** 62-285.420

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11993 **HISTORY:** **ADOPTED:** 11/12/13

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11995 **FORMERLY:** NEW

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12002 **6.18***

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12004 **CONTRACTS: INSTRUCTIONAL AND FACULTY ADMINISTRATIVE**

12005 **PERSONNEL**

12006

12007 **1.** Any person employed as a member of the instructional staff shall hold a
12008 valid Florida Educator Certificate or professional license except as noted
12009 elsewhere in policy. Any person employed as an administrator shall meet
12010 those qualifications as enumerated in the School adopted job description.
12011 All instructional and administrative staff shall be entitled to and shall
12012 enter into a written contract with Florida State University as provided by
12013 law. Any member of the instructional or administrative staff who is
12014 willfully absent from duty without leave shall forfeit compensation for the
12015 time absent, and his/her contract shall be subject to cancellation.

12016

12017 **a. Contracts with Instructional Staff**

12018 **I.** Each member of the instructional staff shall receive a contract in accordance with the
12019 provisions of law. The contracts shall be in accordance with the duly adopted salary
12020 schedule(s) of the School and shall be for a definite term of service.

12021 **II.** A probationary contract for one (1) school year shall be awarded upon initial employment
12022 in the District regardless of previous employment in the District, in another district or in
12023 another state.

12024

12025 **b. Contracts with Administrative Staff**

12026 **i.** Each member of the Faculty administrative staff
12027 shall be given a written contract in accordance

12028 with Florida State University policies and
12029 procedures.

12030

12031

12032 STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

12033

12034 LAW(S) IMPLEMENTED: 120.57, 1001.43, 1011.60, 1012.22,

12035 1012.32, 1012.33, 1012.335, 1012.56, F.S.

12036

12037 STATE BOARD OF EDUCATION RULE(S): 6A-1.0502, 6A-1.064

12038

12039 **HISTORY: Approved for 2nd Reading on 1/10/12**

12040 ADOPTED: 2/14/12

12041 REVISION DATE(S): _____

12042 FORMERLY:

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12058 **FLORIDA STATE UNIVERSITY SCHOOLS**

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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.

12090 II. An individual nominated for an instructional position shall be properly
12091 certificated, be eligible for certification, meet conditions prescribed in State
12092 Board of Education rules or qualify for employment or re-employment as a
12093 non-degreed vocational education or adult education teacher based on
12094 School Board rules.

12095 III. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of
12096 temporary instructors, teachers of adult education, non-degreed teachers of
12097 career education, adjunct educators, career specialists, and experts in the
12098 field, each school district will establish the minimal qualifications for the
12099 issuance of FSUS certificates. Such certificates establish eligibility for
12100 employment, but do not confer a right to employment.

12101 A. The School Board defines an adjunct educator as a teacher who has
12102 expertise in the subject area to be taught. A teacher shall be
12103 considered to have expertise in the subject area to be taught if the
12104 teacher demonstrates sufficient subject area mastery through
12105 passage of a subject area test. The district is permitted to issue
12106 adjunct certificates to qualified applicants.

12107 B. Adjunct certificate holders should be used primarily to enhance the
12108 diversity of course offerings offered to all students.

12109 C. Adjunct teaching certificates issued for full time teaching positions
12110 are valid for no more than three (3) years and are nonrenewable.

12111
12112 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

12113
12114 **LAW(S) IMPLEMENTED:** 1001.43, 1011.60, 1012.24,
12115 1012.54, 1012.55, 1012.56, 1012.57, F.S.

12116 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0501, 6A-1.0502, 6A-1.0503

12117
12118 **HISTORY:** **ADOPTED:** 1/14/2020
12119 **REVISION DATE(S):** _____
12120 **FORMERLY:**
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12122 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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6.21*

DISTRICT CERTIFICATES

- I. The FSUS School Board authorizes issuance of School District Certificates to substitute teachers, part-time adult education teachers, instructional staff that possess expertise in or extensive knowledge of a particular subject, but do not hold a Florida teaching certificate, and full time and part-time non-degreed vocational education teachers. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30 of the following year.

- II. The following types of Full Time Certificates shall be issued with Board Approval:
 - A. Non-degreed instructional personnel will be issued a five (5) year Temporary Certificate upon receipt of fingerprint clearance from the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).

 - B. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified for a Professional Services Contract.

 - C. To re-issue a valid Professional Certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit which includes three (3) semester hours specific to each area on the certificate. One hundred twenty (120) Inservice Points shall be considered equivalent.

12153

12154 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

12155 **LAW(S) IMPLEMENTED:** 1001.43, 1012.32, 1012.39, F.S.

12156 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0502

12157 **HISTORY:** ADOPTED: 3/18/25

12158 REVISION DATE(S):

12159 FORMERLY:

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12182 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.22

TEACHING OUT-OF-FIELD

- I. For initial employment each member of the instructional or certificated administrative staff shall be employed in the subject field in which he or she is properly certified except as approved by the Director. Employees hired to teach out-of-field must complete the minimum college credit hours or equivalent as specified in this policy each year toward certification in order to be eligible for reappointment.

- II. Each principal shall report to the Director any teacher who is assigned to teach a subject(s) for which he or she is not properly certificated. Such reports shall be filed at the beginning of each school year or when changes occur and shall include the following information: teacher’s name, the certificate area(s) on the Florida Educator Certificate, the out-of-field assignment, and the justification. The School Board minutes shall reflect such approvals.

- III. The District shall report out-of-field teachers on the District website and to parents of students assigned to those respective course codes within thirty (30) days before the beginning of each semester.

- IV. Recommendations will be given to a teacher to assist in meeting in-field certification requirements.

- 12213 V. Continuing and professional services contract personnel who are out-of-
12214 field for certification shall complete the minimum college credit hours or
12215 equivalent as specified in this policy each year toward certification.
12216 Failure to comply with this policy may result in actions permitted by law
12217 or the *Principles of Professional Conduct for the Education Profession in Florida*.
12218
- 12219 VI. A teacher out-of-field in a subject other than English for Speakers of Other
12220 Languages (ESOL) shall complete at least six (6) semester hours of college
12221 credit or the equivalent toward the appropriate certification within one (1)
12222 calendar year from date of initial appointment to the out-of-field
12223 assignment and each calendar year thereafter until all course requirements
12224 are completed for the appropriate certification.
12225
- 12226 VII. A teacher out-of-field in ESOL only shall complete at least three (3)
12227 semester hours of college credit or the equivalent toward the ESOL
12228 requirements within the first two (2) calendar years from date of initial
12229 assignment and three (3) semester hours or the equivalent during each
12230 calendar year thereafter until all course requirements for certification in
12231 ESOL or completed.
12232
- 12233 VIII. A teacher out-of-field in ESOL and another subject shall complete at least
12234 six (6) semester hours of college credit or the equivalent toward the
12235 appropriate certification within one (1) calendar year from the date of
12236 initial appointment to the out-of-field assignment and each calendar year
12237 thereafter until all course requirements are completed for the appropriate
12238 certification. During the first two (2) years, at least three (3) of the
12239 required hours or the equivalent shall be completed in ESOL strategies.
12240 Beginning with the third year and each year thereafter, at least three (3)
12241 semester hours or the equivalent shall be completed in ESOL strategies
12242 and at least three (3) semester hours in requirements for the other subject

12243 shall be completed until all course requirements are completed for the
12244 appropriate certifications.

12245

12246 IX. All out-of-field teachers shall sign an agreement to work toward the
12247 appropriate certification. The principal shall be responsible for obtaining
12248 signatures on the agreement and a copy shall be placed in the teacher's
12249 personnel file. Each year as applicable, the out-of-field teacher shall file
12250 appropriate verification of course work until fully certified.

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12253 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

12254 **LAW(S) IMPLEMENTED:** 1001.43, 1012.42, 1012.55, 1012.57, F.S.

12255 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0503, 6A-10.081

12256 **HISTORY:** ADOPTED: 3/18/25

12257 REVISION DATE(S):

12258 FORMERLY: NEW

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12272 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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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: 4/14/09

REVISION DATE(S): 3/5/09, 11/12/13

FORMERLY: NEW

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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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.

12403 B. Information related to the alleged misconduct shall be considered
12404 confidential until the investigation is concluded with a finding to
12405 proceed or not to proceed with disciplinary action or charges and the
12406 subject of the complaint has been notified of the finding.

12407

12408 C. The Director shall report alleged misconduct to the Department of
12409 Education as required by Florida Statutes.

12410

12411 III. **Legally Sufficient Complaint**

12412

12413 The Director shall file any legally sufficient complaint with the Department
12414 of Education within thirty (30) days after the date the District became aware
12415 of the subject matter of the complaint. A complaint is considered to be
12416 legally sufficient if it contains ultimate facts that show that an instructional
12417 or administrative employee has committed a violation as provided in
12418 1012.795, F.S., and defined by State Board of Education rule.

12419

12420 IV. **Resignation or Retirement in Lieu of Termination**

12421

12422 If an instructional or administrative employee resigns or retires in lieu of
12423 termination for misconduct that affects the health, safety or welfare of a
12424 student, the Director shall report the misconduct to the Department of
12425 Education as required.

12426

12427 V. **Employment Reference**

12428

12429 A representative of FSUS shall not provide an employment reference or
12430 discuss the performance of an employee with a prospective employer in an
12431 educational setting without disclosing the person's misconduct that
12432 affected the health, safety or welfare of a student. An FSUS official shall not

12433 enter into any confidentiality agreement regarding terminated or dismissed
12434 personnel or personnel who resigned or retired in lieu of termination.

12435

12436 VI. **Notification**

12437

12438 The policies and procedures for reporting alleged misconduct by
12439 employees that affects the health, safety or welfare of a student shall be
12440 posted in a prominent place at FSUS and on the FSUS website. The notice
12441 shall include the name of the person to whom the report is made and the
12442 consequences for misconduct.

12443

12444 VII. **Protection from Liability**

12445

12446 A. Any individual who reports in good faith any act of child abuse,
12447 abandonment or neglect to the Department of Children and Family
12448 Services or any law enforcement agency shall be immune from any
12449 civil or criminal liability that might result from such action.

12450

12451 B. Any member of FSUS who discloses information about a current or
12452 former employee to a prospective employer, at the employee's
12453 request or at the prospective employer's request, shall be immune
12454 from civil liability for such disclosure as provided by Florida Statute.

