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**FLORIDA STATE UNIVERSITY
SCHOOLS**

**POLICY
HANDBOOK**

As of July 9, 2024

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL

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

BOLD BLUE

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

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FLORIDA STATE UNIVERSITY SCHOOLS

POLICY MANUAL

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384	information about the policy.	
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386	STATUTES OR OTHER REGULATIONS.	
387	+ (PLUS) SIGN DENOTES THAT PLANS OR OTHER DOCUMENTS	
388	MUST BE DEVELOPED.	
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SCHOOL PHILOSOPHY

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CHAPTER 1.0

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL PHILOSOPHY
CHAPTER 1.0

1.10

SCHOOL PHILOSOPHY

FSUS Vision

Excellence is Our Standard

FSUS Mission Statement

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

FSUS Core Beliefs

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

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

435

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

437

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

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HISTORY:

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ADOPTED:

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REVISION DATE(S):

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FORMERLY: 1.01

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477 **FLORIDA STATE UNIVERSITY SCHOOLS**

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BOARD GOVERNANCE AND ORGANIZATION

CHAPTER 2.0

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

2.10*

SCOPE OF THE SCHOOL

- (1) The Board of Directors of the Florida State University Schools, Inc. serves as the School Board and is responsible for the control, operation, organization, management, and administration of the school pursuant to the provisions and minimum standards prescribed by Florida Statutes and State Board of Education rules.
- (2) Florida State University Schools is part of the state system of public education and includes all classes and courses of instruction and all services and activities directly related to education.

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

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

HISTORY:
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FORMERLY: 1.02

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

2.11A

SCHOOL BOARD PARTICIPATION IN TRAINING ACTIVITIES

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

1. Each member of the Board of Directors of the Florida State University Schools, Inc. is encouraged to participate in the activities and programs conducted by state, regional, and national associations of the school board including charter school organizations.
2. The Director shall include an amount in each proposed annual budget to cover expenses to support the participation of the Board in activities and programs conducted by the state and other organizations, as the Board of Directors chooses.
3. Any reimbursement for Board member travel outside of the state of Florida must be approved in advance by the Board

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

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

556 2.18

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

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

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

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

582

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

589

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

596

597 **II. Expected Level of Behavior**

598

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

601

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

605

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

607

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

610

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

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

615

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

618

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

623

624 D. Damaging or destroying school or Board property.

625

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

628

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

631

632 **IV. Parent Recourse**

633

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

637

638 **V. Authority of School Personnel**

639

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

642

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

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

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B. Authority to Deal with Persons who are Verbally Abusive

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

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

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

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

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

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

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

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

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

2.20

RESPONSIBILITIES AND AUTHORITY OF THE BOARD

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

The School Board shall:

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

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

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

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

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

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

794

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796 **FLORIDA STATE UNIVERSITY SCHOOLS**

797

798 FLORIDA STATE UNIVERSITY SCHOOLS
799 POLICY MANUAL

800 BOARD GOVERNANCE AND ORGANIZATION

801 CHAPTER 2.0

802 2.22*

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

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

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

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

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

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

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

827 (2) Regular, special, and emergency meetings of the Board of Directors
828 shall be held in a school meeting room, unless otherwise noticed.
829 When such a meeting is scheduled or re-scheduled at a location other

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

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

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

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

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

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

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

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

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

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

878

879 Agendas

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

882

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

HISTORY:
ADOPTED:
REVISION DATE(S): 11/12/13;
12/14/21
FORMERLY: 2.16, 2.41

FLORIDA STATE UNIVERSITY SCHOOLS

921 FLORIDA STATE UNIVERSITY SCHOOLS
922 POLICY MANUAL
923 GOVERNANCE AND ORGANIZATION
924 CHAPTER 2.0

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926
927 **SCHOOL BOARD RULES**
928

929 The Florida State University Schools Board intends that within these rules, the
930 term “rule” and “policy” shall have the same definition.
931

932 All rules of Florida State University Schools may be amended, repealed, or a new rule adopted
933 as hereinafter prescribed. The term “rule” is defined in Florida Statutes; it does not include
934 “curricula by an educational unit”, thereby, removing the development or prescription of
935 curriculum by a School Board from the procedural requirements established for rule making.
936

937 (1) Unless an emergency exists, any proposal relating to a rule
938 amendment, the repeal of any rule, or the adoption of a new rule
939 shall be presented in writing to the Florida State University Schools
940 including a written explanation of the proposal.
941

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

952 for the School Board's action, and the location where the text
953 of the proposed change may be obtained.

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

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

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

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

978
979 (3) The School Board may determine that the public health, safety, or
980 welfare is endangered and that immediate action is required to
981 protect the public interest. When this occurs, the School Board, at

982 any meeting in which a quorum is present, may adopt emergency
983 rules, without complying with the waiting period as provided in
984 subsection (1) herein for public hearings and other similar
985 requirements. The Director or designee shall properly record the
986 effective date for any such emergency rule. Any emergency rule
987 shall not be valid in excess of ninety (90) days from the adoption or
988 effective date.

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

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

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

1000 (b) A copy of the School Board rules manual shall be available to
1001 all staff members either in the Administrative Staff's office or
1002 school library. The school Administrative Staff shall keep the
1003 compilation current.

1004
1005 (a) The Administrative Staff shall inform his/her staff members
1006 of the location of the School Board rules and any changes.

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1008 **STATUTORY AUTHORITY:** 1001.41, 1001.42 F.S.

1009 **LAWS IMPLEMENTED:** 120.52 - .72, 1001.43 F.S.

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

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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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
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FLORIDA STATE UNIVERSITY SCHOOLS

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POLICY MANUAL
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2.26

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY

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

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

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

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

1103 B. The plan shall address school progress, goals, and indicators of student
1104 progress, strategies, and evaluation procedures including adequate
1105 measures of individual student performance. Also included shall be
1106 specific school safety and discipline strategies.

1107

1108 C. The plan for the school shall be approved annually and shall be
1109 implemented as a new, amended, or continued school improvement
1110 plan.

1111

1112 D. School employees, in conjunction with the School Board shall develop
1113 the plan.

1114

1115 E. A communication program, to inform the public about student
1116 performance and educational programs in school reports.

1117

1118 F. Funds for schools to develop and implement school improvement plans.

1119

1120 II. An approval process.

1121

1122 Initial approval and subsequent annual approvals of school improvement
1123 plans shall be reviewed and approved or disapproved by the School Board.

1124

1125 III. The Director or designee, upon the School Board's approval, may request
1126 waiver of any law, specified in Florida Statutes, or State School Board of
1127 Education rules in order to facilitate innovative practices and to allow local
1128 selection of educational methods in implementing the system for school
1129 improvement and education accountability. The request shall be directed
1130 to the Commissioner of Education and shall include a statement regarding
1131 performance standards for ensuring maximum accountability.

- 1132 IV. A communication program to inform the public about student
- 1133 performance and educational programs in school reports.
- 1134 V. Funds for Florida State University Schools to develop and implement
- 1135 school improvement plans.
- 1136 VI. Reporting Procedures
- 1137 A. To provide the Department of Education with annual feedback on
- 1138 the progress of implementing and maintaining a system of school
- 1139 improvement and education accountability. Items specified in
- 1140 section 1001.42, Florida Statutes, shall be included in all feedback
- 1141 reports.
- 1142 B. To provide parents with the school financial report including the
- 1143 average amount of money spent per student in the school.

1144

1145 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

1146

1147 **LAWS IMPLEMENTED:** **24.121(5)(C), 1001.10, 1001.42, 1001.43,**

1148 **1001.452, 1002.20, 1003.413, 1008.33, 1008.345,**

1149 **1008.385, 1010.01, 1011.01, F.S**

1150 **STATE BOARD OF EDUCATION RULE(S):** **6A-1.09981**

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1154 **HISTORY: 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16**

1155 **ADOPTED: 12/13/16**

1156 **REVISION DATE(S): 12/12/17**

1157 **FORMERLY: 2.14**

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1166 **FLORIDA STATE UNIVERSITY SCHOOLS**

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1171 2.261

1172
1173 **FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT**
1174

- 1175 1. FSUS administration is encouraged to strengthen family involvement and
1176 family empowerment in the school. FSUS administration will coordinate
1177 and integrate parental involvement strategies with school improvement,
1178 Title I, Title II, Title IV, Title VI, Community Involvement Programs,
1179 Business Partnerships, and other community involvement activities.
- 1180 2. FSUS administration will provide the coordination, technical assistance,
1181 and other support necessary to assist schools in planning and implementing
1182 effective and comprehensive parent involvement programs, based on the
1183 National Standards for Parent/Family involvement Programs, which
1184 include:
- 1185 A. Communication between home and school is regular, two-way and
1186 meaningful.
 - 1187 B. Responsible parenting is promoted and supported.
 - 1188 C. Parents play an integral role in assisting student learning.
 - 1189 D. Parents are welcome in school and their support and assistance are
1190 sought.
 - 1191 E. Parents are full partners in the decisions that affect children and
1192 families.
 - 1193 F. Community resources are utilized to strengthen school programs,
1194 family practices and student learning.
- 1195 3. FSUS administration will communicate parental choices and
1196 responsibilities to parents.

- 1197 4. FSUS administration will provide professional development opportunities
1198 for staff members to enhance understanding of effective parent
1199 involvement strategies through the School’s professional development
1200 plan.
- 1201 5. FSUS administration will conduct, with the involvement of parents, an
1202 annual evaluation of the content and effectiveness of this policy:
- 1203 A. To determine the effectiveness in increasing parent participation;
 - 1204 B. To identify barriers to greater parent participation; and
 - 1205 C. To report the findings to the State Board of Education.
- 1206 6. FSUS administration will use the findings of the evaluations in designing
1207 strategies for school improvement and revising, if necessary, the parent
1208 involvement policies.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

HISTORY:
ADOPTED: 1/8/2013
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**FLORIDA STATE UNIVERSITY SCHOOLS
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2.27

SPECIAL COMMITTEES OF THE BOARD

- (1) Special committees may be appointed by the Board Chairperson when deemed necessary. The duties of any such committee shall be outlined at the time of appointment; the committee shall be automatically dissolved when the Board accepts the committee’s final report. Each Board member shall be notified of all committee meetings, but shall have no vote unless the member is serving as a committee member. All meetings of Board committees shall be open to the public.
- (2) Special committees or individuals that serve on special committees shall take no action that is binding upon the Board.

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

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

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

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**FLORIDA STATE UNIVERSITY SCHOOLS
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2.28

SCHEDULE FOR LEGAL ADVERTISEMENTS

- (1) The Florida State University Schools shall inform the general public of certain actions through legal advertisements (e.g.; Notices of Public Hearing, Invitation to Bid, etc.). Items of interest to the public shall also be advertised.
- (2) Notification to all appropriate agencies and individuals to amend, adopts, or repeal a policy shall be given proper notice prior to the date of intended action.
- (3) Annually the tentative budget shall be posted on the School’s official website and advertised as required by law.