12455

12456 VIII. **False or Incorrect Report**

12457

12458 The Director, a Board member or any school administrator shall not sign
12459 and/or transmit any report regarding employee misconduct to a state
12460 official that he/she knows to be false or incorrect. An individual who
12461 knowingly makes a false or incorrect report shall be subject to disciplinary
12462 action as prescribed by Florida Statute.

12463 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

12464

12465 **LAW(S) IMPLEMENTED:** 39.203, 112.313, 119.071, 768.095, 1001.42, 1006.061,
12466 1012.01, 1012.22, 1012.27, 1012.795, 1012.796, F.S.

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12470 **STATE BOARD OF EDUCATION RULE(S):** 6B-1.001, 6B-1.006

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12498 **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

12529 other than a minor traffic violation within forty-eight (48) hours after the
12530 final judgment.

12531

12532 IV. It is the duty of all employees to report to the Director any misconduct by
12533 any FSUS employee that affects the health and safety of a student in
12534 accordance with FSUS policy.

12535

12536 V. When handling sealed and expunged records disclosed under this rule,
12537 school districts shall comply with the confidentiality provisions of Sections
12538 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

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12542 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

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12545 **LAW(S) IMPLEMENTED:** 877.13, 943.0585, 943.059, 1001.41, 1001.42,
12546 1001.43, 1006.145, 1012.22, 1012.27, 1012.465, F.S.

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12549 **STATE BOARD OF EDUCATION RULE(S):** 6B-1.006(5)

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12564 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
ADOPTED: 4/14/09
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FORMERLY: 6.31

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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

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

12630 receive the final salary warrant when all reports are current and officially
12631 checked.

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12634 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

12635 **LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.53, F.S.

12636 **HISTORY:**

12637 **ADOPTED:** 9/13/22

12638 **REVISION DATE(S):** _____

12639 **FORMERLY:**

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12659 **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.

- 12689 VIII. The written report of the assessment shall be reviewed with the employee
12690 and discussed with him/her by the person who made the assessment.
- 12691 IX. An employee may respond to an assessment in the manner provided by
12692 law or other approved procedures.
- 12693 X. To the extent this policy conflicts with any terms of the Collective
12694 Bargaining Agreement regarding assessment of employees, the terms of the
12695 Collective Bargaining Agreement shall apply.

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12698 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

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12701 **LAW(S) IMPLEMENTED:** 1001.43, 1008.22, 1008.36, 1012.22, 1012.27, 1012.34, F.S.

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12722 **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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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

FLORIDA STATE UNIVERSITY SCHOOLS

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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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6.62+

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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**6.70
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.

**STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23,
1013.12, F.S.**

12856 **LAW(S) IMPLEMENTED:** 1001.43, 1006.07, 1012.22, 1012.27,
12857 1012.38, 1012.583, 1012.98, 1012.985, F.S.

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12860 **HISTORY:** **ADOPTED:** _____

12861 **REVISION DATE(S): 12/12/17**

12862 **FORMERLY: NEW**

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12886 **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): _____

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BUSINESS SERVICES

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CHAPTER 7.0

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FLORIDA STATE UNIVERSITY SCHOOLS
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7.10+
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.

12979 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
12980 **LAW(S) IMPLEMENTED:** 1001.43, 1008.385, 1010.01, 1010.04,
12981 1011.01 - 1011.18, F.S.
12982 **STATE BOARD OF EDUCATION RULES:** 6A-1.002, 6A-1.004, 6A-1.006,
12983 6A-1.007, 6A-1.0071
12984 **HISTORY:**
12985 **ADOPTED:** 1/10/12
12986 **REVISION DATE(S):** _____
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7.11+
CASH RESERVE

- I. The school shall maintain a minimum cash reserve balance of at least 7% of its operating budget.
- II. The school may spend the minimum cash reserve of 7% if a demonstrated emergency exists and the use of cash reserve is approved by the school board. If such an emergency arises, a plan to return to the minimum reserve balance of 7% must simultaneously be approved by the school board.

HISTORY: NEW
ADOPTED: 2/13/24
REVISION DATE(S):

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**FLORIDA STATE UNIVERSITY SCHOOLS
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7.12

EXTENDED DAY ENRICHMENT PROGRAM OVERHEAD ASSESSMENT

Purpose:

The purpose of this policy is to outline the importance of Florida State University School’s commitment to providing Extended Day Enrichment Programs to students and the need to guidelines with regards to funding received and expended through these programs.

Funding Outline:

The operating budget for Extended Day Enrichment Programs (EDEP) is generated through the fees assessed to participants. The fees are collected at the program level and deposited in an FSU Auxiliary Account. These funds are deposited in **Extended Day Auxiliary Account**. All fees should be allocated as follows:

A. Funding Category I

Eighty percent (80%) of funds collected should be spent exclusively to cover expenses necessary to operate the EDEP.

B. Funding Category II

Twenty percent (20%) of funds collected will be used to cover general school-wide expenses that enhance the overall school mission.

Finance documentation for both categories shall reflect the segregation of funds and documented expenditures

Additional details related to each funding category are detailed below.

13066 **Funding Category I**

13067 Expenditures included in this category must cover program expenses
13068 including, but not limited to, administrative cost, staff salaries, enrichment
13069 activities, and supplies. Fee collected should be sufficient to cover operating
13070 expenses associated with the program. If the EDEP includes sub programs (i.e.,
13071 before-school, weekend extended care, summer camp), fees derived from each
13072 sub program should be adequate to cover expenses of that sub program.

13073 Annually, the EDEP Manager should compare fees collected to actual program
13074 expenditures to determine whether fees are appropriate given actual
13075 expenditures. The annual comparison should be used to aid in projection of
13076 future program fees and expenditures.

13077 Every effort should be made to spend fees during the actual program year in
13078 which they were collected. Fees should be spent to benefit the group of students
13079 who actually paid the fees.

13080 EDEP staff will work to create a program budget to account for revenue and
13081 expenses of fees collected during a program year. EDEP Budget will maintained
13082 for reporting with school administration. If the program needs to make an
13083 amendment to the fiscal year budget, a written
13084 explanation should be provided to the Principal that explains the variance and
13085 includes a plan of action to more closely align fees and expenditures.

13086 **Funding Category II**

13087 Expenditures included in this category should be used to enhance the overall
13088 school/district mission. These funds are treated in the same manner as auxiliary
13089 funds as defined by FSU since EDEP does not pay overhead costs for use of
13090 facilities (i.e., building, electric, water).

13091 The Director or designee is authorized to request transfer from the EDEP

13092 Director of up to twenty percent (20%) of overall EDEP fee collections for use
13093 as Category II funding. The request must take into consideration the current
13094 EDEP financial position and the Director or designee may opt not to request
13095 Category II funding or to request a lower percentage.

13096 Appropriate expenditures, include but are not limited to, equipment, supplies,
13097 staffing, student enrichment activities, uniform items, workshops, training
13098 including meals for all-day training events, and purchases to promote and
13099 enhance safety of staff and students. These funds may not be utilized to
13100 purchase items for personal benefit, which may include but are not limited to,
13101 monetary rewards, other gifts, meals (not associated with a professional
13102 training), or entertainment.

13103 **Funding Category I & II - Split Purchases**

13104 Given that twenty percent (20%) of the overall program fees are available to
13105 support school-wide purchases, split purchases should only be initiated in rare
13106 extenuating circumstances. When it has been determined by the Director or
13107 designee and EDEP Manager that significant benefit would be gained from
13108 jointly funding the purchase of shared items adherence to the following criteria
13109 is required.

13110 A. The portion of the expense charged to **Funding Category I** shall be
13111 proportionate to the EDEP usage of the purchased item(s).

13112 B. The Director or designee and EDEP Manager should prepare
13113 and provide written documentation for approval by the Director
13114 which:

- 13115 • details the overall benefit provided to the EDEP;
- 13116 • outlines the proportion of the expense charged to **Funding Category**
13117 **I**; and
- 13118 • documents the absence of available funding in **Funding**

13119 **Category II** or other alternate funding sources to cover the
13120 entire costs of the purchase.

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HISTORY: NEW
ADOPTED: 1/21/25
REVISION DATE(S):

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FLORIDA STATE UNIVERSITY SCHOOLS
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7.20*+

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): _____
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7.25*+

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

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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.

13260 VI. Funds shall be collected and expended in compliance with United States
13261 Department of Agriculture and State Department of Agriculture and
13262 Consumer Services rules.

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13264 VII. The Board shall annually adopt prices charged to students and adults who
13265 participate in the food services program.

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13267 VIII. The Director shall develop written procedures for conducting the District's
13268 food service program.

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13270 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

13271 **LAW(S) IMPLEMENTED:** 570.981, 1001.43; 1010.05, 1010.20, F.S.

13272 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.001, 6A-1.085, 6A-1.087,
13273 6A-1.091

13274 **STATE DEPARTMENT OF AGRICULTURE**

13275 **AND CONSUMER SERVICES RULE(S):** 5P-1.003

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13278 **HISTORY:** **ADOPTED:** _____

13279 **REVISION DATE(S):** 1/8/2013

13280 **FORMERLY:**

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13289 **FLORIDA STATE UNIVERSITY SCHOOLS**

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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.
 - B. *Instrument of payment* means a check, draft, warrant, or order for the payment, delivery, or transfer of funds.

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13321 C. *Instrument of conveyance* means an instrument conveying any interest
13322 in real property.

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13324 D. *Facsimile signature* means a reproduction by engraving, imprinting,
13325 stamping, or other means of the manual signature of an authorized
13326 officer.

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13328 III. The vice-chairperson shall have no authority to sign warrants or school
13329 documents except when he/she is required to assume the duties of the
13330 chairperson, in which case, he/she shall be legally empowered to sign
13331 warrants and other legal documents as the chairperson would be
13332 empowered to sign.

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13336 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

13337 **LAW(S) IMPLEMENTED:** 116.34, 1001.43, F.S.

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13340 **HISTORY:** **ADOPTED: 9/8/15**

13341 **REVISION DATE(S): _____**

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13348 **FLORIDA STATE UNIVERSITY SCHOOLS**

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7.65+
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.

 - C. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the School in order to give any entity, person or business an unfair advantage in the bid process.