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

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

**HISTORY:
ADOPTED:
REVISION DATE(S): 1/10/12
FORMERLY: 2.02**

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
BOARD GOVERNANCE AND ORGANIZATION
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2.40

LEGAL COUNSEL - BOARD

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

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

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

**HISTORY:
ADOPTED: 3/28/01
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**FLORIDA STATE UNIVERSITY SCHOOLS
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2.41

LEGAL COUNSEL - DIRECTOR

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

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

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

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

1369 FLORIDA STATE UNIVERSITY SCHOOLS
1370 POLICY MANUAL
1371 BOARD GOVERNANCE AND ORGANIZATION
1372 CHAPTER 2.0

1373 2.50
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1375 SCHOOL BOARD PARTICIPATION IN ACTIVITIES
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1377

1378 Florida charter school law requires the training of the charter schools' governing
1379 board members. Participation in planned orientation training and other board
1380 development activities that include Department of education approved training in
1381 government in the sunshine, conflicts of interest, ethics, and financial
1382 responsibility meets this requirement.

1383
1384 (3) Each member of the Board of Directors of the Florida State
1385 University Schools, Inc. is encouraged to participate in the
1386 activities and programs conducted by state, regional, and
1387 national associations of the school board including charter school
1388 organizations.

1389 (4) The Director shall include an amount in each proposed annual
1390 budget to cover expenses to support the participation of the
1391 Board in activities and programs conducted by the state and
1392 other organizations AS THE Board of Directors chooses.

1393 (5) Any reimbursement for Board member travel outside of the state
1394 of Florida must be approved in advance by the Board
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1401 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
1402 **LAWS IMPLEMENTED:** 1001.41, 1001.43, 1002.33(9)(k)4, F.S.

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

1444 **FLORIDA STATE UNIVERSITY SCHOOLS**

1445 FLORIDA STATE UNIVERSITY SCHOOLS
1446 POLICY MANUAL
1447 BOARD GOVERNANCE AND ORGANIZATION
1448 CHAPTER 2.0

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1452 **PROGRAM OF AWARDS**

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1454 The Director or designee shall establish a program of awards for approval by the
1455 Florida State University Schools Board.

- 1456
- 1457 (1) Individuals who are eligible for receiving an award shall include:
- 1458
- 1459 (a) Employees with long and meritorious service or
1460 distinguished service in the performance of duty.
- 1461
- 1462 (b) Students who have excelled in scholarship, athletics, music,
1463 subject matter areas, citizenship, attendance, and any other
1464 areas recommended by the Director or designee and
1465 approved by the School Board.
- 1466
- 1467 (c) School volunteers or advisory council members who have
1468 contributed outstanding and meritorious service.
- 1469
- 1470 (2) The criteria for awards granted at individual schools shall be established by the
1471 administrative and the instructional staff, and shall be submitted in writing to the
1472 Director or designee.
- 1473
- 1474 (3) The criteria for awards distributed at the School level shall be
1475 developed by the Director or designee with the assistance of

1476 representatives of the supervisory, administrative, instructional, and
1477 non-instructional staffs.

1478

1479 (4) Non-monetary awards may be in the form of a certificate, plaque,
1480 ribbon, photograph, medal, trophy, or any appropriate award.

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1482 (5) The amount of a monetary award shall be established by the School
1483 Board pursuant to Florida Statutes.

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1485 (6) An Academic Scholarship Signing Day shall be established to
1486 recognize outstanding academic achievement

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1490 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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1492 **LAWS IMPLEMENTED:** 1001.43, 1012.22, F.S.

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1496 **HISTORY:**

1497 **ADOPTED:**

1498 **REVISION DATE(S):**

1499 **FORMERLY: 2.03**

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1506 **FLORIDA STATE UNIVERSITY SCHOOLS**

1507 FLORIDA STATE UNIVERSITY SCHOOLS
1508 POLICY MANUAL
1509 BOARD GOVERNANCE AND ORGANIZATION
1510 CHAPTER 2.0

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1513 **PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER**
1514 **FORMS OF HARASSMENT**
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1516

1517 I. Policy Against Discrimination

1518 A. The FSUS School Board prohibits all forms of unlawful
1519 discrimination against students, employees and other persons in all
1520 aspects of the school’s programs, activities and operations. The
1521 term “unlawful discrimination” encompasses any unlawful policy,
1522 practice, conduct, or other unlawful denial of rights, benefits, or
1523 privileges that is based on any legally protected status or
1524 classification under applicable federal, state, or local law including
1525 but not limited to race (including anti-Semitism), color, religion,
1526 gender, age, marital status, sexual orientation, pregnancy,
1527 disability, political or religious beliefs, national or ethnic origin, or
1528 genetic information Various state and federal laws establish the
1529 actions that do (and do not) constitute unlawful discrimination
1530 with respect to each protected status or classification. Where
1531 applicable, unlawful harassment that is based on a legally-
1532 protected status is one form of unlawful discrimination. The FSUS
1533 School Board shall comply with all state and federal laws, which
1534 prohibit discrimination and are designed to protect the civil rights
1535 of applicants, employees, and/or students, or other persons or
1536 organizations protected by applicable law.

- 1537 B. Pursuant to 1002.32(4), a lab school may establish and implement
1538 an admissions process that is designed to result in a representative
1539 sample of public school enrollment based on gender, race,
1540 socioeconomic status, and academic ability.
- 1541 C. The School Board prohibits retaliation by any District personnel
1542 against a person for reporting, filing or being a witness in a
1543 discrimination (including harassment) charge, complaint,
1544 investigation or lawsuit associate or in connection with this policy.
- 1545 D. Established grievance procedures and appropriate discrimination
1546 complaint forms are available from the Office of Civil Rights &
1547 Equity (Professional Standards), Student Support Services or the
1548 Equity Coordinator at each school/ district office.

1549 Complaints/inquiries regarding compliance with these regulations may be
1550 submitted in writing to:

- 1551 1. For Employee – FSU’s Office of Equity, Diversity and
1552 Inclusion (Michelle Douglas, 850-644-7950)
- 1553 2. For Students – Student Support Services at (245-3700)
- 1554 3. Job applicants with disabilities requesting accommodations
1555 under the American with Disabilities Act (ADA) may
1556 contact FSU Human Resources at (850-645-1458)
- 1557 4. Current School District employees with disabilities
1558 requesting accommodations under the ADA may contact
1559 FSU Human Resources at (850-645-1458)

1560

1561 II. Policy Against Sexual Harassment or Other Forms of Harassment
1562 Prohibited by Law

- 1563 A. The FSUS School Board desires to maintain an academic and work
1564 environment in which all employees, volunteers, and students are
1565 treated with respect and dignity. A vital element of this
1566 atmosphere is the FSUS Board’s commitment to equal

1567 opportunities and the prohibition of discriminatory practices. The
1568 FSUS Board’s prohibition against discriminatory practices includes
1569 prohibitions against sexual harassment, or any other form of
1570 harassment based upon a person’s membership in a protected class
1571 and specifically prohibited by applicable state or federal law. The
1572 School Board forbids sexual harassment, or any other form of
1573 illegal harassment, of any employee, student, volunteer or visitor.
1574 The FSUS Board will not tolerate sexual harassment, or any other
1575 form of illegal harassment by any of its employees, students,
1576 volunteers or agents.

1577 B. The prohibition against discrimination including sexual and other
1578 forms of illegal harassment shall also apply to nonemployee
1579 volunteers who work subject to the control of school authorities,
1580 and to all vendors or service providers who have access to School
1581 Board facilities.

1582 III. Policies, procedures and definitions related to other discrimination or
1583 illegal harassment for employees can be found at Florida State
1584 University’s Office of Human Resources website.

1585 IV. Definitions

1586 A. Compliance Officer is the person designated by the School Board to
1587 receive complaints of harassment referred by the FSUS Title IX
1588 Coordinator and oversees the investigation of those complaints as
1589 described below.

1590 B. Sexual harassment prohibited by Title IX means conduct on the
1591 basis of sex that satisfies one or more of the following:

1592 1. An employee of the School Board conditioning the provision
1593 of an aid, benefit, or service of the School Board on an
1594 individual’s participation in unwelcome sexual conduct
1595 (quid pro quo)

- 1596 2. Any unwanted or unwelcome conduct that a reasonable
1597 person would find so severe, pervasive and objectively
1598 offensive that it denies a person equal educational access.
- 1599 3. Reports of sexual assault, dating violence, domestic violence
1600 and stalking, as defined in the federal Violence Against
1601 Women Act do not need to meet the description of severe,
1602 pervasive and objectively offensive.
- 1603 C. Prohibited sexual harassment includes, but is not limited to,
1604 requests for sexual favors, and other verbal, visual or physical
1605 conduct of a sexual nature when
- 1606 1. Submission to the conduct is explicitly or implicitly made a
1607 term or condition of an individual's employment, academic
1608 status, or progress.
- 1609 2. Submission to or rejection of the conduct by an individual is
1610 used as the basis for employment or academic decisions
1611 affecting the individual.
- 1612 3. The conduct has the purpose or effect of having a negative
1613 impact on the individual's academic performance or
1614 employment, unreasonably interfering with the individual's
1615 education or employment, or creating an intimidating,
1616 hostile, or offensive educational or employment
1617 environment.
- 1618 4. Submission to or rejection of the conduct by the individual is
1619 used as the basis for any decision affecting the individual
1620 regarding any term or condition of employment,
1621 employment or academic benefits, or services, honors,
1622 programs, or activities available at or through the school.
- 1623 D. Types of conduct which are prohibited at FSUS and which may
1624 constitute sexual harassment include, but are not limited to

- 1625 1. Graphic verbal comments about an individual's body or
1626 appearance.
- 1627 2. Sexual jokes, notes, stories, drawings, pictures or gestures.
- 1628 3. Sexual slurs, leering, threats, abusive words, derogatory
1629 comments or sexually degrading descriptions.
- 1630 4. Unwelcome sexual flirtations or propositions for sexual
1631 activity or unwelcome demands for sexual favors, including
1632 but not limited to repeated unwelcome requests for dates.
- 1633 5. Spreading sexual rumors.
- 1634 6. Touching an individual's body or clothes (including one's
1635 own) in a sexual way, including, but not limited to,
1636 grabbing, brushing against, patting, pinching, bumping,
1637 rubbing, kissing, and fondling.
- 1638 7. Cornering or blocking normal movements.
- 1639 8. Displaying sexually suggestive drawings, pictures, written
1640 materials, and objects in the educational environment.