- 13381 D. Causing the School to pay excessive prices or fees where justification
13382 is not documented.
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- 13384 E. Unauthorized destruction, theft, tampering or removal of records,
13385 furniture, fixtures or equipment.
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- 13387 F. Using School equipment or work time for any outside private
13388 business activity.
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- 13390 IV. Any perceived fraud that is detected or suspected by any staff member or
13391 other person shall be reported immediately to Human Resource Office for
13392 guidance as to whether pursuit of an investigation is warranted. The
13393 obligation to report fraud includes instances where an employee knew or
13394 should have known that an incident of fraud occurred. Any investigation
13395 required shall be conducted without regard to the suspected wrongdoer's
13396 length of service, position/title, or relationship. Investigations shall be
13397 conducted in a confidential manner. Violation of this policy may result in
13398 disciplinary action, termination of employment, termination of contract or
13399 legal action.
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- 13401 V. The Director or designee shall develop procedures to implement this policy.
13402 Procedures shall include but not be limited to
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- 13404 A. Employee notification and education;
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- 13406 B. Self-assessment of risk of fraud;
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- 13408 C. Reporting suspected or detected fraud;
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- 13410 D. Investigation of fraud;
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- 13412 E. Consequences and disciplinary action.
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STATUTORY AUTHORITY:

1001.32, 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1001.42, 1001.421, 1001.43, F.S.

HISTORY: Approved for 2nd Reading on 1/10/12

ADOPTED: 2/14/12

REVISION DATE(S): _____

FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
BUSINESS RESOURCES
CHAPTER 7.0

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:

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
BUSINESS RESOURCES
CHAPTER 7.0

7.703
PROMOTIONAL CREDIT

Purpose:

This policy establishes the guidelines for the use of promotional credits earned from purchases of athletic equipment, apparel, or services. These credits are typically offered by vendors as a reward for bulk purchases or loyalty. The goal is to ensure the proper management, equitable distribution, and transparent use of these credits to benefit student-athletes and athletic programs.

Definition of Promotional Credits: Promotional credits refer to any rebates, loyalty points, discounts, or store credit provided by a vendor in relation to the purchase of athletic equipment, uniforms, or services. These credits may be redeemable for additional purchases or services from the vendor.

I. Management of Promotional Credits:

- All promotional credits earned through purchases must be reported to the school principal and athletic director.
- The Athletic Director (or designee) will be responsible for managing and tracking the credits.
- Promotional credits must be utilized within the same fiscal year towards students enrolled in athletic programs unless otherwise specified by district policy.

II. Approved Uses of Promotional Credits: Promotional credits should be used to support the following:

- 13508 • **Purchasing additional athletic equipment:** Items such as balls, training
13509 gear, and other necessary supplies that directly benefit the students'
13510 athletic experiences.
- 13511 • **Uniform replacements or upgrades:** Credits may be used for purchasing
13512 additional or replacement uniforms or sporting attire, helping reduce
13513 costs for the school or parents.
- 13514 • **Facility enhancements:** Minor improvements to athletic facilities (e.g.,
13515 training room equipment or gym supplies) may also be funded through
13516 these credits.
- 13517 • **Professional development for coaching staff:** As long as it directly
13518 supports athletic programs, promotional credits can be used to pay for
13519 staff development programs.

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13521 **III. Prohibited Uses:** Promotional credits must not be:

- 13522 • Used by staff, coaches, or administrators.
- 13523 • Redirected for non-athletic purposes unless expressly approved by the
13524 district board.
- 13525 • Converted to cash or other forms of currency.

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13527 **IV. Transparency and Reporting:**

- 13528 • The Athletic Director shall submit an annual report on the use of
13529 promotional credits to the Director and School Board.
- 13530 • The report should detail the amount of credits earned, how they were
13531 used, and their impact on the athletic programs.
- 13532 • Parents and community stakeholders will have access to this report upon
13533 request to ensure accountability.

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13535 **V. Vendor Relations:** The district must ensure that all dealings with vendors
13536 related to promotional credits are ethical, transparent, and compliant with

13537 district procurement policies. Any vendor offering promotional credits must
13538 be approved through the standard procurement process to avoid conflicts of
13539 interest.

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HISTORY:

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ADOPTED: 1/21/25

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REVISION DATE(S):

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FORMERLY:

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13566 **FLORIDA STATE UNIVERSITY SCHOOLS**

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AUXILIARY SERVICES

13573

13574

CHAPTER 8.0

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

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

13611 it deems necessary and appropriate to address safety and security in
13612 the School.

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13614 **STATUTORY AUTHORITY:** 1001.42(6), F.S.

13615 **LAWS IMPLEMENTED:** 316.614; 985.401, 1006.062(3), 1006.07, F.S.

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HISTORY:
ADOPTED:
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FORMERLY: 8.10

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
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
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FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

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
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

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
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FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

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

13808 his designee shall be present during the questioning of students by SRO's
13809 concerning crimes committed. If a student is arrested and/or taken into
13810 custody, the SRO and school personnel shall utilize best efforts to
13811 immediately notify the parent/guardian. The SRO's shall use best efforts
13812 to comply with the policies set forth by FSUS and procedures established
13813 by administration.

13814 V. Student OFF campus incidents:

13815 The SRO shall not routinely conduct investigations or question students as
13816 to off campus incidents or crimes while serving as an SRO on school
13817 property. Other sheriff deputies or law enforcement shall be utilized for
13818 this function unless impracticable.

13819 VI. On a yearly basis, the SRO's and appropriate school administration shall
13820 meet for an "in-service" to discuss the role of the SRO in the schools and
13821 to familiarize the SRO's with School Board policy and administrative
13822 procedures.

13823 VII. The Director is responsible for notifying the Office of Safe Schools, and the
13824 Board Chair immediately after, but no later than seventy-two (72) hours
13825 after, the occurrence of the following:

- 13826 A. A safe-school officer is dismissed for misconduct or disciplined; or
- 13827 B. A safe-school officer discharges his/her firearm in the exercise of
13828 his/her duties other than for training purposes.

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13830 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
13831 **LAW(S) IMPLEMENTED:** 1001.42, 1006.12
13832 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0018

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13834 **HISTORY:** **ADOPTED: 12/14/21**
13835 **REVISION DATE(S):**
13836 **FORMERLY: NEW**

13837 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

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 been committed by a minor and the parent(s) or legal guardian refuses to restore or replace the property.

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(3) In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall replace the property or pay the damages in accordance with the true value as determined by the Director or designee.

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(4) Each organization which is granted a permit for the use of public property shall be responsible for any damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear and shall pay for any such damage in accordance with the true value as determined by the Director or designee. Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of damages.

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STATUTORY AUTHORITY:

1001.42, F.S.

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LAWS IMPLEMENTED:

741.24, 806.13, 1001.43, 1013.10, F. S.

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FLORIDA STATE UNIVERSITY SCHOOLS

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**HISTORY:
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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

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.

- 13958 ▪ Parents must have given consent and recognize the severity
13959 of the discipline problem.
- 13960 7. When Board employees are required to use their own vehicle to
13961 perform duties of employment and such duties include the
13962 occasional transportation of students.
- 13963 3. Any private vehicles used to transport students under this policy shall be
13964 currently registered in the state of Florida, be insured for personal injury
13965 protection and property damage liability in at least the minimum amounts
13966 required by law, and be in good working order. A person wishing to
13967 transport students in a private vehicle will request approval by submitting
13968 his/her driver's license, vehicle registration and insurance I.D. card, to the
13969 principal in a reasonable amount of time before the planned travel. The
13970 principal will examine the driver's license, vehicle registration and
13971 insurance card, and may, in his or her discretion, give approval for the
13972 transportation of students in the private vehicles as requested. A student
13973 who is transported to any activity in a private vehicle approved under this
13974 Policy shall return from the activity in the same vehicle, unless the student
13975 is released to his/her parents.
- 13976 4. A driver who is transporting students under the provisions of this policy
13977 shall adhere to Florida laws and regulations related to driving including the
13978 Florida Ban on Texting While Driving Law.
- 13979 5. Student transportation in private vehicles may only be authorized for trips
13980 within the state of Florida. When transportation is authorized in a private
13981 vehicle, students may only be transported in designated seating positions
13982 and shall be required to use the occupant crash protection system provided
13983 by the vehicle manufacturer.
- 13984 6. Employees will be covered by the Board's liability program when they are
13985 transporting students as part of their assigned or related duties. Benefits
13986 due from private vehicle insurance will be primary, except for workers'
13987 compensation, in accordance with state law.

13988 7. Notwithstanding any other provision of this policy, in an emergency
13989 situation, which constitutes an imminent threat to student health or safety,
13990 school personnel may take whatever action is necessary under the
13991 circumstances to protect students.

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13994 **STATUTORY AUTHORITY:** 1001.42, 1001.43 F.S.

13995 **LAWS IMPLEMENTED:** 316.305, 1000.21, 1006.21, 1006.22, 1006.24, F.S.

13996 **STATE BOARD OF EDUCATION RULE:** 6A-3.017

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14017 **FLORIDA STATE UNIVERSITY SCHOOLS**

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HISTORY:
ADOPTED: 11/14/01
REVISION DATE(S): 11/12/13
FORMERLY:

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0**

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.

14049 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

14050 **LAW(S) IMPLEMENTED:** 316.003, 316.614, 316.6145, 316.6146,

14051 1001.43, 1006.21, 1006.22, F.S.

14052 **STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

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14055 **HISTORY: NEW**

14056 **ADOPTED: _____**

14057 **REVISION DATE(S): _____**

14058 **FORMERLY:**

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14076 **FLORIDA STATE UNIVERSITY SCHOOLS**

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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 Director until the repairs are made. The School Board

14108 shall not assume any financial responsibility for purchases or contract for repairs unless
14109 prior approval is obtained from the Director or designee.

14110

14111 IV. The transportation supervisor shall determine that all equipment is
14112 inspected at regular intervals.

14113

14114 V. Under no conditions shall equipment be repaired by a private shop or
14115 private individual without approval of the Director or transportation
14116 supervisor.

14117

14118 VI. The person who is assigned a vehicle on a full time basis shall be
14119 responsible for delivering the vehicle for inspection as prescribed by the
14120 transportation supervisor.

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14122 VII. The operator of any vehicle with a gross vehicle weight rating of 8,500
14123 pounds and with a heavy-duty diesel engine shall adhere to the
14124 requirements for the reduction of heavy-duty idling.

14125

14126 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

14127 **LAW(S) IMPLEMENTED:** 316.305, 1001.43, 1006.21, 1006.22, F.S.