1641 V. Definition of Other Forms of Prohibited Harassment

- 1642 A. Illegal harassment on the basis of any other characteristic protected
1643 by state or federal law is strictly prohibited. This includes verbal or
1644 physical conduct that denigrates or shows hostility or aversion
1645 toward an individual because of his/her race (including ant-
1646 Semitism), color, religion, gender, national or ethnic origin, age,
1647 disability, marital status, sexual orientation, political or religious
1648 beliefs, citizenship, pregnancy or genetic information or any other
1649 distinguishing physical or personality characteristic protected by
1650 law and that
 - 1651 1. Has the purpose or effect of creating an intimidating, hostile
1652 or offensive work or academic environment;
 - 1653 2. Has the purpose or effect of interfering with an individual's
1654 work or academic performance; or

- 1655 3. Otherwise, adversely affects an individual's employment or
1656 academic performance.
- 1657 B. Examples of prohibited actions, which may constitute harassment
1658 include, but are not limited to, the following:
- 1659 1. Epithets, slurs or negative stereotyping; or
1660 2. Threatening, intimidating or hostile acts, such as physical
1661 acts of aggression against a person or his property; or
- 1662 3. Written or graphic material that denigrates or shows hostility or aversion
1663 toward an individual or group and that is placed on walls or elsewhere on the
1664 school or District office premises or circulated in the workplace or academic
1665 environment.
- 1666 V. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or
1667 Other Form of Illegal Harassment
- 1668 C. Procedures for Filing Complaints
- 1669 1. Any person who believes that he or she has been
1670 discriminated against, or placed in a hostile environment
1671 based on gender, marital status, sexual orientation, race,
1672 color, national or ethnic origin, religion, age, disability,
1673 political or religious beliefs, pregnancy or any other
1674 distinguishing physical or personality characteristics by an
1675 employee, volunteer, agent or student of FSUS should report
1676 the alleged harassment to the Title IX Coordinator or to any
1677 school personnel. The alleged harassment should be
1678 reported within sixty (60) days of alleged occurrence. The
1679 complaint should set forth a description of the alleged
1680 discriminatory actions/harassment, the time frame in which
1681 the alleged discrimination occurred, the person or persons
1682 involved in the alleged discriminatory actions, and any
1683 witnesses or other evidence relevant to the allegations in the
1684 complaint. Any school personnel who has notice that a

1685 student or other school personnel may have been a victim of
1686 prohibited harassment shall immediately report the alleged
1687 harassment to the Title IX Coordinator. The formal
1688 complaint must be resolved according to the federal
1689 regulations and FSUS processes that specifically apply to
1690 such formal complaints; and

1691 2. After receiving a complaint, the Title IX Coordinator makes
1692 an initial determination whether the allegations may be
1693 sexual harassment prohibited by Title IX. If they may be, the
1694 Title IX Grievance Process listed below is followed. If it does
1695 not meet the sexual harassment prohibited by Title IX, then
1696 the complaint is referred to the Compliance Officer who
1697 follows the procedures set forth below. The Title IX
1698 Coordinator will also determine whether the alleged
1699 harassment may also constitute criminal conduct and ensure
1700 that law enforcement officials are notified, if necessary. If
1701 the alleged harassment may also constitute child abuse, then
1702 it must be reported to the Department of Children and
1703 Families.

1704 3. The complaint should be filed with the School Principal, Site
1705 Administrator or Supervisor. Complaints filed with the
1706 Principal, Site Administrator, or supervisor must be
1707 forwarded to the District's Title IX Coordinator within five
1708 (5) days of the filing of the complaint. If the complaint is
1709 against the principal, site administrator, or supervisor, the
1710 complaint may be filed directly with the EEO (*Equity or
1711 Professional Standards coordinator) officer.

1712 4. If the complaint is against the District's District's Title IX
1713 Coordinator , the Director, or other member of the School

1714 Board, the complaint may be filed with the School Board
1715 Attorney.

1716

1717 D. Procedures for Processing Complaints of Harassment

1718 1. Complaints filed against persons other than the District's
1719 Title IX Coordinator, Director or member of the School
1720 Board.

1721 a. Upon receipt of the written complaint by the FSUS
1722 District's Title IX Coordinator , the FSUS District's
1723 Title IX Coordinator shall appoint an investigator to
1724 conduct an investigation of the allegations in the
1725 complaint. The investigation may be conducted by
1726 school personnel or a third party designated by FSUS.
1727 The investigation will be conducted within thirty (30)
1728 days. The investigator shall determine whether
1729 interim measures should be taken pending the
1730 outcome of the investigation. Such interim measures
1731 may include, but are not limited to, separating the
1732 alleged harasser and the person allegedly harassed.
1733 The investigator shall interview the complainant and
1734 the accused; interview any witnesses identified by the
1735 complainant, accused, or by other sources; take
1736 statements from all witnesses; and review any
1737 relevant documents or other evidence. Upon
1738 completing a review of all evidence relevant to the
1739 complaint, the investigator shall prepare a written
1740 summary of the investigation, and make a
1741 recommendation to the FSUS as to District's Title IX
1742 Coordinator whether there is reasonable cause to
1743 believe a violation of the FSUS's antidiscrimination

1744 policy has occurred. Copies of documents, evidence
1745 and witness statements which were considered in the
1746 investigation must be sent to the District's Title IX
1747 Coordinator along with the summary and
1748 recommendation.

1749 b. If the complaint is against the District's Title IX
1750 Coordinator , the School Board Attorney shall appoint
1751 an investigator, who shall conduct an investigation in
1752 the manner set forth in section V.B.1.a.

1753 c. The investigation, summary, relevant documents,
1754 witnesses' statements and recommendation should be
1755 completed and forwarded to the District's Title IX
1756 Coordinator within thirty (30) days, or to the School
1757 Board Attorney within thirty (30) days, if the
1758 complaint is against the District's Title IX Coordinator
1759 . The District's Title IX Coordinator , or School Board
1760 Attorney, respectively, shall review the investigation
1761 summary, evidence and recommendation, and
1762 determine within ten (10) days whether there is
1763 reasonable cause to believe a discriminatory practice
1764 occurred.

1765 d. If the District's Title IX Coordinator or School Board
1766 Attorney determines there is reasonable cause to
1767 believe a violation of the nondiscriminatory policy
1768 occurred, he or she shall within ten (10) days provide
1769 notice of the reasonable cause finding to the
1770 complainant and the accused. The District's Title IX
1771 Coordinator or School Board Attorney shall then
1772 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

1802 Attorney's determination of no reasonable cause shall
1803 be final.

1804 h. The accused may request, within ten (10) days of
1805 receipt of a notice of a finding of reasonable cause,
1806 that the determination be reviewed by the Director.
1807 The request must include a written statement
1808 expressing the accused's position on the complaint
1809 and findings, and address any facts, statements or
1810 evidence which he or she submits are inaccurate. The
1811 accused will be given an opportunity to meet with the
1812 Director and the District's Title IX Coordinator
1813 /School Board Attorney to present his or her position.
1814 The Director and District's Title IX Coordinator
1815 /School Board Attorney must within ten (10) days of
1816 receipt of the notice prepare a memorandum
1817 summarizing the content of the meeting to be
1818 included in the complaint file.

1819 i. If review by the Director is not timely requested, the
1820 District's Title IX Coordinator or School Board
1821 Attorney's determination of no reasonable cause shall
1822 be final.

1823 j. After providing the opportunity for an informal
1824 hearing as referenced in section V.B.1.h., the Director
1825 shall evaluate all the evidence, the investigation
1826 summary, recommendations and findings, along with
1827 any input by the accused and complainant, and make
1828 a final determination as to whether there is reasonable
1829 cause to support the complainant's allegations. He or
1830 she shall then determine any necessary disciplinary,
1831 remedial, or other action. Notice of the final

1832 disposition of the complaint and any disciplinary
1833 and/or remedial action shall within ten (10) days of
1834 the informal hearing be forwarded to the accused and
1835 the complainant, and a copy of the notice will be filed
1836 with and maintained in the office of the FSUS
1837 District's Title IX Coordinator and FSUS Human
1838 Resources.

- 1839 k. All employees shall cooperate with any investigation
1840 of alleged harassment conducted under this policy or
1841 by an appropriate state or federal agency.
- 1842 l. Employees may choose to pursue their complaints
1843 through the relevant employee grievance procedure
1844 instead of the complaint procedure in this policy.
- 1845 2. Complaints against School Board Members or against the
1846 Director
 - 1847 a. Complaints against School Board Members or the
1848 Director shall be filed with the School Board
1849 Attorney. The School Board Attorney will within
1850 twenty (20) days appoint an outside, independent
1851 investigator to conduct an investigation and make a
1852 recommendation as to whether a discriminatory
1853 practice has occurred. It is recommended, but not
1854 mandatory, that the investigator be an attorney
1855 familiar with federal and state law prohibiting
1856 discrimination on the basis of a protected status.
 - 1857 b. The complainant and accused shall be interviewed by
1858 the outside investigator. Both shall provide written
1859 lists of witnesses to be interviewed, and documents or
1860 other evidence to be reviewed as relevant to the
1861 complaint. The investigator shall interview all

1862 witnesses identified by the complainant or accused, in
1863 addition to witnesses with relevant knowledge which
1864 the investigator may discover from other sources.
1865 The investigator shall also review relevant documents
1866 and other evidence. The investigator shall within
1867 twenty (20) days of receiving the complaint prepare a
1868 written summary of his or her investigation, and a
1869 recommendation to the School Board Attorney as to
1870 whether there is reasonable cause to believe that a
1871 discriminatory practice may have occurred.

1872 c. If reasonable cause is recommended by the
1873 investigator against a School Board Member or an
1874 elected Superintendent, the recommendation shall
1875 within twenty (20) days be forwarded to the
1876 Governor's office to determine if there is evidence
1877 that a misfeasance or malfeasance of office occurred.
1878 The Governor's office will be responsible for taking
1879 any necessary action in accordance with applicable
1880 law with reference to an elected official. The School
1881 Board shall receive and make the final determination
1882 if the Superintendent is appointed by the Board.

1883 d. A finding of no reasonable cause by the outside
1884 investigator, which is reviewed and confirmed by the
1885 School Board Attorney shall be final. In compliance
1886 with Florida Statute, the investigation file shall
1887 become public record and the Director or School
1888 Board Member shall answer to their community.

1889 e. Penalties for Confirmed Discrimination or
1890 Harassment

1891 f. Student - A substantiated allegation of discrimination
1892 or harassment against a student shall subject that
1893 student to disciplinary action consistent with the
1894 Code of Student Conduct.

1895 g. Employee or Volunteer - A substantiated allegation of
1896 discrimination or harassment against an employee
1897 may result in disciplinary actions including
1898 termination and referral to appropriate law
1899 enforcement authorities. A volunteer shall be
1900 removed from service and a referral may be made to
1901 appropriate law enforcement authorities.

1902 E. Limited Exemption from Public Records Act and Notification of
1903 Parents of Minors

1904 1. To the extent possible, complaints will be treated as
1905 confidential and in accordance with Florida Statutes and the
1906 Family Educational Rights and Privacy Act (FERPA).
1907 Limited disclosure may be necessary to complete a thorough
1908 investigation as described above. The District's obligation to
1909 investigation and take corrective action may supersede an
1910 individual's right to privacy.

1911 2. The parents of a person under the age of 18 who has filed a
1912 complaint of discrimination and/or harassment shall be
1913 notified within three (3) days of receipt of a complaint.

1914 VI. Sexual Harassment Prohibited by Title IX

1915 A. Definitions

1916 1. Complainant means an individual who is alleged to be the
1917 victim of conduct that could constitute sexual harassment
1918 prohibited by Title IX.

1919 2. Formal complaint means a document filed by a complainant
1920 or signed by the Title IX Coordinator alleging sexual

1921 harassment prohibited by Title IX against a respondent and
1922 requesting that the allegation be investigated. A formal
1923 complaint may be filed with the Title IX Coordinator in
1924 person, by mail, or by electronic mail. When the Title IX
1925 coordinator signs a formal complaint, the Title IX
1926 Coordinator is not a complainant or otherwise a party. The
1927 allegations in a formal complaint must be investigated. In
1928 response to a formal complaint, the Title IX grievance
1929 process noted below is followed.