14128 **STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

14129 **DEPARTMENT OF ENVIRONMENTAL**

14130 **PROTECTION RULE(S):** 62-285.420

14131 **HISTORY:** ADOPTED: 11/12/13

14132 REVISION DATE(S): _____

14133 FORMERLY: NEW

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14135 **FLORIDA STATE UNIVERSITY SCHOOLS**

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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.

- 14168 6) School food and nutrition service funds shall not be considered or treated as
14169 internal funds of the local school, but shall be a part of the District school funds.
14170 School food and nutrition service funds shall be subject to all the requirements
14171 applicable to the District fund such as budgeting, accounting, reporting, and
14172 purchasing and such additional requirements as set forth in the written
14173 procedures manual authorized in this policy.
- 14174 7) USDA commodities shall be acquired, stored, and utilized in accordance with
14175 United States Department of Agriculture and related State Department of
14176 Agriculture and Consumer Services rules.
- 14177 8) The Director or designee shall develop a written procedures manual to govern
14178 school food and nutritional services programs.

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14181 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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14184 **LAW(S) IMPLEMENTED:** 1001.43, 1006.06, 1006.0605, F.S.

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14187 **STATE DEPARTMENT OF AGRICULTURE**
14188 **AND CONSUMER SERVICES RULE(S):** 5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005

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14190 **HISTORY:** **ADOPTED:** _____
14191 **REVISION DATE(S):** 1/8/2013
14192 **FORMERLY:** NEW

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14198 **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
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FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
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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.**

LAW(S) IMPLEMENTED: **570.98, 570.981, F.S.**

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14269 **STATE DEPARTMENT OF AGRICULTURE**

14270 **AND CONSUMER SERVICES RULE(S):**

5P-1.004

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14273 **HISTORY:**

ADOPTED: _____

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REVISION DATE(S): 1/8/2013

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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
FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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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

14359 The use of the network shall be consistent with the mission, goals, policies, and
14360 priorities of FSUS Leon. Successful participation in the network requires that
14361 its users regard it as a shared resource and that members conduct themselves
14362 in a responsible, ethical, and legal manner while using the network.

14363

14364 A. Any use of the network for illegal, inappropriate, or obscene purposes, or
14365 in support of such activities, will not be tolerated. FSUS Leon will maintain
14366 compliance with the requirements of the Elementary and Secondary
14367 Education Act (ESEA) and the Children's Internet Protection Act (CIPA).

14368

14369 **Examples of prohibited activities and unacceptable uses of the network**
14370 **include, but are not limited to:**

- 14371 **I.** Uses that violates the Code of Conduct;
- 14372 **II.** Violating the conditions of The Code of Ethics and Principles of
14373 Professional Conduct of the Education Profession of Florida dealing
14374 with student's rights to privacy, employee rights to privacy, or
14375 violating any other section of the Code;
- 14376 **III.** Using, accessing, visiting, downloading, or transmitting
14377 inappropriate material, messages or images such as pornography,
14378 profanity or obscenity;
- 14379 **IV.** Reposting personal communications without the author's consent;
- 14380 **V.** Use of another individual's account or providing individual account
14381 information to another person;
- 14382 **VI.** Copying, sending (uploading) or receiving (downloading)
14383 commercial software in violation of copyright law or other copyright
14384 protection of trademarked material;
- 14385 **VII.** Using the network for financial gain or for any commercial or illegal
14386 activity;
- 14387 **VIII.** Using the network for political advertisement or political activity;

- 14388 IX. Attempting to send or sending anonymous messages of any kind or
14389 pretending to be someone else while sending a message;
- 14390 X. Attempting to access, modify, harm or destroy another user's data
14391 on the network;
- 14392 XI. Taking any actions that affect the ability of the District to retrieve or
14393 retain any information contained on the computer equipment, in the
14394 data network system or acting to modify any software or any data
14395 without specific written permission;
- 14396 XII. Sending any student identifying information, via e-mail, or over the
14397 network system, must be done using encryption and/or password
14398 protection.
- 14399 XIII. Creating and/or forwarding advertisements chain letters, mass
14400 mailings, get rich quick schemes, and pyramid schemes to individual
14401 mailboxes and/or mailing lists;
- 14402 XIV. Gambling or conducting any illegal activity;
- 14403 XV. Posting personal views on social, political, religious or other
14404 nonbusiness related matters;
- 14405 XVI. Communications that are harassing, hostile, insulting, ridiculing,
14406 attacking or defaming others
- 14407 XVII. Sexting shall be prohibited. All acts of alleged sexting shall be
14408 reported to the appropriate legal authority. Refer to FSUS Leon
14409 Board Policy and Student Code of Conduct.
- 14410 XVIII. Attempting to subvert, defeat or disable installed web or network
14411 access filters, workstation security software, antivirus software or
14412 other features, network firewalls or other measures in place to
14413 secure the school district's technology resources.
- 14414 XIX. Users of unauthorized methods of access to FSUS technology
14415 resources such as modems and virtual private networks (VPN's).
- 14416

- 14417 XX. Use of remote access software or services to access remote
14418 computer networks, workstations or servers from the district
14419 system.
- 14420 XXI. Attempting to transmit damaging agents (e.g., computer viruses,
14421 Trojan horses, worms) or otherwise willfully damaging or
14422 disrupting any computer facility, software, or data.
- 14423 XXII. Attempting to interfere with the normal operation of computers,
14424 terminals, peripherals, or networks.
- 14425 XXIII. Usage invades the privacy of others.
- 14426 XXIV. Use or experimentation with software or hardware without written
14427 approval from the Technology Director.
- 14428 XXV. Willfully publishing, storing, displaying, transmitting, playing, or
14429 editing material that is obscene, threatening, profane, prurient,
14430 sexually suggestive or otherwise inappropriate.
- 14431 XXVI. Changing, deleting or modifying Internet browser settings
14432 including hiding or deleting Internet history or records of Internet
14433 use.
- 14434 XXVII. Use of the system for an unauthorized purpose.
- 14435 XXVIII. Broadcasting a WiFi signal or operating a personal Hotspots
14436 from personal devices.
- 14437 XXIX. Students shall not perform any kind of maintenance, repair,
14438 configuration or installation services on District owned devices
14439 unless otherwise authorized by the IT Director.

14440
14441

D. Websites & Posting of Information

- 14442 A. All web sites representing any FSUS Leon employee pursuant to their
14443 official role and duties must have their web site hosted on a school district
14444 authorized file server. File server space, and technical assistance are
14445 provided to school district employees to facilitate posting of school

14446 business-related web pages. Using free or paid outside web servers for
14447 public dissemination of school business is not permitted.

14448

14449 **E. Social Media**

14450 A. FSUS recognizes the use of social media for communication and e-learning;
14451 however, only those networks sponsored by FSUS Leon may be used for
14452 classroom instruction or school sponsored activities without prior written
14453 approval of the Director.

14454 B. Students may not access social media platforms during classroom time,
14455 except when expressly directed by a teacher for an educational purpose.

14456 C. TikTok, or any successor platforms, may not be used on all district- or
14457 school-owned devices, or on any device (including privately owned)
14458 connected to district- or school-provided internet.

14459 D. TikTok, or any successor platforms, may not be used to communicate or to
14460 promote any school district, school, school-sponsored club, extracurricular
14461 organization, or athletic team.

14462

14463 **F. Monitoring & Retention of Data**

14464 A. FSUS Leon business conducted by e-mail must be done using the e-mail
14465 account that the Florida State University supplies. When an employee
14466 conducts official business of Florida State University Schools via e-mail, the
14467 employee must retain a copy of the e-mail including attachments in paper
14468 form or store these documents electronically on district owned equipment
14469 in accordance with the Florida Public Records law.

14470 B. Minor personal use of e-mail and the internet by school district employees
14471 is acceptable, but should not interfere or conflict with school business and
14472 or duties.

14473 C. FSUS Leon reserves the right to monitor and/or retrieve the contents of e-
14474 mail messages for legitimate reasons such as, but not limited to, ensuring

14475 the integrity of the system, complying with investigations of wrongful acts,
14476 or recovering from a system failure.

14477

14478 **G. No Expectation of Privacy**

14479 a. Students and visitors have no expectation of privacy in their use of the FSUS
14480 system.

14481

14482 **H. Security & Enforcement**

14483 A. Some material on the network might not be considered to be of educational
14484 value in the context of the school setting. In addition, some material,
14485 individual contacts, or communications may not be suitable for school-aged
14486 children. The District views information retrieval from the network in the
14487 same capacity as information retrieval from reference materials identified
14488 by schools. Specifically, Florida State University Schools supports
14489 information retrieval from the network which enhances the research and
14490 inquiry of the learner and which faculty and staff direct.

14491 1. To the extent practical, FSUS Leon will use technology protection
14492 measures to filter or block access to material that is not appropriate
14493 for students, taking into consideration the subject matter and the age
14494 of the students served at the school. Each student's access to use of
14495 the network will be under the teacher's direction and monitored as a
14496 regular instructional activity.

14497 2. To the extent practical, FSUS Leon will use technology protection
14498 measures to prevent hacking or unauthorized access by students to
14499 data or information that they should not have access to, and to
14500 prohibit other unlawful online activities by students.

14501 3. Subject to staff supervision, technology protection measures may be
14502 disabled for adults or, in the case of minors, minimized only for bona
14503 fide research or other lawful purposes.