- 1930 3. Program or Activity includes locations, events or
1931 circumstances over which the School Board excises
1932 substantial control over both the respondent and the context
1933 in which the sexual harassment occurs.
- 1934 4. Respondent means an individual who has been reported to
1935 be the perpetrator of conduct that could constitute sexual
1936 harassment prohibited by Title IX.
- 1937 5. Supportive measures means non-disciplinary, non-punitive
1938 individualized services offered as appropriate, as reasonably
1939 available, and without fee or charge to the complainant or
1940 the respondent before or after the filing of a formal
1941 complaint or where no formal complaint has been filed.
1942 Such measures are designed to restore or preserve equal
1943 access to the School Board's education program or activity
1944 without unreasonably burdening the other party, including
1945 measures designed to protect the safety of all parties or the
1946 educational environment, or deter sexual harassment.
1947 Supportive measures may include counseling, extensions of
1948 deadlines or other course-related adjustments, modifications
1949 of work or class schedules, campus escort services, mutual
1950 restrictions on contact between the parties, changes in work

1951 locations, leaves of absence, increased security or monitoring
1952 of parts of campus, and other similar measures. Any
1953 supportive measures provided to the complainant or
1954 respondent are maintained as confidential, to the extent that
1955 maintaining such confidentiality does not impair the ability
1956 to provide supportive measures. The Title IX Coordinator is
1957 responsible for coordinating the effective implementation of
1958 supportive measures.

1959 B. Title IX Complaint (Grievance) Process

- 1960 1. Any person may report sex discrimination prohibited by
1961 Title IX, including sexual harassment (whether or not the
1962 person reporting is the person alleged to be the victim of
1963 conduct that could constitute sex discrimination or sexual
1964 harassment), in person, by mail, by telephone, or by
1965 electronic mail, using the contact information listed for the
1966 Title IX Coordinator or by any other means that results in
1967 the Title IX Coordinator receiving the person's verbal or
1968 written report. Such a report may be made at any time,
1969 including non-business hours, by using the telephone
1970 number or electronic mail address, or by mail to the office
1971 address listed for the Title IX Coordinator.
- 1972 2. Complainants and respondents are treated equitably by
1973 offering supportive measures to a complainant and by
1974 following this grievance process before the imposition of any
1975 disciplinary sanctions or other actions that are not
1976 supportive measures against a respondent.
- 1977 3. The Title IX Coordinator promptly contacts the complainant
1978 to discuss the availability of supportive measures, consider
1979 the complainant's wishes with respect to supportive
1980 measures, inform the complainant of the availability of

1981 supportive measures with or without the filing of a formal
1982 complaint, and explain the process for filing a formal
1983 complaint.

1984 4. Nothing herein precludes a respondent from being removed
1985 from the School's education program or activity on an
1986 emergency basis, provided that an individualized safety and
1987 risk assessment determines that an immediate threat to the
1988 physical health or safety of any student or other individual
1989 arising from the allegations of sexual harassment justifies
1990 removal, and that the respondent is provided with notice
1991 and an opportunity to challenge the decision immediately
1992 following the removal.

1993 5. Nothing herein precludes a non-student employee
1994 respondent from being placed on administrative leave
1995 during the pendency of a grievance process.

1996 6. This grievance process treats complainants and respondents
1997 equitably by providing remedies to complainant where a
1998 determination of responsibility for sexual harassment has
1999 been made against the respondent, and by following this
2000 process before the imposition of any disciplinary sanctions
2001 or other actions that are not supportive measures against a
2002 respondent. Remedies are designed to restore or preserve
2003 equal access to the School's education program or activity.

2004 7. The respondent is presumed not responsible for the alleged
2005 conduct until a determination regarding responsibility is
2006 made at the conclusion of the grievance process.

2007 8. All relevant evidence is evaluated objectively, including both
2008 inculpatory and exculpatory evidence. Credibility
2009 determinations are not based on a person's status as a
2010 complainant, respondent, or witness.

- 2011 9. Any Title IX Coordinator, investigator, decision-maker, or
2012 any person who facilitates an informal resolution process
2013 may not have a conflict of interest or bias for or against
2014 complainants or respondents generally or an individual
2015 complainant or respondent.
- 2016 10. Title IX Coordinators, investigators, decision-makers, and
2017 any person who facilitates an informal resolution process
2018 must receive training on the definition of sexual harassment
2019 prohibited by Title IX, the scope of the School's education
2020 program or activity, how to conduct an investigation and
2021 grievance process including appeals, and informal resolution
2022 processes, and how to serve impartially, including by
2023 avoiding pre-judgment of the facts at issue, conflicts of
2024 interest, and bias. Decision-makers receive training on issues
2025 of relevance of questions and evidence, including when
2026 questions and evidence about the complainant's sexual
2027 predisposition or prior sexual behavior are not relevant.
2028 Investigators receive training on issues of relevance in order
2029 to create investigative reports that fairly summarize relevant
2030 evidence.
- 2031 11. A finding of responsibility may result in disciplinary action
2032 up to and including expulsion for students or dismissal of
2033 employees.
- 2034 12. The standard of evidence used to determine responsibility is
2035 preponderance of the evidence.
- 2036 13. This grievance process does not allow, rely upon, or
2037 otherwise use questions or evidence that constitute, or seek
2038 disclosure of, information protected under a legally
2039 recognized privilege unless the person holding such
2040 privilege has waived the privilege.

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14. Notice of allegations
 - a. On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties who are known:
 - (1) notice of the grievance process, including any informal resolution process, and
 - (2) notice of the allegations of sexual harassment potentially constituting sexual harassment prohibited by Title IX, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment prohibited by Title IX, and the date and location of the alleged incident, if known.
15. The Written Notice
 - a. includes the identities of parties involved;
 - b. includes the conduct allegedly constituting sexual harassment;
 - c. includes the date and location of the alleged incident;
 - d. a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
 - e. informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and

- 2070 f. informs the parties of any provisions in the School
2071 Board's code of conduct or the superintendent's
2072 Standards of Student Conduct that prohibit
2073 knowingly making false statements or knowingly
2074 submitting false information during the grievance
2075 process.
- 2076 g. If, in the course of an investigation, the investigator
2077 decides to investigate allegations about the
2078 complainant or respondent that are not included in
2079 the notice previously provided, notice of the
2080 additional allegations is provided to the parties
2081 whose identities are known.
- 2082 16. Dismissal of formal complaints
- 2083 a. A formal complaint or any allegations therein must be
2084 dismissed if the conduct alleged in the complaint
2085 would not constitute sexual harassment prohibited by
2086 Title IX even if proved; or did not occur in the
2087 School's education program or activity; or did not
2088 occur against a person in the United States.
- 2089 b. Such a dismissal does not preclude action under
2090 another provision of the School Board's code of
2091 conduct.
- 2092 c. A formal complaint or any allegations therein may be
2093 dismissed if at any time during the investigation: a
2094 complainant notifies the Title IX Coordinator in
2095 writing that the complainant would like to withdraw
2096 the formal complaint or any allegations therein; the
2097 respondent is no longer enrolled or employed by the
2098 School Board; or specific circumstances prevent the
2099 School Board from gathering evidence sufficient to

2100 reach a determination as to the formal complaint or
2101 allegations therein.

2102

2103 17. Investigation of formal complaint

2104 a. When investigating a formal complaint and
2105 throughout the grievance process, the burden of proof
2106 and the burden of gathering evidence sufficient to
2107 reach a determination regarding responsibility rests
2108 on the School Board and not on the parties provided
2109 that a party's records that are made or maintained by
2110 a physician, psychologist, or other recognized
2111 professional or paraprofessional acting in the
2112 professional's or paraprofessional's capacity, or
2113 assisting in that capacity, and which are made and
2114 maintained in connection with the provision of
2115 treatment to the party are not accessed, considered,
2116 disclosed or otherwise used without the voluntary,
2117 written consent of the party's parent, or the party if
2118 the party is an eligible student, to do so for this
2119 grievance procedure.

2120 b. The parties have an equal opportunity to present
2121 witnesses, including fact and expert witnesses, and
2122 other inculpatory and exculpatory evidence.

2123 c. The ability of the parties to discuss the allegations
2124 under investigation or to gather and present relevant
2125 evidence is not restricted.

2126 d. The parties have the same opportunities to have
2127 others present during any grievance proceeding,
2128 including the opportunity to be accompanied to any
2129 related meeting or proceeding by the advisor of their

2130 choice, who may be, but is not required to be, an
2131 attorney. The choice or presence of advisor for either
2132 the complainant for respondent is not limited in any
2133 meeting or grievance proceeding.

2134 e. Any party whose participation is invited or expected
2135 is provided written notice of the date, time, location,
2136 participants, and purpose of all investigative
2137 interviews or other meetings with sufficient time for
2138 the party to prepare to participate.

2139 f. The investigator provides both parties an equal
2140 opportunity to inspect and review any evidence
2141 obtained as part of the investigation that is directly
2142 related to the allegations raised in a formal complaint,
2143 including the evidence which will not be relied upon
2144 in reaching a determination regarding responsibility
2145 and inculpatory or exculpatory evidence whether
2146 obtained from a party or other source, so that each
2147 party can meaningfully respond to the evidence prior
2148 to conclusion of the investigation. Prior to the
2149 completion of the investigative report, the
2150 investigator must send to each party and the party's
2151 advisor, if any, the evidence subject to inspection and
2152 review in an electronic format or a hard copy, and the
2153 parties must have at least 10 days to submit a written
2154 response, which the investigator will consider prior to
2155 completion of the investigative report.

2156 g. The investigator creates an investigative report that
2157 fairly summarizes relevant evidence and, at least 10
2158 days prior to the time a determination regarding
2159 responsibility is made, sends to each party and the

2160 party's advisor, if any, the investigative report in an
2161 electronic format or a hard copy, for their review and
2162 written response.

2163 h. After the investigator has sent the investigative report
2164 to the parties and before reaching a determination
2165 regarding responsibility, the decision-maker must
2166 afford each party the opportunity to submit written,
2167 relevant questions that the party wants asked of any
2168 party or witness, provide each party with the
2169 answers, and allow for additional, limited follow-up
2170 questions from each party. Questions and evidence
2171 about the complainant's sexual predisposition or
2172 prior sexual behavior are not relevant, unless such
2173 questions and evidence about the complainant's prior
2174 sexual behavior are offered to prove that someone
2175 other than the respondent committed the conduct
2176 alleged by the complainant, or if the questions and
2177 evidence concern specific incidents of the
2178 complainant's prior sexual behavior with respect to
2179 the respondent and are offered to prove consent. The
2180 decision-maker(s) must explain to the party
2181 proposing the question any decision to exclude a
2182 question as not relevant.

2183 18. Determination regarding responsibility

2184 a. The decision-maker, who cannot be the same person
2185 as the Title IX Coordinator or the investigator, must
2186 issue a written determination regarding
2187 responsibility.

2188 b. The written determination must include:

- 2189 (1) identification of the allegations potentially
2190 constituting sexual harassment prohibited by
2191 Title IX;
- 2192 (2) a description of the procedural steps taken
2193 from the receipt of the formal complaint
2194 through the determination, including any
2195 notifications to the parties, interviews with
2196 parties and witnesses, site visits, and methods
2197 used to gather other evidence; findings of fact
2198 supporting the determination;
- 2199 (3) conclusions regarding the application of the
2200 School Board's code of conduct to the facts;
- 2201 (4) a statement of, and rationale for, the result as
2202 to each allegation including a determination
2203 regarding responsibility, any disciplinary
2204 sanctions the School Board imposes on the
2205 respondent, and whether remedies designed to
2206 restore or preserve equal access to the School
2207 Board's education program or activity will be
2208 provided to the complainant; and the
2209 procedures and permissible bases for the
2210 complainant and respondent to appeal.
- 2211 c. The decision-maker must provide the written
2212 determination regarding responsibility to the parties
2213 simultaneously.
- 2214 d. The determination regarding responsibility becomes
2215 final either on the date that the parties are provided
2216 with the written determination of the result of the
2217 appeal, if an appeal is filed, or, if an appeal is not

2218 filed, the date on which an appeal would no longer be
2219 considered timely.