- 14504 4. To the extent practical, prevent access to websites, web or mobile
14505 applications, or software that do not protect against the disclosure
14506 use or dissemination of students' personal information in
14507 accordance with Florida Administrative rules; and
- 14508 5. Prohibit students from accessing social media platforms, except
14509 when expressly directed by a teacher for an educational purpose.
- 14510 6. Procedures for disabling or otherwise modifying any technology
14511 protection measures shall be the responsibility of the IT Director or
14512 designated representatives.
- 14513 B. In order to ensure confidentiality of secure information and to maintain
14514 network security, FSUS Leon also requires that employees' and students'
14515 passwords remain confidential. Therefore,
14516
- 14517 1. Employees must:
- 14518 a. Change passwords at least four (4) times a year, or whenever the
14519 employee feels his or her password may have been compromised;
- 14520 b. Use passwords that contain a combination of 3 of the following:
14521 (lower case letter, upper case letter, number, special character) and
14522 that are difficult to guess;
- 14523 c. Type in passwords at each log in.
14524
- 14525 2. Students may be required to:
- 14526 a. Change passwords at least four (4) times a year, or whenever the
14527 student feels his or her password may have been compromised;
- 14528 b. Use passwords that contain a combination of 3 of the following:
14529 (lower case letter, upper case letter, number, special character) and
14530 that are difficult to guess;
- 14531 c. Type in passwords at each log in.
14532

- 14533 3. Employees and Students are prohibited from sharing passwords and
14534 must not set passwords to an automatic log in mode.
14535
14536 a. It may become necessary to know employee or student passwords
14537 for maintenance purposes. Only authorized computer maintenance
14538 personnel will be allowed to know passwords. Upon completion of
14539 the maintenance activity, the user may need to change his or her
14540 password.
14541
14542 b. Any student shall be exempt from accessing the internet upon
14543 request in writing from the parents, as defined by Florida Statutes,
14544 to the principal. The request for exemption shall expire at the end of
14545 each school year. It shall be the responsibility of the parent to renew
14546 the request yearly.
14547
14548 C. Students who violate any procedures in this policy may be denied access
14549 to FSUS Leon computing or technology resources and may be subject to
14550 disciplinary action, including possible expulsion. Alleged violations will
14551 be subject to the FSUS Leon disciplinary procedures.
14552 D. Employees that Fail to adhere to this policy may result in suspension or
14553 revocation of the offender's privilege of access to the network and other
14554 disciplinary action up to and including termination of the employee.

14555
14556 **STATUTORY AUTHORITY:** [1001.41, 1001.42, F.S](#)
14557 **LAW(S) IMPLEMENTED:**
14558 **STATE BOARD OF EDUCATION RULE(S)** [1001.02, 1003.02 F.S.](#)
14559 [Rule 6A-1.0957, 6A-1.0955](#)

14560
14561 **HISTORY:** **ADOPTED: 2/11/14**
14562 **REVISION DATE(S): 12/5/23**
14563 **FORMERLY: NEW**
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14565 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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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,

14595 documents created should be saved to removable media such as
14596 flash drives or to a cloud storage location.

14597 C. Students who choose to bring their personal devices may use the
14598 “FSUS-student” filtered wireless public network while on campus.
14599 When logging onto the “FSUS-student” wireless network, students
14600 will be required to accept the district’s Acceptable Use Policy (AUP)
14601 for network access. All FSUS networks are filtered for the safety of
14602 users in compliance with CIPA requirements. Any attempt to
14603 circumvent safety filters or “hack” FSUS technology and/or FSUS
14604 platforms, programs, and software in any way is expressly
14605 prohibited. Nevertheless, caregivers are advised that a determined
14606 user may be able to gain access to services on the Internet that they
14607 and/or their caregivers may find inappropriate, offensive,
14608 objectionable, or controversial. Caregivers assume this risk by
14609 allowing their child to participate in the BYOD program.

14610 D. Non-wireless access to the district’s network, such as through
14611 Ethernet cable, by personal devices is prohibited. Know that users
14612 have a limited right to, nor should they have an expectation of,
14613 privacy in the content of their personal files and records of their
14614 online activity while on the district’s network. Access to the “FSUS-
14615 student” network is a privilege and administrators and faculty may
14616 review files and messages at any time to maintain system integrity
14617 and ensure that the users are acting responsibly. If reasonable belief
14618 exists that a student has violated the terms of this agreement, or
14619 other district policy, the student's device may be inspected and/or
14620 confiscated. Subsequent or additional disciplinary action involving
14621 misuse of technology may extend to loss of technology privileges
14622 and/or further action per the FSUS Student Code of Conduct.

14623 E. Personal devices can only be used in approved areas and students
14624 must comply with staff directives regarding the use of technology

14625 devices. Using functions on electronic devices in any manner that
14626 disrupts the educational environment or violates the AUP will be
14627 subject to disciplinary action. Audio or image recording, whether
14628 through picture or video, without prior consent of the individuals
14629 being recorded is prohibited; written parental consent is required for
14630 publication.

14631 F. Students bring personal devices to school at their own risk. FSUS will
14632 not be held responsible if a device is lost, stolen or misplaced,
14633 including those that have been confiscated. Moreover, FSUS will not
14634 be responsible for technical support of personal devices, beyond
14635 providing necessary district specific connectivity and login
14636 information.

14637

14638 III. Required Use of Personal Devices

14639 Use of personal devices is never a requirement and will not impact student grades.
14640 In instances where a device is required for an assignment, students without a
14641 device of their own will be provided one by FSUS for use on campus.

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14644 **STATUTORY AUTHORITY:**
14645 **LAW(S) IMPLEMENTED:**
14646 **STATE BOARD OF EDUCATION RULE(S)**

14647

14648 **HISTORY:**

ADOPTED: 12/8/15
REVISION DATE(S):
FORMERLY: NEW

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14656 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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 include features to minimize energy consumption. Facilities shall be operated in a manner to keep energy use to a minimum.

14687 b. Life-cycle costs shall be determined prior to construction or
14688 renovation of buildings or replacement of major equipment.

14689 c. Equipment to reduce energy consumption and/or costs shall be
14690 utilized where economically feasible.

14691

14692 4) Recycling Program

14693 a. The District shall engage in a recycling program that shall include as
14694 many reusable materials as is practical and economically feasible.

14695 b. Each school shall annually report all recycled materials as required
14696 by law.

14697

14698 5) Incentives

14699 a. The District shall pursue incentive programs offered by utility
14700 companies and other energy providers

14701 b. Cost savings shall be used to further resource conservation at school
14702 sites.

14703 c. An incentive program may be developed to reward schools for
14704 resource conservation when cost savings can be attributed to
14705 reduced resource consumption and/or energy savings at the
14706 particular schools.

14707

14708 6) Staff Training

14709 Training shall be provided for school and District staff. Training shall
14710 include methods of resource conservation at the worksite, curriculum
14711 components and instructional strategies.

14712

14713 7) Effectiveness of Program

14714 Prior and current consumption of energy and other resources shall be
14715 determined and used as a baseline for the assessment of curriculum,
14716 procedures, equipment, maintenance strategies and facilities design that

14717 are implemented in the resource conservation program. The effectiveness
14718 of the program shall be evaluated and modifications shall be made based
14719 on the analysis of cost savings and utilization of resources.

14720

14721

14722 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

14723 **LAW(S) IMPLEMENTED:** 403.7032, 1001.43, 1013.23, 1013.44, F.S.

14724 **STATE BOARD OF EDUCATION RULE(S)** 6A-2.0010

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14726 **HISTORY:** **ADOPTED:** _____

14727 **REVISION DATE(S):** _____

14728 **FORMERLY: NEW**

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14735 **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
POLICY MANUAL**

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
POLICY MANUAL**

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 as long as the school enters into a shared use agreement with the group that defines the roles, responsibilities terms, and conditions for community use of a school-owned facility for recreation or other purposes. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The Director shall be responsible for safeguarding the school property, facilities and equipment, enforcing and informing groups of School Board rules, executing proper forms, collecting payments, and imposing other administrative guidelines in alignment with this policy:-

- A. School Board approval, when recommended by the Director, shall be required for continuous or repeated use for a period of more than six (6) months.
- B. Sufficient supervision and adequate custodial service of the school facility shall be determined by the Director.
- C. The use of the cafeteria shall require permission from the Director. If the kitchen is used, written permission shall also be obtained from the food service provider. The use of school food service facilities shall require that the kitchen be operated by a food service employee(s) or School Board employee.

14867 D. Payment for custodial and other required services shall be made
14868 directly to the school by the group. These fees shall be in addition to the
14869 standard usage fee.

14870

14871 I. **Use of School Property Without Charge.** The Director may authorize the
14872 use of school facilities without charge, except for those fees as may be
14873 required for supervision or clean-up. School facilities may be made
14874 available to:

14875 A. National youth groups (e.g., scout groups) operating under the
14876 sponsorship of a county organization provided the group is
14877 properly supervised. District use agreements may be executed
14878 with the community organization for all schools or for an
14879 individual school.

14880 B. The Supervisor of Elections for voting precincts in any election
14881 provided the election does not interfere with the school's
14882 operation.

14883 C. Any governmental or community agency when specifically being
14884 in the public interest.

14885 D. Clubs, organizations, and programs sponsored by the school or in
14886 conjunction with their affiliated organization.

14887 II. **Use of School Property for Non-School Sponsored Organizations.** The
14888 Director may permit the use of school facilities by a civic, religious or other
14889 organization for non-school sponsored activities on a specific, temporary or
14890 short-term basis. Fees will be charged for the use of facilities for non-school
14891 sponsored organization/activities. The payment of the fee shall be in
14892 accordance with the fee policy set forth below.

14893

14894 III. **Fees.** Fees shall be assessed per the schedule recommended by the Director
14895 and approved by the Board, which shall include fees for personnel services

14896 and costs associated with damages to facility, furnishings, and/or
14897 equipment as deemed necessary by the Director.

14898

14899 **IV. Payment of Required Fees.** Full payment for all rental fees or fees assessed
14900 for damages to facility, furnishings or equipment shall be paid within 30
14901 days of invoicing.

14902

14903 **V. Liability and Insurance Coverage.** Each organization utilizing school
14904 facilities for non-school sponsored activities shall:

14905 A. Agree to hold the School Board harmless from any liability which
14906 may accrue to the School Board as a result of use.

14907 B. Provide general liability insurance coverage in the amount of at least
14908 one million dollars (\$1,000,000.00) naming the School Board as an
14909 additional insured; and

14910 C. Execute a form of indemnity agreement as prescribed by the
14911 Director.

14912

14913 **VI. Prohibited Uses of School Facilities.** School property, facilities and
14914 equipment shall not be used for the following purposes:

14915 A. Commercial or personal gain;

14916 B. Programs involving any form of gambling, alcohol or illegal
14917 activity;

14918 C. Private teaching, instruction, or coaching for personal gain, unless
14919 specifically approved in advance by the School Board;

14920 D. Programs in violation of Florida Law or School Board rules; and,

14921 E. Use by political groups for fund-raising activities and rallies.

14922 **VII. Special Provisions.** The following special provisions shall apply:

14923 A. Restrooms shall be made available if practicable for all organizations
14924 using the school facilities.

14925 B. If a Director has a request from a group, he/she may require this
14926 group to present their request to be included in an agenda for a
14927 regular School Board meeting for consideration by the School Board.