2220 e. The Title IX Coordinator is responsible for effective
2221 implementation of any remedies.

2222 19. Appeals

2223 a. Either party may appeal from a determination
2224 regarding responsibility or from a dismissal of a
2225 formal complaint or any allegations therein, for the
2226 following reasons:

- 2227 (1) procedural irregularity that affected the
2228 outcome of the matter;
- 2229 (2) new evidence that was not reasonably
2230 available at the time the determination
2231 regarding responsibility or dismissal was
2232 made, that could affect the outcome of the
2233 matter; and
- 2234 (3) the Title IX Coordinator, investigator, or
2235 decision-maker had a conflict of interest or bias
2236 for or against complainants or respondents
2237 generally or the individual complainant or
2238 respondent that affected the outcome of the
2239 matter.

2240 b. Notification of appeal must be given in writing to the
2241 Title IX Coordinator.

2242 c. As to all appeals, the Title IX Coordinator

- 2243 (1) notifies the other party in writing when an
2244 appeal is filed and implements appeal
2245 procedures equally for both parties;
- 2246 (2) ensures that the decision-maker for the appeal
2247 is not the same person as the decision-maker

2248 that reached the determination regarding
2249 responsibility or dismissal, the investigator, or
2250 the Title IX Coordinator; and ensures that the
2251 decision-maker for the appeal complies with
2252 the standards set forth in Title IX and this
2253 policy.

- 2254 d. The appeal decision-maker
 - 2255 (1) gives both parties a reasonable, equal
 - 2256 opportunity to submit a written statement in
 - 2257 support of, or challenging, the outcome;
 - 2258 (2) reviews the evidence gathered by the
 - 2259 investigator, the investigator's report, and the
 - 2260 decision-maker's written decision;
 - 2261 (3) issues a written decision describing the result
 - 2262 of the appeal and the rationale for the result;
 - 2263 and provides the written decision
 - 2264 simultaneously to both parties and the Title IX
 - 2265 Coordinator.

2266 20. Timelines

- 2267 a. The investigative report will be provided to the
- 2268 parties within 35 days from the date the formal
- 2269 complaint is filed.
- 2270 b. A decision will be issued within 10 working days
- 2271 from the date the investigative report is submitted to
- 2272 the decision-maker.
- 2273 c. Either party may appeal within 5 working days from
- 2274 the date the written determination regarding
- 2275 responsibility is given to the parties.
- 2276 d. Any appeal will be resolved with 15 calendar days
- 2277 from the filing of the appeal.

- 2278 e. If the parties agree to an informal resolution process,
2279 these deadlines are tolled from the time one party
2280 requests an informal resolution process until either
2281 the time the other party responds, if that party does
2282 not agree to the informal resolution process, or until
2283 either party withdraws from the informal resolution
2284 processed.
- 2285 f. Temporary delays of the grievance process or the
2286 limited extension of time frames for good cause with
2287 written notice to the complainant and the respondent
2288 of the delay or extension and the reasons for the
2289 action are permitted. Good cause may include
2290 considerations such as the absence of a party, a
2291 party's advisor, or a witness; concurrent law
2292 enforcement activity; disciplinary processes required
2293 by law or School Board policy; or the need for
2294 language assistance or accommodation of disabilities.

2295

2296 VII. Informal Resolution Process

- 2297 A. At any time during the formal complaint process and prior to
2298 reaching a determination regarding responsibility, the parties may
2299 participate in an informal resolution process, such as mediation,
2300 that does not involve a full investigation and determination of
2301 responsibility. When one party requests an informal resolution
2302 process, the other party must respond to the request within 3 days.
2303 The informal resolution process must be completed within 10 days
2304 of the agreement to participate in the process.
- 2305 B. The informal resolution process may be facilitated by a trained
2306 educational professional, consultant, or other individual selected
2307 by the Title IX Coordinator under the following conditions:

- 2308 1. The parties are provided a written notice disclosing the
2309 allegations, the requirements of the informal resolution
2310 process, including the circumstances under which it
2311 precludes the parties from resuming a formal complaint
2312 arising from the same allegations; provided, however that at
2313 any time prior to agreeing to a resolution, any party has the
2314 right to withdraw from the informal resolution process,
2315 resume the grievance process with respect to the formal
2316 complaint, and be informed of any consequences resulting
2317 from participating in the informal resolution process,
2318 including the records that will be maintained or could be
2319 shared;
- 2320 2. The parties, voluntarily and in writing, consent to the
2321 informal resolution process; and
- 2322 3. The informal resolution process cannot be used to resolve
2323 allegations that an employee sexually harassed a student.
- 2324 C. If the matter is resolved to the satisfaction of the parties, the
2325 facilitator shall document the nature of the complaint and the
2326 resolution, have both parties sign the document and receive a copy,
2327 and forward it to the title IX Coordinator. If the matter is not
2328 resolved, the formal complaint process is resumed.
- 2329 D. Parties cannot be required to participate in an informal resolution
2330 process.
- 2331 E. An informal resolution process is not offered unless a formal
2332 complaint is filed.
- 2333 VIII. Training
- 2334 A. Training is mandatory for all school-based Title IX Coordinators,
2335 investigators, decision-makers, hearing officers, and appeals
2336 decision-makers.

2337 B. All training materials is available to the public on request and is
2338 located on the district's website.

2339 IX. Recordkeeping

2340 A. The School Board will maintain for a period of seven (7) years
2341 records of:

- 2342 1. Each investigation of allegations of sexual harassment
2343 prohibited by Title IX including any determination
2344 regarding responsibility and any audio or audiovisual
2345 recording or transcript, if any, required under the Title IX
2346 regulations, any disciplinary sanctions imposed on the
2347 respondent, and any remedies provided to the complainant
2348 designed to restore or preserve equal access to the school's
2349 education program or activity.
- 2350 2. Any Appeal and the result therefrom;
- 2351 3. Any informal resolution and the result therefrom; and
- 2352 4. All materials used to train Title IX Coordinators,
2353 investigators, decision-makers, and any person who
2354 facilitates an informal resolution process.
- 2355 5. For each response required under 34 C.F.R. §106.44, the
2356 School Board must create, and maintain for a period of seven
2357 (7) years, records of any actions, including any supportive
2358 measures, taken in response to a report or formal complaint
2359 of sexual harassment prohibited by Title IX. In each
2360 instance, the School Board will document the basis for its
2361 conclusion that its response was not deliberately indifferent,
2362 and document that it has taken measures designed to restore
2363 or preserve equal access to its education program or activity.
2364 If the School Board does not provide a complainant with
2365 supportive measures, then it will document the reasons why

2366 such a response was not clearly unreasonable in light of the
2367 known circumstances.

2368 X. Retaliation Prohibited

2369 A. Any act of retaliation against an individual who files a complaint
2370 alleging a violation of the District’s antidiscrimination policy
2371 and/or sexual or illegal harassment policy or who participates in
2372 the investigation of a discrimination complaint is prohibited.

2373 B. Retaliation may include, but is not limited to, any form of
2374 intimidation, reprisal or harassment based upon participation in
2375 the investigation of, or filing a complaint of discrimination.

2376

2377

2378 **STATUTORY AUTHORITY:** 120.54, 1001.41, 1001.42, 1012.23, F.S.

2379

2380 **LAWS IMPLEMENTED:** 112.51, 119.07, 760.01

2381 **ET SEQ. 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 108, 34 CFR**
2382 **200.43(C),P.L. 110-233**

2383

2384 **STATE BOARD OF EDUCATION RULE:** 6A-19.001 ET. SEQ.

2385

2386 **HISTORY:**

2387 **ADOPTED: 3/28/01**

2388 **REVISION DATE(S): 6/21/16; 8/10/21**

2389 **FORMERLY:**

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2396 **FLORIDA STATE UNIVERSITY SCHOOLS**

2397 FLORIDA STATE UNIVERSITY SCHOOLS
2398 POLICY MANUAL
2399 BOARD GOVERNANCE AND ORGANIZATION
2400 CHAPTER 2.0

2401 2.80

2402 **REPORTING CHILD ABUSE**

2403
2404 I. Definitions

2405
2406 A. *Abuse* means any willful or threatened act that results in any physical,
2407 mental or sexual injury or harm that causes, or is likely to cause the
2408 child's physical, mental, or emotional health to be significantly
2409 impaired. Abuse of a child includes acts or omissions. Corporal
2410 discipline of a child by a parent or legal custodian for disciplinary
2411 purposes does not in itself constitute abuse when it does not result in
2412 harm to the child.

2413
2414 B. *Abandonment* means a situation in which the parent or legal
2415 custodian of a child, or in absence of the parent or legal custodian, the
2416 caregiver responsible for the child's welfare, while being able, makes
2417 no provision for the child's support and makes no effort to
2418 communicate with the child, which situation is sufficient to evince a
2419 willful rejection of parental obligations.

2420
2421 C. *Neglect* occurs when a child is deprived of or is allowed to be
2422 deprived of, necessary food, clothing, shelter or medical treatment
2423 or a child is permitted to live in an environment when such
2424 deprivation or environment causes the child's physical, mental, or
2425 emotional health to be significantly impaired. The foregoing
2426 circumstances shall not be considered neglect if caused primarily by

2427 financial inability, unless actual services for relief have been offered
2428 and rejected. A parent or legal custodian legitimately practicing
2429 religious beliefs in accordance with a recognized church or religious
2430 organization who thereby does not provide specific medical
2431 treatment for a child shall not, for that reason alone, be considered
2432 a negligent parent or legal custodian.

2433

2434 D. *Parent* is either or both parents of a student, any guardian of a
2435 student, any person in a parental relationship to a student, or any
2436 person exercising supervisory authority over a student in place of the
2437 parent.

2438

2439 II. Prohibition Against Child Abuse, Abandonment or Neglect

2440

2441 The School Board strongly prohibits any action or omission constituting
2442 child abuse, neglect, or abandonment by any of its employees, agents,
2443 volunteers, or by other persons affiliated in any way with FSUS. Further,
2444 all employees, agents, and volunteers of the FSUS must comply with
2445 Florida law requiring reporting of child abuse, neglect, or abandonment.

2446

2447 III. Notification of Responsibility

2448

2449 A. A notice providing the following information shall be posted in a
2450 prominent place in a clearly visible location in a public area of
2451 each school:

2452

2453 1. All employees of FSUS have the responsibility to report all actual
2454 and suspected cases of child abuse, abandonment or neglect;
2455 immunity from liability if they report such cases in good faith; and the
2456 responsibility to comply with child protective investigations and all

2457 other provisions of law related to child abuse, abandonment or
2458 neglect.

2459

2460 2. Statewide toll-free telephone number for the central abuse hotline.

2461

2462 3. Instructions for calling 911 for emergencies.

2463

2464 4. Directions for accessing the Department of Children and Families
2465 website for additional information on reporting abuse, neglect and
2466 exploitation.

2467

2468 B. This information must be in English and Spanish, in large print,
2469 on an 11" by 17" sheet and posted at student eye level.

2470

2471 IV. Requirements for Reporting Child Abuse, Abandonment or Neglect

2472 A. Florida Statute extends the requirement for reporting to include the
2473 following:

2474 1. Physician, osteopathic physician, medical examiner,
2475 chiropractic physician, nurse, or hospital personnel engaged
2476 in the admission, examination, care or treatment of persons;

2477

2478 2. Health or mental health professional other than one listed in 1.;

2479

2480 3. Practitioner who relies solely on spiritual means for healing;

2481

2482 4. School teacher or other school official or personnel;

2483

2484 5. Social worker, day care center worker, or other professional
2485 child care, foster care, residential, or institutional worker; or

2486

2487 6. Law enforcement officer or judge who knows, or has reasonable
2488 cause to suspect, that a child is abused, abandoned, or neglected
2489 by a parent, legal custodian, caregiver, or other person
2490 responsible for the child's welfare, shall report such knowledge
2491 or suspicion to the Department of Children and Family Services.

2492

2493 B. Each report of known or suspected child abuse, abandonment, or
2494 neglect shall be made immediately to the Department of Children
2495 and Family Service's abuse hotline, on the single statewide toll-free
2496 telephone number. The teacher or staff member may also contact
2497 the principal, a school designee, district office or support person to
2498 let them know the case has been reported, and for their own
2499 documentation and protection file a District County Schools Child
2500 Abuse Incident Referral Report.

2501

2502 C. Reporters in the categories specified in A. above, will be required to
2503 provide their names to hotline staff. The extent of confidentiality of
2504 the reporter's name, with respect to the Department's records, is
2505 governed by Florida Statute.

2506

2507 D. In accordance with state law, the Department of Children and
2508 Family Services, in conjunction with applicable law enforcement
2509 agencies, are responsible for investigating allegations of child abuse,
2510 abandonment, or neglect.

2511

2512 E. Complaint Against FSUS Employee, Volunteer or Agent -
2513 1. If a complaint is made against an FSUS employee, volunteer,
2514 agent or other person affiliated with FSUS which, if true, would
2515 constitute child abuse, neglect or abandonment by that person, that
2516 complaint shall be immediately forwarded to the Director. The

2517 Director shall forward the complaint to the Department of Children
2518 and Family Services for investigation as provided by statute. The
2519 person accused of child abuse, abandonment or neglect may be
2520 suspended or reassigned from duties involving interaction with
2521 children pending investigation of the allegations. If the allegations
2522 are substantiated by the Department of Children and Family
2523 Services, the Director shall take appropriate disciplinary action.
2524 FSUS staff shall in good faith cooperate with, and participate only as
2525 directed by, the Department of Children and Family Services and law
2526 enforcement during the investigation, and with respect to any
2527 subsequent criminal proceedings.

2528
2529 2. Each school shall post in a prominent place at the school site and on
2530 each school's website the policies and procedures for reporting alleged
2531 misconduct by an instructional employee or school administrator
2532 which affects the health, safety or welfare of a student. The notice shall
2533 include the person to whom the misconduct should be reported and
2534 the penalties that will be imposed on instructional or school
2535 administrative staff who fail to report alleged or actual child abuse or
2536 misconduct.

2537
2538 F. When a report of child abuse, neglect or abandonment has been made
2539 to the Department of Children and Family Services or law
2540 enforcement agencies, a teacher, staff member, volunteer or agent
2541 should not take it upon himself/herself to interview the child, talk
2542 with the suspected abuser, discuss the allegations with other
2543 potential witnesses or otherwise investigate the case. Nor should
2544 a teacher, staff member, volunteer or agent divulge information
2545 relating to the complaint to persons other than school officials, the

2546 Child Protection Team, the Department of Children and Family
2547 Services, law enforcement, the State Attorney or other court
2548 designee. If a parent, caregiver, or legal guardian desires
2549 information related to a complaint of child abuse, that person should
2550 be directed to contact the Department of Children and Family
2551 Services and/or the applicable local law enforcement agency.

2552

2553 G. Florida Statute provides that a person required by state law to
2554 report child abuse, abandonment, or neglect, but who willingly and
2555 knowingly fails to do so, or prevents another from doing so, is guilty
2556 of a first degree misdemeanor. Likewise, knowingly and willingly
2557 filing a false report of child abuse, neglect, or abandonment or
2558 advising another to do so constitutes a third degree misdemeanor.

2559

2560 H. Child Abuse Prevention Training for FSUS employees, staff,
2561 volunteers shall be provided in compliance with and as specified
2562 in Florida Statute.

2563

2564 **STATUTORY AUTHORITY:** 120.54, 1001.41, 1001.42, F.S.

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2566 **LAWS IMPLEMENTED:** 39.01, 39.201, 39.202, 39.203, 39.205, 39.206,
2567 1000.21, 1001.43, 1006.061, F.S.

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FLORIDA STATE UNIVERSITY SCHOOLS

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

2579 FLORIDA STATE UNIVERSITY SCHOOLS
2580 POLICY MANUAL
2581 BOARD GOVERNANCE AND ORGANIZATION
2582 CHAPTER 2.0

2584 2.90

2585 **TOBACCO AND NICOTINE USE ON SCHOOL CAMPUS**

2586
2587
2588 I. Purpose

2589 FSUS Leon recognizes that the use of tobacco products, including electronic
2590 smoking devices, is a health, safety, and environmental hazard for students,
2591 employees, parents, visitors, and school facilities. The School Board is
2592 committed to providing students, staff and visitors with a smoking and
2593 tobacco-free environment. The use of tobacco products on school grounds,
2594 in school buildings, in School District vehicles and facilities, on school
2595 property or at school-related or school-sponsored events is detrimental to
2596 the health and safety of students, employees, and visitors.

2597
2598 II. **Applicability of Policy**

2599 This policy applies to students, employees, volunteers, parents, spectators,
2600 vendors, contractors, delivery persons, visitors and the public.

2601
2602 III. **Definitions**

2603 For the purposes of this policy, the following definitions shall apply.

2604 A. "At any time" means twenty-four (24) hours a day, seven (7) days a
2605 week, 365 days a year.

2606 B. "Electronic smoking device" means any product containing or
2607 delivering nicotine, or any other substance, whether natural or
2608 synthetic, intended for human consumption through the inhalation
2609 of aerosol or vapor from the product. "Electronic smoking device"
2610 includes but is not limited to devices manufactured, marketed, or
2611 sold as e-cigarettes, e-cigars, e-pipes, vape pens, similar devices, or
2612 under any other product name or descriptor. "Electronic smoking
2613 device" also includes any component part of a product, whether or
2614 not marketed or sold separately, including but not limited to, e-
2615 liquids, e-juice, cartridges, or pods.

2616 C. "School property" means all facilities and property, including land,
2617 whether owned, rented, or leased by the Board, and also includes
2618 all vehicles owned, leased, rented, contracted for, or controlled by
2619 the Board and used for transporting students, staff, or visitors.

2620 D. "Tobacco product" means any product containing, made, or
2621 derived from tobacco or that contains nicotine, whether synthetic or
2622 natural, that is intended for human consumption, whether chewed,
2623 smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested
2624 by any other means, or any component, part, or accessory of a
2625 tobacco product, including but not limited to: cigarettes, electronic
2626 smoking devices, cigars, little cigars, and other kinds and forms of
2627 tobacco.

2628

2629 IV. **General Policy Statement**

2630 A. Students are prohibited from possessing, using, consuming,
2631 displaying, or selling any tobacco products, tobacco-related
2632 devices, electronic smoking devices, imitation tobacco products,
2633 chargers and other e-cigarette paraphernalia (including but not

2634 limited to batteries, mouthpieces, heating elements and cartridges)
2635 or lighters at any time on school property or at any school related
2636 or school-sponsored event.

2637 B. Administrators, staff, or visitors are prohibited from using,
2638 consuming, displaying, activating, or selling any tobacco products,
2639 tobacco-related devices, imitation tobacco products, chargers and
2640 other e-cigarette paraphernalia (including but not limited to
2641 batteries, mouthpieces, heating elements and cartridges) or lighters
2642 at any time on school property or at any school related or school-
2643 sponsored events. This includes products or paraphernalia
2644 displaying industry brands.

2645

2646 V. **Exception to this Policy**

2647 A. A school principal may permit tobacco products to be included in
2648 counseling, educational, instructional or research activities in the
2649 school building; provided that, the activity is conducted or
2650 supervised by a District employee overseeing the instruction or
2651 research and the activity does not involve smoking, chewing,
2652 vaping, or otherwise ingesting the product.

2653 B. A person may use or possess a product that has been approved by
2654 the U.S. Food and Drug Administration for sale as a tobacco
2655 cessation product, as a tobacco dependence product, or for other
2656 medical purposes, and if the product is being marketed and sold
2657 solely for such an approved purpose.

2658 VI. **Notification of Policy and Implementation**

2659 It is the responsibility of District and School administrators to provide:

- 2660 A. Appropriate signage will be posted in a manner and location on all
2661 District property that adequately notifies employees, students, parents,
2662 visitors, and the public of this policy.
- 2663 B. Written notice to students and parents/guardians in student
2664 handbooks and orientations.
- 2665 C. Written notice in staff handbooks, in orientations and employee or
2666 staff trainings, and when offering employment.
- 2667 D. Reminder announcements of this policy at school and District events,
2668 as appropriate.
- 2669 E. Written notice of the prohibition as provided in this policy in contracts
2670 with outside groups who use the school buildings and other facilities.

2671

2672 **VII. Tobacco Promotion Prohibited**

- 2673 A. Tobacco advertising is prohibited on school grounds, in all school-
2674 sponsored publications, on District vehicles and buses, and at all school-
2675 sponsored events. It is a violation of this policy for any person to promote
2676 tobacco products on the school property or at any school related or school
2677 sponsored events via the display of images of tobacco products on gear,
2678 technology accessories, bags, clothing, any personal articles, signs,
2679 structures, vehicles, flyers, or any other material.
- 2680 B. Acceptance of Tobacco Industry Gifts is prohibited. The Policy prohibits
2681 the district from soliciting or accepting gifts, contributions, materials, or
2682 curricula from the tobacco industry.

2683

2684 **VIII. Educational and Cessation Programs for Students and Employees**

- 2685 A. Prevention Education for Students. The administration will consult
2686 with the Safe Schools Department and other appropriate health

2687 organizations to identify and provide programs or opportunities for
2688 students to gain a greater understanding of the health hazards of
2689 tobacco use and the impact of tobacco use as it relates to providing a
2690 safe, orderly, clean, and inviting school environment. The
2691 administration will ensure that students in grades K-12 receive tobacco
2692 prevention education using sequential, age appropriate, current,
2693 accurate, evidenced based curricula and a skills-based approach
2694 (involving students in active "hands on" learning experiences).

2695 B. Cessation Support Programs for Students. The administration may
2696 consult with the Safe Schools Department, the Florida Tobacco
2697 Prevention Program (www.tobaccopreventiontraining.org), the Leon
2698 County Health Department, Employee Wellness in Risk & Benefits
2699 Management, the American Lung Association and other appropriate
2700 health organizations as needed to provide students and employees
2701 with information and access to support systems, tobacco use cessation
2702 programs, and services to encourage them to abstain from the use of
2703 tobacco products.

2704 C. Prevention and Cessation for Employees. Employees shall be advised
2705 as to the availability of related services available to them in the
2706 District's various Wellness programs in which they may choose to
2707 participate and as they may change from time to time.

2708

2709 IX. **Enforcement**

2710 The success of this policy depends upon the thoughtfulness, consideration, and
2711 cooperation of the entire school community. All individuals on school premises,
2712 including students, staff, administrators, and visitors, are responsible for
2713 adhering to and enforcing this policy. Members of the school community are
2714 encouraged to communicate this policy with courtesy and diplomacy. Any

2715 person acting in violation of this policy will be informed or reminded of the
2716 policy and asked to comply.