14928

14929 **VIII. Board Notification. The Director shall notify the Board of all facility use**
14930 **agreements on a quarterly basis.**

14931

14932 **IX. Appeals to the Board of Directors.** A person who feels his/her
14933 organization was improperly denied use of school facilities or that an
14934 improper charge or fee was assessed may file a written appeal with the
14935 Board of Directors for resolution.

14936

14937 **STATUTORY AUTHORIZATION: ss. 1001.41, 1001.42, Fla. Stat.**

14938 **LAWS IMPLEMENTED: ss. 106.15, 5090.032, 509.232, 1001.33, 1001.43, 1001.51,**

14939 **1013.10, Fla. Stat**

14940 **ADOPTED: 11/12/24**

14941 **REVISION DATE(S):**

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14958 **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.

- I. The following exceptions are granted for advertising in FSUS facilities or on FSUS property in the following categories or forums in accordance with the guidelines set forth herein:
 - A. 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.
 - B. 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.
 - C. The Director may announce or authorize to be announced any lecture or community activity of particular educational merit.
 - D. Demonstrations of educational materials and equipment shall be permitted with Director’s approval.

14990 E. Schools may utilize athletic facilities for commercial advertising to
14991 support school programs. The Director shall maintain approval
14992 rights on the content and form of such advertising.

14993

14994 II. Guidelines and Exceptions for Advertising

14995 A. When working together, schools and businesses must protect
14996 educational values. All commercial or corporate involvement
14997 should be consistent with the FSUS District's educational standards
14998 and goals.

14999 B. Any advertising that may become a permanent fixture of the school
15000 requires prior approval of the School Board.

15001 C. No advertisement shall promote or contain references to alcohol,
15002 tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar,
15003 obscene, pornographic or illegal materials or activities, gambling,
15004 violence, hatred, sexual conduct or sexually explicit material, X or R-
15005 rated movies, or gambling aids. Further, knowingly distributing
15006 material that is obscene and harmful to minors, as defined in F.S.
15007 847.012, in any format and/or by any manner to a minor on school
15008 property is a felony under State law and is specifically prohibited by
15009 the Board.

15010 D. No advertisement shall promote any specific religion or religious,
15011 ethnic, or racial group, political candidate or ballot issue and shall be
15012 non-proselytizing.

15013 E. No advertisement may contain libelous material.

15014 F. No advertisement may be approved that would tend to create a
15015 substantial disruption in the school environment or inhibit the
15016 functioning of campus.

15017 G. No advertisement shall be false, misleading, or deceptive.

15018 H. Advertisements may be rejected by the Superintendent/Director if
15019 determined to be inconsistent with the educational objectives of the

15020 district, inappropriate, or inconsistent with the guidelines set forth
15021 in this policy.

15022 I. All corporate support or activity must be consistent with the Board's
15023 policies prohibiting discrimination on the basis of race, color,
15024 national origin, religion, sex, disability, or age, and must be age
15025 appropriate.

15026 J. Students shall not be required to advertise a product, service,
15027 company, or industry.

15028 K. Advertising may be permitted on the outside of school buses or vans
15029 with the approval of the Superintendent/Director.

15030 L. The Superintendent/Director is responsible for screening all
15031 advertising in advance.

15032 M. The Superintendent/Director may require that samples of
15033 advertising be made available for inspection.

15034 N. The inclusion of advertisements in District publications, in District
15035 facilities, or on District property does not constitute or imply
15036 approval and/or endorsement of any product, service, organization,
15037 or activity.

15038 O. Nothing in this policy shall be construed to prohibit the recognition
15039 of school/educational programs related contributions, such as
15040 instructional materials or student awards, by business/corporations,
15041 nor to prohibit the use of such contributions bearing the
15042 identification of businesses which are sponsoring the contribution.
15043 However, no such awards/contributions may be made without the
15044 approval of the Principal.

15045 III. Accounting

15046 A. Advertising revenues must be properly reported and accounted
15047 for.

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15049 IV. Forms of Advertising

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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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15152 **FLORIDA STATE UNIVERSITY SCHOOLS**
15153 **ADMINISTRATIVE PROCEDURE**

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15155 **TITLE: HEAD LICE**

15156 **PROCEDURE NUMBER: E-10**

15157 **RELATED TO POLICY CHAPTER: 5**

15158 **POLICY NUMBER: N/A**

15159 **PURPOSE:** To ensure that students are free from head lice and nits.

15160
15161 **RESPONSIBILITY:** School Nurse/Teachers/Staff/Clinic Staff

15162
15163 **PROCEDURES:**

- 15164 1. The school nurse shall conduct training programs so that all staff members
15165 will be knowledgeable in the identification of head lice and nits.
15166
- 15167 2. Students suspected of having head lice and/or nits shall be sent to the
15168 school nurse. The school nurse will notify the parent/legal guardian of the
15169 suspected head lice and/or nits. Students with nits can return to class at
15170 the discretion of the school nurse. Students with live lice will be isolated
15171 until parent pick-up. The parent/legal guardian will be furnished
15172 directions for the treatment of head lice and care of personal items. The
15173 parent will be required to submit proof of treatment or medical certification
15174 and will need to be re-examined by the school nurse to validate no live lice
15175 exist. After clearance, the student will be allowed to return to class.
15176
- 15177 • The school nurse may examine the child to verify continuing freedom from
15178 head lice and nits.

15179
15180 **STATUTORY AUTHORITY:** 1001.41, 1003.22, 1006.062 F.S.

15181 **ADDITIONAL RESOURCES:**

15182 American Academy of Pediatrics, *School Health: Policy and Practice* , 6th Edition,
15183 Page 34-35.

15184

15185 Scott P. Gilner & Johannessen, W. (2004). The nit rating scale. *Journal of School*
15186 *Health*. 74(2). 108-110.

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DATE ISSUED: June 2009

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REVISION DATE:

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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.
2. Stop CPR and analyze the rhythm (some units will require pressing the "analyze" button).

- 15242 3. If shockable rhythm is determined by the AED, the unit will charge.
- 15243 D. With the unit charged, and when shock is indicated (1st shock):
- 15244 4. Verbally and visually clear the area and when safe, discharge the
- 15245 AED.
- 15246 1. Following the discharge, the unit will analyze the rhythm again
- 15247 (some units will require pressing the “analyze” button). Do not
- 15248 initiate CPR.
- 15249 2. If a shockable rhythm is determined by the AED, the unit will
- 15250 automatically re-charge.
- 15251 E. When a second (2nd) or additional shock is indicated, and with the unit charged:
- 15252 3. Verbally and visually clear the area and when safe, discharge the
- 15253 AED.
- 15254 A. Following the discharge, check for a pulse and if absent, press to
- 15255 analyze the rhythm again. Do not initiate CPR.
- 15256 B. If a shockable rhythm is determined by the AED, the unit will re-
- 15257 charge.
- 15258 F. Following the third (3rd) shock/discharge, check for a pulse and signs of
- 15259 circulation if absent, initiate CPR.
- 15260 G. After one (1) minute of CPR, repeat sequence beginning at D.3 and follow voice
- 15261 prompt of the AED device.
- 15262 H. If at any time the AED does not detect a shockable rhythm and the patient is
- 15263 without a pulse, maintain CPR and re-analyze with the AED at one-minute
- 15264 intervals. Follow the voice prompts that the AED provides.
- 15265 I. If at any time the AED is dropped or falls, the unit will be placed out of service
- 15266 and the supervisor will be advised. The supervisor will then advise the AED
- 15267 Coordinator. (If at any time the AED is found to be damaged or operating
- 15268 incorrectly, the AED unit will immediately be taken out of service).
- 15269 If the patient regains a pulse continue to provide supportive care with one or
- 15270 more of the following:
- 15271 (a) Utilize proper airway control and ventilation management.

15272 (b) Place the patient in the recovery position.

15273 (c) Maintain the airway if vomiting occurs.

15274

15275 **ON-SCENE COORDINATION WITH FIRE RESCUE/EMS:**

15276 B. Once on scene, paramedic units will have primary patient care authority.

15277 C. Upon arrival, give paramedic's a quick verbal report. This should include
15278 the patient status, care provided and the number of shocks and results.

15279 D. Rescue personnel may elect to continue the use of the AED for additional
15280 shocks. In most cases, the AED may be removed and a rescue monitor
15281 attached if the patient has regained a spontaneous rhythm or is ready for
15282 transport.

15283 E. Rescue personnel should consider the shocks delivered by the AED as part
15284 of their protocols.

15285 • After ALS transport of patient, FSUS personnel are responsible to ensure
15286 that the AED is placed back in service.

15287 F. AED service maintenance must include:

15288 1. charged battery (self-check)

15289 2. replacement of used pads (within date)

15290 3. replacement of razors

15291 4. replacement of CPR mask and/or bag-valve mask ("ambu" bag)

15292

15293 **DOCUMENTATION:**

15294 When the AED is used, the following information, shall be included in the incident
15295 report documenting the incident to be kept in the clinic files:

15296 A. Address of the incident.

15297 B. Response time to scene.

15298 C. Patient status upon arrival at scene.

15299 D. Care provided

15300 E. Patient status/outcome at the time patient care authority was turned
15301 over to medic unit.

15302

15303 **AED INSPECTIONS:**

15304 • Use Checklist – The school nurse will be responsible for ensuring the AED
15305 is ready for use. Checklist:

15306 1. Turn AED on to check audio and indicator signals.

15307 A. Check for patient monitor cables and defibrillator pads and spare
15308 pads.

15309 B. Check the presence and condition of accessories and supplies.

15310 C. If any component fails to function properly, immediately take the
15311 AED out of service and report the problem to a supervisor.

15312 D. Restore missing supplies.

15313 E. Carefully inspect the battery, looking for structural integrity. Report
15314 any problems to a supervisor. (If at any time the AED or battery is
15315 found to be damaged or operating incorrectly, the AED unit will
15316 immediately be taken out of service).

15317 • Quarterly Inspections – will be conducted by the school nurse. This
15318 inspection will entail checking the unit for the following.

15319 1. Inspect for general mechanical integrity.

15320 ○ Check for patient monitor cables and defibrillator pads.

15321 ○ Check cables for damage, cuts, or bare wires, etc. Replace if damage
15322 is noted. Do not use damaged cables.

15323 ○ Check quality of displays.

15324 ○ Check audio and indicator signals.

15325 ○ Check the presence and condition of accessories and supplies:

15326

15327 a. Check for spare defibrillator electrode pads.