2717 A. Students. Consequences for engaging in prohibited behavior shall be
2718 as provided in the Student Code of Conduct.

2719 B. Employees. Consequences for employees who violate the tobacco use
2720 policy will be in accordance with personnel policies or any relevant
2721 collective bargaining agreement.

2722 C. Family members, volunteers, or visitors. Family members, volunteers
2723 or visitors who violate the policy must immediately discontinue using
2724 the tobacco product or electronic cigarette, or leave the premises. Law
2725 enforcement officers may be contacted to escort the person off the
2726 premises if the person refuses to leave the school property when
2727 requested to do so by District personnel.

2728

2729 **ADDITIONAL REFERENCE: FSU OPERATING PROCEDURE B-7**
2730 **UNIVERSITY SMOKING POLICY**

2731

2732 **STATUTORY AUTHORITY: 120.81.1001.32, 1001.41, 1001.42, F.S.**

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2734 **LAWS IMPLEMENTED: 1001.43, 386.201 – 386.209, F.S.**

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HISTORY:

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ADOPTED:

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

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FORMERLY: 2.0

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2741 **FLORIDA STATE UNIVERSITY SCHOOLS**

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

2.95*+

WELLNESS PROGRAM

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.

2785 **POLICY**

2786

2787 **1.0 Local Wellness Policy Advisory Committee/Healthy School Team**

2788

2789 **1.1 Mission**

2790 The Florida State University Schools will maintain a Local Wellness Policy
2791 Advisory Committee/Healthy School Team that serves the following purposes:

2792

- 2793 1. Establish standards for all foods and beverages available to students on
2794 each school campus during the entire school day
- 2795 2. Establish goals for student nutrition education and promotion, physical
2796 activity, and other school-based activities designed to promote student
2797 wellness
- 2798 3. Develop guidance and serve as a resource to school sites for Local
2799 Wellness Policy implementation
- 2800 4. Establish a plan for monitoring, measuring, and evaluating Local
2801 Wellness Policy implementation
- 2802 5. Review and evaluate the Local Wellness policy standards and
2803 implementation
- 2804 6. Recommend all policy related standards for final approval and report
2805 findings of policy implementation evaluation to the Board of
2806 Education.

2807

2808 **1.2 Membership**

2809 The Local Wellness Policy Advisory Committee/Healthy School Team
2810 membership at the Florida State University Schools will include the following
2811 individuals:

2812

- 2813 1. Parents
- 2814 • A member (parent) of the PTSA from the FSU campus or an
 - 2815 advisory member for the FSU Campus)
- 2816 2. Students
- 2817 • High school students
- 2818 3. School Food Service
- 2819 • Employee of the contracted school food service provider food
 - 2820 service staff
- 2821 4. School Board
- 2822 • A member of the school board
- 2823 5. School Administrator
- 2824 • School principal
- 2825 6. School Nurse

- 2826 7. Physical Education/Health Education (Need to fix font to make is
2827 same as other text in document)
2828 • PE/health educator
2829 8. Local Health Professional
2830 • Community member who works in the health/well-being field
2831

2832 The Wellness Policy Advisory Committee /Healthy School Team Chairperson will be
2833 a principal of a school who is charged with the primary responsibility for coordinating
2834 committee activities related to standards establishment, policy implementation and
2835 monitoring, and reporting to the Board of Education.
2836

2837 **2.0 Nutrition Guidelines for all Foods and Beverages Available during the School**
2838 **Day**
2839

2840 **2.1. School Meals Program**
2841

2842 The school meals program will operate in accordance with the USDA’s National
2843 School Lunch Program (NSLP) standards and applicable laws and regulations of the
2844 state of Florida. The guidelines for reimbursable school meals shall not be less
2845 restrictive than regulations and guidance issued by USDA. The primary authority in this
2846 area will be the contracted school food service provider.

2847 All reimbursable meals, which are provided by the contracted school food service
2848 provider, will meet nutrition standards mandated by USDA, as well as any additional
2849 state nutrition standards that go beyond USDA requirements.

- 2850 • School meals will include a variety of nutrient-dense foods, including lean
2851 protein, whole grains, fruits, vegetables, and low-fat or non-fat milk.
- 2852 • School menus will be planned with input from students, family members, and
2853 other school personnel and should take into account students’ cultural norms
2854 and preferences. Food pricing strategies and food marketing programs will be
2855 designed and used to encourage students to purchase nutritious meals.
- 2856 • All school meals will feature a variety of age-appropriate healthy choices that
2857 are tasty, attractive, and of high quality.
- 2858 • School food service employees will use food preparation techniques to provide
2859 meals that are lower in saturated fat, sodium, and sugar and free of artificial
2860 trans-fat.
- 2861 • The contracted school food service provider will provide culinary training to
2862 foodservice associates. Training will include the use of standardized recipes
2863 and food presentation.

2864 Parents and caregivers are encouraged to support a healthy school environment by
2865 providing a variety of nutritious foods if meals or snacks are sent from the home.
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2.2 Competitive Foods

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

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

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

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

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

2.3 Nutrition Promotion

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

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

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

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

The dining area will be clean, orderly and inviting.

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

2913 *food service provider will utilize Smarter Lunchroom techniques to promote healthy*
2914 *choices. A variety of appealing entrée options will be accompanied by a variety of*
2915 *fruits, vegetables, and milk choices. Colorful cafeteria signs will promote the selection*
2916 *of healthful food items to create a reimbursable meal. Food service staff will encourage*
2917 *students to select a balanced meal. Food service associates will receive annual*
2918 *customer service training, which will be documented in accordance with professional*
2919 *standards training requirements.*

2920

2921 **2.4 Food Safety**

2922

2923 All food service equipment and facilities will meet applicable local and state standards
2924 for safe food preparation and handling, sanitation, and workplace safety.

2925

2926 In accordance with Section 111 of the Child Nutrition and WIC Reauthorization Act
2927 of 2004 (Public Law 108-265) and updates thereto, the district will implement a food
2928 safety program for the preparation and service of school meals based upon the Hazard
2929 Analysis and Critical Control Point (HACCP) principles.

2930

2931 The contracted school food service provider will utilize The Food Safety for Schools
2932 Guide, which provides information that directors and managers must use daily, such
2933 as specific food safety and sanitation practices that are required to be followed in
2934 lunchrooms during each meal period.

2935

2936 The contracted school food service provider will utilize the company guidelines,
2937 which includes effective food safety and sanitation training for newly hired associates.
2938 The contracted school food service provider will retain records affirming appropriate
2939 training.

2940

2941 **3.0 Nutrition Education**

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2943 **3.1 Classroom**

2944 Students will have the opportunity to participate in a variety of
2945 classroom nutrition education learning experiences based on the
2946 curricular framework of the nutrition benchmarks included in Florida's
2947 Physical Education Standards. In addition, teachers will provide
2948 students with additional activities that promote wellness and healthy
2949 choices. Physical education will be provided with an emphasis on the
2950 skills and curricular areas defined in the Florida Physical Education
2951 Standards.

2952

2953 The district's Local Wellness Policy Advisory Committee /Healthy School Team will
2954 review nutrition education curricula and materials for accuracy, completeness, and
2955 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

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.

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.

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.

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.

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

2998 enjoyable activities for all students, including those who are not athletically inclined.
2999 Recess will be provided for elementary students.

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5.0 Other School Based Activities to Promote Student Wellness

5.1 Food Sold for Fundraising Activities

3003 A special exemption is allowed for the sale of food and/or beverages that do not meet
3004 the competitive food standards as required in this section for the purpose of
3005 conducting an infrequent school-sponsored fundraiser. No specially exempted
3006 fundraiser foods or beverages may be sold in competition with school meals in the
3007 food service area during the meal service.
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5.2 Healthy Classroom Parties and Celebrations

3010 The Florida State University Schools recognize that classroom parties and
3011 celebrations are a tradition at school. School staff and parents are encouraged to
3012 include 1-3 healthy food offerings, as defined in this policy, at school parties and
3013 events to support a healthy environment throughout the district.
3014
3015

5.3 Food Sold for Concessions

3016 During athletic and other afterschool events on campus, concessions will offer 1-3
3017 options that are fruit, vegetable, or whole grain.
3018
3019

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

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6.1 Professional Development

3023 District and food service staff and faculty are encouraged to become full partners in
3024 the district's wellness goals.
3025

3026 District and food service staff are encouraged to model healthy eating
3027 behaviors. The Wellness Committee /Healthy School Team will provide the
3028 schools with events throughout the year that will promote wellness.
3029

3030 The contracted school food service staff will complete annual training in
3031 compliance with the Professional Standards provision of the Healthy, Hunger-
3032 Free Kids Act of 2010. These standards ensure school nutrition personnel have
3033 the knowledge, training, and tools they need to plan, prepare, and purchase
3034 healthy products to create nutritious, safe, and enjoyable school meals.
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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

3078 The Florida State University School system will conduct an assessment of the
3079 local school wellness policy to measure wellness policy compliance at least
3080 once every three years. This assessment will measure the implementation of
3081 the local school wellness policy, and include:

3082

3083 -The extent to which the Florida State University School system is in
3084 compliance with the local school wellness policy; -The extent to which the
3085 local school wellness policy compares to model local school wellness
3086 policies; and
3087 -A description of the progress made in attaining the goals of the local school
3088 wellness policy.

3089

3090 The Wellness Committee /Healthy School Team will update and make
3091 modifications to the wellness policy based on the results of the annual review
3092 and triennial assessments and/or as local priorities change, community needs
3093 change, wellness goals are met, new health information and technology
3094 emerges and new federal or state guidance or standards are issued. The
3095 wellness policy will be assessed as indicated at least every three years
3096 following the triennial assessment.

3097

3098 **7.5 Informing/Updating the Public**

3099 The approved Wellness Plan may be found at www.fsus.school. The most
3100 updated version of the policy and most recent triennial assessment will
3101 always be available on the school website for the public to view. Public
3102 input is also encouraged during the advisory board meetings. Any
3103 individual who expresses interest in the Wellness Policy Advisory
3104 Committee/Healthy School Team is welcome to attend the wellness policy
3105 planning meetings. To be included, individuals may contact Allison
3106 Westphal at a.westphal@fsu.edu

3107

3108 **7.6 Wellness Leadership**

3109 The wellness policy leadership will communicate with other school officials to
3110 ensure each school complies with the policy.

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3112 **7.7 Stakeholder Feedback**

3113 Feedback will be collected from students, staff, and parents through surveys and
3114 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**

FLORIDA STATE UNIVERSITY SCHOOLS

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SCHOOL ADMINISTRATION

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CHAPTER 3.0

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FLORIDA STATE UNIVERSITY SCHOOLS

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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

3.14+

SUICIDE PREVENTION

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

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

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

- III. The Executive Director/Superintendent shall develop procedures to ensure that this policy is carried out in the school. The Executive Director/Superintendent will prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student

3239 who may be contemplating suicide, to respond to a threat or attempted
3240 suicide. The Executive Director/Superintendent will develop an
3241 intervention plan for in-school suicide attempts, out of school suicide
3242 attempts and an appropriate re-entry process, including a re-entry meeting
3243 to discuss the development of a safety plan and additional interventions or
3244 supports.