15328 i. Check for latex gloves, one way pocket face mask.

15329 ii. Check for spare razors.

15330 ○ If any component fails to function properly, immediately take the
15331 AED out of service and report the problem to a supervisor.

15332 8. Restore missing supplies.

15333

15334 **TRAINING:**

15335 Only FSUS members who have successfully completed American Hearts
15336 Healthcare Provider CPR course will be qualified to use the AED. CPR and AED
15337 Skills Review and Proficiency Demonstrations are required for course completion.

15338

15339 **RECORDS:**

15340 The following documents shall be maintained at FSUS members authorized to use
15341 the AED and will be posted with the unit/s:

15342 *Name of individual.

15343 *Date of initial AED authorization.

15344 *Current level of first responder training or emergency medical
15345 (EMT) status including any certification expiration dates.

15346 *Dates and scores of annual AED review and proficiency
15347 demonstrations.

15348 *Dates and scores of bi-annual CPR review and proficiency
15349 demonstrations.

15350

15351

15352

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15354 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

15355 **LAWS IMPLEMENTED:** 1001.41, 1001.43, 1002.33(9)(k)4, F.S.

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15359 **DATE ISSUED: June 2009**

15360 **REVISION DATE:**

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FLORIDA STATE UNIVERSITY SCHOOLS

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**FLORIDA STATE UNIVERSITY SCHOOLS
ADMINISTRATIVE PROCEDURE**

TITLE: MEDICINE ADMINISTRATION

PROCEDURE NUMBER: E-562

RELATED TO POLICY CHAPTER: 5

POLICY NUMBER: 5.62*+

PURPOSE: The safe administration of prescription medication to K-12 students, during school hours.

RESPONSIBILITY: School Nurse

PROCEDURES:

1. The school nurse is designated to administer or supervise others in the administration of medication to students. Others are described as follows:

- Licensed personnel employed to serve students (Registered Nurse, Licensed Practical Nurse, Advanced Registered Nurse Practitioner or other authorized licensed personnel).

- Unlicensed Assistive Personnel (School Health Assistant) who provide patient care services under the supervision of the school nurse.

- Other Designated School Personnel, such as health employees of the Leon County Health Department.

2. All Unlicensed Assistive Personnel and Other Designated School Personnel who shall administer or supervise the administration of medications to students shall be required to:

15422 (a) Attend regular Medication Administration Training under the
15423 direction of the office of Health and Nursing Services by a Registered Nurse or
15424 other licensed personnel authorized by state statutes to train on medication
15425 administration.

15426

15427 (b) Document training in the personnel files and renew every two years.

15428

15429 (c) Attend child specific training for administration of medicines, as
15430 indicated. This includes injections, nebulizers, gastric tubes, administration of
15431 emergency seizure medicines (i.e. Diastat), and medical testing and monitoring
15432 required of students with diabetes.

15433

15434 (d) Be certified in CPR/First Aid.

15435

15436 3. Instructional staff and other designated school personnel who administer or
15437 supervise the administration of medications to students on an occasional basis for
15438 field trips and special occasions shall be required to:

15439

15440 (a) Attend regular Medication Administration Training under the
15441 direction of the office of Health and Nursing Services by a Registered Nurse or
15442 other licensed personnel authorized by state statutes to train on medication
15443 administration.

15444

15445 (b) Document training in the personnel files and renew every two years.

15446

15447 (c) Attend child specific training for administration of medicines, as
15448 indicated. This includes injections, nebulizers, gastric tubes, administration of
15449 emergency seizure medicines (i.e. Diastat), and medical testing and monitoring
15450 required of students with diabetes.

15451 Intravenous medications shall only be given by a licensed medical professional
15452 with child specific training, and only in situations when administration of the
15453 medication is the only option to keep the student in school.

15454

15455 Names of all school personnel authorized and trained to administer medication
15456 shall be posted in the school clinic.

15457

15458 Only medications required during school hours or during authorized field trips
15459 shall be brought to school. Medication shall include ONLY FDA (Federal Drug
15460 Administration) APPROVED prescription and non-prescription medicine. These
15461 shall include:

15462

15463 Prescriptions given for a specified length of time, such as antibiotics for 10
15464 days, etc.

15465 Medicines given every day, such as for asthma, diabetes, seizures, etc.

15466 Medicines given prn (as needed) for a specific condition (for example:
15467 asthma, migraine headache, allergic condition, etc.)

15468

15469 All medicines the student takes on a regular basis (by mouth, inhaler, injection,
15470 patch, etc.) either daily or "as needed" (prn) shall be listed on the student's
15471 EMERGENCY AND MEDICAL INFORMATION FORM.

15472

15473 **Permission Form for Prescribed Medication.**

15474 The Medication Permission Form is valid only for the current school year. A
15475 separate form shall be on file for **each** prescription medication.

15476

15477 Before any prescription medication shall be administered by school personnel, or
15478 self-administered by a student, the parent or legal guardian of the child shall file
15479 with the school principal a dated, signed permission form authorizing the school
15480 to assist in administration of medication and indicating:

15481 Student's name
15482 (If there is a name discrepancy, the parent/guardian must list each name
15483 used by the student).
15484 Name of medication (trade or generic)
15485 Reason for medication and/or (diagnosis)
15486 Allergies
15487 Dosage to be given
15488 Route of medication, (by mouth, ear drops, nose drops, eye drops, injection,
15489 etc.)
15490 Time medication is to be administered
15491 Beginning and ending date for administration of medication
15492 The amount of liquid or count of pills brought to school.
15493 Name of parent
15494 Phone number of the parent, or legal guardian during school hours
15495 Doctor name and phone number. If a parent or legal guardian can not be
15496 reached in the event a problem should arise, the doctor who prescribed the
15497 medication shall be called.

15498

15499 **Non-prescription Medication.**

15500 The Medication Permission Form is valid only for the current school year. A
15501 separate form shall be on file for **each** non-prescription medication.

15502

15503 Students requiring over-the-counter (OTC) medicine for a temporary medical
15504 condition (i.e. cough and cold medicines, pain relievers, allergy medicines, skin
15505 conditions, etc.) do not need a written health care provider order for the first five
15506 (5) days of medicine administration, although the Medication Permission Form
15507 shall be completed by the parent/guardian. If the non-prescription medicine is
15508 needed for more than five (5) days, a written health care provider's order is
15509 required. Dosage shall not exceed recommended amount printed on the container
15510 and/or package without a written health care provider's order. **Note:** A parent

15511 may not “renew” the medication for another five (5) days; again, written
15512 authorization is required from the health care provider. Only FDA-approved non-
15513 prescription (OTC) medicines will be accepted and administered.

15514

15515 There shall be no changes in the dosage or time medication is administered
15516 without written permission from the prescribing doctor/health care provider.
15517 Only written and signed prescriptions shall be accepted as valid medication
15518 orders. Written and signed prescriptions may be faxed to the school by the health
15519 care provider’s office (doctor, dentist, etc).

15520

15521 Prescription and non-prescription medications shall be transported to and from
15522 school by the parent/legal guardian in an original container and shall be properly
15523 labeled. Over the counter medicines shall be in the original container and labeled
15524 with the student’s name. Medications may not be transported by the student.
15525 Exceptions to this rule, due to special situations or hardships, shall be allowed only
15526 with the site administrator’s written permission. Alternate transportation
15527 arrangements must be obtained for each medication the student may require in
15528 school.

15529

15530 Students shall not carry prescription or non-prescription medicine on their person,
15531 except medication deemed medically necessary by the health care provider.
15532 Medications to be carried and administered by the student shall require the health
15533 care provider’s written authorization and Medication Permission Form signed by
15534 the parent/guardian. The student shall demonstrate responsible behavior
15535 regarding storage and usage of the medicine. The School Health Assistant shall
15536 write “**Student Carries Medicine**” on the Medication Permission Form. Examples
15537 include but are not limited to:

15538

15539 Asthma inhalers (in accordance with Florida Statute 1002.20)

15540 Medicine by topical patch.

15541 EpiPen

15542 Insulin

15543 Glucagon

15544

15545 The following non-prescription medicines shall not require doctor's orders or
15546 Medication Permission Form:

15547

15548 Eye solutions necessary for contact lenses

15549 Sunscreen

15550 • Insect repellents

15551 • Petroleum jelly (Vaseline) for chapped lips

15552 Students shall not share these products.

15553 ALL MEDICINES, ADMINISTRATION AND PREPARATION DEVICES SHALL
15554 BE PROVIDED BY THE PARENT/GUARDIAN FOR THE SPECIFIC STUDENT.

15555

15556 I. Schools shall not maintain a stock of medications for "emergency" use for
15557 headaches, colds, asthma, etc.

15558 II. Schools shall not purchase or maintain nebulizers for the administration of
15559 medication.

15560

15561 **Medication Administration Log.**

15562 The purpose of this log is to document student-specific medication, dose and time.

15563 A separate medication log shall be used for **each** medication. Multiple doses of
15564 the same medication shall be documented on one medication log. A separate form
15565 the Medication Permission Form for Extended Day/Overnight Field Trips, shall
15566 also be used for each medication that a student receives on an extended
15567 day/overnight field trip.

15568

15569 The Medication Administration Log shall include the following:

15570 Student's name

15571 Reason for medication/ diagnosis
15572 Name of medication (trade or generic)
15573 Dose, amount, route, time to be given
15574 Amount of liquid and count of pills
15575 Date and time medication administrated
15576 Signature and title of person assisting with administration of medication

15577

15578 Person responsible for assisting with administering medication shall document
15579 when a student is absent or refuses to take the prescribed dosage and the parent
15580 shall be notified. If a medication error occurs (any incident in which medication
15581 is not given or given incorrectly, as defined by the parent authorization or health
15582 care provider's order), the parent and site administrator shall be notified and a
15583 Medication Variance Form shall be completed.

15584

15585 **Discarding Medicine**

15586 Parents shall pick up any left over medicine within one week after the course of
15587 the medicine is over. Medicine left at school after this time shall be disposed
15588 according to the Guidelines for Disposal of Medication Procedure.

15589

15590 **Liability**

15591 There shall be no liability for civil damages as the result of administration of such
15592 medication or medical testing where the person administering the medication acts
15593 as a reasonably prudent person would have acted under the same or similar
15594 circumstances.

15595

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APPENDIX C

FSUS GUIDELINES FOR THE EDUCATIONAL USE OF VIDEOS

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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.

15725 THIS INCLUDES VIDEOS SHOWN BEFORE/AFTER SCHOOL OR FOR CHILDCARE DURING
15726 MEETINGS.

15727

15728 **Video recording of Broadcast Programming Guidelines (taping television programs)**

15729 Everyone involved in off-air videotaping for classroom use should be aware that it is still a very controversial
15730 issue within copyright law. Although falling under the fair use guidelines, use of off-air programming must
15731 also meet these additional guidelines:

- 15732 • The program must be recorded off-air at the same time that it is being broadcast and can be retained
15733 by a non-profit educational institution for a period not to exceed 45 calendar days. At the end of the
15734 retention period, the videotape must be erased or destroyed.
- 15735 • The off-air recording may be used only **once** by an individual teacher in the course of relevant
15736 teaching activities (must meet all fair use guidelines) and repeated only once within the first 10
15737 school days for the purpose of reinforcement of material. After the first 10 school days, the instructor
15738 may only use off-air recordings for evaluative purposes (i.e. deciding whether or not to include the
15739 broadcast in the teaching curriculum). The recording may not be used within the school for other
15740 student exhibition.
- 15741 • Off-air recordings may be made only at the request of an individual teacher and may not be regularly
15742 recorded in the anticipation of a request. **NO BROADCAST PROGRAM MAY BE RECORDED
15743 OFF-AIR MORE THAN ONCE AT THE REQUEST OF THE SAME TEACHER REGARDLESS
15744 OF THE NUMBER OF TIMES THE PROGRAM MAY BE BROADCAST.**
- 15745 • Off-air recordings do not have to be shown in their entirety, but must be recorded as broadcast (i.e.
15746 not altered from original content).
- 15747 • All recordings must include original copyright notice as recorded.

15748

15749 *In a nutshell:*

15750 III. The taped copy may not be shown more than twice within 10 school days of the taping. After
15751 10 school days, the tape may not be shown to students, but can be used by the instruction for
15752 evaluative purposes.

15753 IV. The taped copy may not be retained longer than 45 calendar days.

15754 V. After 45 calendar days, the tape must be erased or destroyed.

15755

15756 **Specific FSUS Videotape Exhibition Procedures**

- 15757 1. All teachers are required to be familiar with and follow all applicable copyright laws when showing
15758 videotapes in the classroom.
- 15759 2. Videos may be shown *ONLY* if they meet all fair use guidelines or if the school has purchased a
15760 movie licensing agreement that covers the particular video in question.
- 15761 3. All videos must be completely viewed and evaluated by the teacher before being used in the
15762 classroom.
- 15763 4. It is the responsibility of the teacher to use professional judgment when choosing videos for
15764 classroom use. *Teachers are responsible for any video that is shown in their class.* Videos receiving
15765 a movie rating of greater than PG-13 may not be shown at FSUS.

15766

15767 **FSUS Rating Guidelines:**

15768 The following are rating guidelines divided by age level. These guidelines should be followed whenever a
15769 video has a movie industry rating. However, it is understood that some videos may not have a movie industry
15770 rating. In this case, the teacher should use his or her own best judgment and common sense in applying the
15771 guideline rules (*i.e. Franklin's Tooth would be equal to a G rated movie while Human Reproduction should
15772 gain prior administrative approval due to sensitive subject matter*). Nevertheless, all copyright and fair use
15773 rules still apply.

15774

15775 Consequently, if the teacher has **ANY** doubt as to the movie's rating, the teacher should complete an
15776 administrative approval request and obtain parental approval prior to students viewing the video. *Please
15777 remember, these guidelines also help to limit your exposure to professional liability. Failure to follow these
15778 guidelines can expose you to personal liability and may lead to disciplinary action by administration.*

15779

15780 **Elementary Rating Guidelines:**
15781 Videos receiving a PG rating or addressing sensitive topics will need to be approved by administration prior
15782 to student viewing. To obtain approval, teachers should complete and turn in the FSUS Teacher Request
15783 Form for Showing Videos (*Appendix A*). Following administrative approval, teachers will also need to obtain
15784 parental approval prior to student viewing. This should be accomplished using the Parent Permission Form
15785 for Video Viewing (*Appendix B*). Students who do not receive parental approval should be given an alternate
15786 assignment and relocated during the showing of the video. **PG-13 or higher rated movies may NOT be**
15787 **shown in the elementary school.**
15788

15789 **Middle and High School Rating Guidelines:**
15790 Videos receiving a rating higher than PG or addressing sensitive topics (including, but not limited to: sex,
15791 religion, etc.) will need to be approved by administration using the FSUS Teacher Request Form (*Appendix*
15792 *A*). Following administrative approval, teachers will also need to obtain parental approval for students to
15793 view these videos. Parental approval should be obtained using the Parent Permission Form for Video Viewing
15794 (*Appendix B*).
15795
15796 Students who do not receive parental approval should be given an alternate assignment and relocated during
15797 the showing of the video. **Movies receiving ratings greater than PG-13 are NOT permitted to be shown**
15798 **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

15835 **students in this class, meeting current instructional objectives and matching the maturity**
15836 **level of this audience.**

15837 **Signature of Classroom Teacher:** _____ **Date:** _____

15838 **As principal, I hereby give my approval for the above named video to be shown in the class**
15839 **listed above and at the time given.**

15840 **Teacher is required to obtain signed parent consent forms prior to showing this video in class**
15841 **and assign an alternate assignment for those students whose parents do not give written**
15842 **consent. YES** _____ **NO** _____

15843 **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
FSUS PROCEDURES FOR
RECONSIDERATION OF
CHALLENGED MATERIALS

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

15991 listen to the material in its entirety and complete the pre-developed checklist (Appendix
15992 B). As a group, the review committee will determine the extent to which the material
15993 supports the curriculum and weigh the merits of the material as a whole against its
15994 alleged faults. The Review Committee will reach a decision as to the appropriateness of
15995 the material and prepare a written report (Appendix C), which will be sent to the principal
15996 within 5 working days. The principal will notify the FSUS Board and director that the
15997 Review Committee has been convened.

15998

15999 6. The principal will send a letter to the objecting party along with a copy of the final
16000 decision report from the Review Committee within 5 working days of receipt of report.
16001 The principal will send a copy of the Review Committee report to the FSUS Board and
16002 director within 5 working days.

16003

16004 **If the objecting party is still dissatisfied with the decision of the Review Committee,**
16005 **they may appeal to the School Board. Failure of the objecting party to send a**
16006 **written appeal to the School Board within 30 days of Review Committee Report**
16007 **receipt will result in a conclusion of the reconsideration process.**

16008

16009 7. The FSUS Board will consider the written appeal of the objecting party and schedule
16010 verbal presentations representing all views on the issues forming the objection. This shall
16011 include the objecting party's and other representative views. The Board will also consider
16012 the decision of the Review Committee and any other appropriate documentation (i.e.
16013 meeting summaries, material reviews, etc.). The decision of the FSUS Board regarding
16014 the appropriateness of a particular instructional material item will be considered final and
16015 binding.

16016

16017 **Materials, which have been questioned, can only be removed from circulation**
16018 **and/or use in the school district by the recommendation of the FSUS Review**
16019 **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?

16055 After conferring with the appropriate faculty member, what did you understand to be the
16056 intended objective of this material?

16057 _____

16058 What do you believe might be the result of students viewing/reading this material/work?

16059 _____

16060 _____

16061 For what age group would you recommend this material?

16062 _____

16063 What educational value does this material have?

16064 _____

16065 Are you aware of the evaluation of this material by critics or other experts in the field?

16066 _____

16067 _____

16068 What is your desired outcome of this reconsideration process?

16069 _____

16070 _____

16071

16072 Signature of Complainant _____

16073 Date _____

16074

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Checklist for FSUS Instructional Material Review Committee

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16096

Date _____

16097

Title in Question _____

16098

Copyright Date of Title in Question _____

16099

Author _____

16100

16101

Purpose:

16102

What is the overall purpose of the material?

16103

Is the purpose accomplished? _____ Yes _____ No

16104

16105

Authenticity:

16106

Is the information authored or otherwise sourced? _____ Yes _____ No

16107

What is the reputation and significance of the author and publisher/producer in the field?

16108

Is the material up-to-date? _____ Yes _____ No

16109

Are the information sources well documented? _____ Yes _____ No

16110

Are translations and retelling faithful to the original? _____ Yes _____ No

16111

16112

Appropriateness:

16113

Does the material promote the educational goals and objectives of the curriculum?

16114

_____ Yes _____ No

16115

Is the material appropriate to the level of instruction intended? _____ Yes _____ No

16116

Revised 01/26/05

16117

Are the illustrations appropriate to the subject and age levels? _____ Yes _____ No

16118

16119

Content:

16120

Is the content of this material well presented by providing adequate scope, range, depth,

16121

and continuity? _____ Yes _____ No

16122

Does this material present information not otherwise available? _____ Yes _____ No

16123

Does this material give a new dimension or direction to the subject? _____ Yes _____ No

- 16124 Does the material give a realistic picture of life as it is now? _____ Yes _____ No
- 16125 Is factual information part of the story and is it presented accurately? _____ Yes _____ No
- 16126 Are concepts presented appropriate to the ability and maturity of the potential reader?
- 16127 _____ Yes _____ No
- 16128 Do characters speak in a language true to the period and section of the country in which
- 16129 they live? _____ Yes _____ No
- 16130 Is there a preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that
- 16131 would make this material inappropriate for children? _____ Yes _____ No
- 16132 If there is use of offensive language, it is appropriate to the purpose of the text for
- 16133 children? _____ Yes _____ No
- 16134 If there are graphics or photographic reproductions, are they appropriate to the purpose of
- 16135 the text for children? _____ Yes _____ No
- 16136 Does the material give a broader understanding of human behavior without stressing
- 16137 differences of class, race, color, sex, education, religion, or philosophy in any way?
- 16138 _____ Yes _____ No
- 16139 Is the material well written or produced? _____ Yes _____ No
- 16140 Does the material make a significant contribution to the history of literature or ideas?
- 16141 _____ Yes _____ No
- 16142
- 16143

16144

16145

16146

FSUS Review Committee Final Report Form

16147

16148 Date _____

16149 Title of Challenged Material _____

16150 Author/Producer of Challenged Material _____

16151 Date of Committee Meeting _____

16152 Final Decision of Committee

16153 Rationale

16154 Committee Members Present

16155

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