3245

3246 IV. Professional development training in youth suicide prevention
3247 opportunities shall be provided to student personnel services staff,
3248 administration and instructional staff. A two (2) hour continuing education
3249 program of youth suicide awareness and prevention training, utilizing
3250 training materials from the list approved by the Florida Department of
3251 Education (FLDOE) is also available for all district staff in all job categories
3252 as well as other adults on campus who regularly interact with students or
3253 are in a position to recognize the risk factors and warning signs of suicide.
3254 Instruction about how to identify appropriate mental health services and
3255 how to refer youth and their families to those services should be included
3256 in the program. If all instructional personnel at a District school participate
3257 in the two (2) hour training the school will be considered a "Suicide
3258 Prevention Certified School".

3259

3260 V. Florida Statute 1003.42 required instruction of 5 hours of mental health
3261 instruction for grades 6-12 will be implemented annually through
3262 developmentally appropriate instruction and skill building and will
3263 address, at a minimum, the following topics: (1) Recognition of signs and
3264 symptoms of mental health disorders; (b) Prevention of mental health
3265 disorders; (c) Mental health awareness and assistance; (d) How to reduce
3266 the stigma around mental health disorders; (e) Awareness of resources,
3267 including local school and community resources; (f) The process for

3268 accessing treatment; (g) Strategies to develop health coping techniques; (h)
3269 Strategies to support a peer, friend, or family member with a mental health
3270 disorder; (i) Prevention of suicide; and (j) Prevention of the abuse of and
3271 addiction to alcohol, nicotine, and drugs.

3272

3273 VI. The Principal, or designee, shall immediately contact the parent(s) of the
3274 student exhibiting warning signs of suicide to inform the parent(s) the
3275 student will be referred to a school-based mental health services provider
3276 to perform either the C-SSRS or SAFE-T suicide risk assessment prior to
3277 determining whether the student requires an involuntary examination
3278 (Baker Act).

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STATUTORY AUTHORITY: 1001.41, 1001.42, F. S.

3282

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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3299 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS

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POLICY MANUAL

SCHOOL ADMINISTRATION

CHAPTER 3.0

3.17

RECORDING OF PARENT-STAFF MEETINGS

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

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

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

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

3331 eligibility determination, or provision of ESE services) where a parent has
3332 documented that such audio recording is necessary for that parent to
3333 meaningfully participate in the meeting; to understand the IEP process and/or
3334 his/her child's IEP; or is otherwise necessary to implement other parental rights
3335 under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended,
3336 and/or the Americans with Disabilities Act, as amended. Authorized exceptions
3337 to the general prohibition against the audio recording of a parent-staff meeting
3338 will typically involve situations when a parent has a disability recognized under
3339 Section 504/ADA or a language barrier that would preclude the individual's
3340 ability to understand and/or meaningfully participate in the IEP process or the
3341 relevant planning of the student's education.

3342

3343 A. If a parent believes that recording a parent-staff meeting related to
3344 Exceptional Student Education services is necessary, s/he should
3345 notify the District Exceptional Student Education Director in
3346 writing, preferably at least two (2) school days before the meeting,
3347 of his/her desire to record the meeting and the reason the
3348 recording is required. The principal, Director of Exceptional
3349 Student Support Services or designee may ask for documentation
3350 of the existence of any such disability or language barrier. The
3351 principal, Director of Exceptional Student Support Services or
3352 designee will notify the parent at least one (1) school day before the
3353 meeting if s/he intends to grant or deny the parent's request to
3354 record the meeting.

3355

3356 B. If the principal, Director of Exceptional Student Support Services or
3357 designee denies the request, s/he will state in writing the reasons
3358 for the denial. Authorized exceptions to the general prohibition
3359 against the recording of IEP Team meetings involve situations
3360 when a parent, or authorized representative of a parent, or other

3361 IEP Team member, is unable to understand or meaningfully
3362 participate in the IEP process or the planning of the relevant
3363 student's education due to a disability, language barrier, or some
3364 other impairment. If a parent is permitted to record the meeting,
3365 s/he must use his/her own audio recording device and the District
3366 will similarly record the meeting.

3367

3368 C. For purposes of the recording of IEP Team meetings, a recording is
3369 defined as the capture of voices, and other ambient sound
3370 electronically, digitally, or by any other means for the purpose of
3371 retrieval and review. Recording, moving visual images at an IEP
3372 meeting is strictly prohibited.

3373

3374 D. If the District records an IEP Team meeting, the resulting recording
3375 shall become a part of the student's educational record and will be
3376 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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3391 **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

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3.19

ACTIVITY FEES

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

CURRENT FEES

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

FEE DEADLINE

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

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

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

FREE AND REDUCED WAIVERS

3459 Those who qualify for the Free or Reduced Price Meals Program may be eligible
3460 for a waiver of the activity fee. In order to be eligible for the waiver of activity
3461 fees, the Application for Free and Reduced Lunch must be received prior to
3462 October 1st by the Lunchroom Manager each school year. Free and Reduced Lunch
3463 Applications for students admitted after the first day of school must be received
3464 by the Lunchroom Manager within 30 calendar days of admission. Activity fees
3465 for students who qualify for the wavier but who do not meet the application
3466 deadline will be due in full. The Free and Reduced Lunch application is included
3467 in the orientation packet or may be obtained from the FSUS website.
3468 <http://www.fsus.fsu.edu/Depts/Cafeteria/documents/Free&ReducedLunch.pd>

3469

3470 Once a student is approved for Free or Reduced Lunch, an adjustment will be
3471 made to the activity fee. If the fees have already been paid, a refund will
3472 automatically be processed. A percentage of students who participate in this
3473 program will have their information audited. Being eligible for food stamps and
3474 being listed on the Direct Certification list does not qualify a student for
3475 free/reduced activity fees. The Application for Free/Reduced Lunch must be
3476 completed and a waiver allowing the information to be released to the accounting
3477 office must be completed prior to the deadline in order to have activity fees
3478 waived.

3479

3480 **EXTRA-CURRICULAR ACTIVITIES**

3481 Any student who has an outstanding activity fee balance will not be permitted to
3482 participate in any extra-curricular activity that is funded through the collection of
3483 these fees.

3484

3485 **PARTIAL YEAR FEE SCHEDULES**

3486 Activity fees will be prorated for new students who attend for less than a full
3487 school year. For each part of a quarter that the new student attends FSUS, they
3488 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**

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3561 **CHAPTER 3.0**

3564 **3.20A**

3565 **RESPONSIBILITIES OF ADMINISTRATIVE PERSONNEL**

3566
3567 Administrative personnel are assigned direct and primary responsibility for
3568 his/her area of the school and serves as the administrative and supervisory head.
3569 Each administrative staff member is responsible for the enforcing of Florida
3570 Statutes, State School Board of Education rules, Florida State University Schools
3571 policies and directives of the Director or designee. Each administrative staff
3572 member shall carry out all duties as reflected in the School Board adopted job
3573 description.

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3576 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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3578 **LAWS IMPLEMENTED:** **1001.32, 1001.43, 1001.54, 1006.09, F.S.**

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3580 **HISTORY:**
3581 **ADOPTED:**
3582 **REVISION DATE(S):**
3583 **FORMERLY: 2.08**
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3588 **FLORIDA STATE UNIVERSITY SCHOOLS**

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3593 **3.21**

3594 **DIRECTIVES, PROCEDURES AND ADMINISTRATIVE MANUALS**

3595 The Director shall have authority to issue such directives and to prescribe such
3596 procedures as may be necessary to carry out the purposes of School Board
3597 policies and the provisions of Florida Statutes and State Board of Education
3598 rules. The Director may issue such administrative manuals or booklets of
3599 instruction as he/she may deem necessary for the effective administration of the
3600 District school system and distribute them to the employees directly concerned.
3601 Insofar as the provisions of such manuals and directives are consistent with these
3602 School Board policies, Florida Statutes, or State Board of Education rules, the
3603 provisions thereof shall be binding upon all employees.

3604
3605 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**
3606 **LAW(S) IMPLEMENTED: 1001.43, 1001.51, F.S.**
3607 **HISTORY:**
3608 **ADOPTED: 12/8/09**
3609 **REVISION DATE(S): 12/8/09**
3610 **FORMERLY:**
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SCHOOL ADMINISTRATION

CHAPTER 3.0

3.22*

OPENING AND CLOSING OF SCHOOL

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

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

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

LAWS IMPLEMENTED: 1001.42, 1001.43, F.S.

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

**HISTORY:
ADOPTED: 4/14/09
REVISION DATE(S):12/8/09
FORMERLY: 2.06**

3662 GOVERNANCE AND ORGANIZATION

3663 CHAPTER 3.0

3666 3.23

3667 EMERGENCIES

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3669 (1) In case of an emergency involving the welfare and safety of students
3670 and employees, the Director may suspend any part of these policies;
3671 provided, that he/she shall report the fact of and the reason for
3672 suspension to the Chair of the Board immediately. At the next
3673 meeting of the School Board the action shall be considered by the
3674 Board and any suspensions shall expire at that time unless continued
3675 in effect by action of the Board.

3676

3677 (2) In case of an emergency, the Director may close school. The Chair of
3678 the School Board, along with as many School Board members as
3679 practicable, shall be informed immediately of any event or condition,
3680 which requires the closing of a school, and, where the public interest
3681 requires School Board action, the Director, shall call a special
3682 meeting of the School Board.

3683

3684 (3) In any case or condition not covered by these policies, the Director
3685 or designee shall base the decision on his/her best judgment
3686 concerning the particular circumstances.

3687

3688 (4) During times of general public emergency, the Director is authorized
3689 to use appropriate available resources in cooperation with other
3690 agencies to alleviate the emergency.

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3694 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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3696 **LAWS IMPLEMENTED:** 1001.33, 100.43, F.S.

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AUTOMATIC EXTERNAL DEFIBRILLATORS

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3735 I. The School Board authorizes the use of an automatic external defibrillator
3736 (AED) in a perceived medical emergency.

3737

3738 II. All persons who are reasonably expected to use an AED shall be trained to
3739 use the device. Employees or volunteers expected to use an AED must
3740 complete a course in cardiopulmonary resuscitation (CPR) or a basic first
3741 aid course which includes CPR and demonstrated proficiency in the use of
3742 a defibrillator.

3743

3744 III. Each school that is a member of the Florida High School Athletic
3745 Association shall have an operational AED on school grounds. The device
3746 shall be available in a clearly marked and publicized location for all
3747 athletic activities, including those held outside of the school year. The
3748 location of the device shall be registered with the local emergency medical
3749 services director. All persons reasonably expected to use the device shall
3750 be notified annually in writing of the location of each AED on school
3751 grounds.

3752

3753 IV. The Executive Director/Superintendent or designee shall develop
3754 procedures to implement this policy. The procedures shall be reviewed
3755 and approved by the school's nurse.

3756

3757 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

3758 **LAWS IMPLEMENTED:** 401.2915, 768.1325, 1001.42,

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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

3799

3800 The principal is assigned direct and primary responsibility for his/her area of the
3801 school and serves as the administrative and supervisory head. The principal is
3802 responsible for enforcing the Florida Statutes, State School Board of Education
3803 rules, Florida State University Schools policies and directives of the Director or
3804 designee. The principal carry out all duties as reflected in the School Board
3805 adopted job description.

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3809 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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3811 **LAWS IMPLEMENTED:** 1001.32, 1001.43, 1001.54, 1006.09, F.S.

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SCHOOL ADMINISTRATION

3829

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SAFE AND SECURE SCHOOLS

I. Introduction

3834 FSUS Leon has as its first obligation to provide a safe, secure and orderly learning
3835 environment in school and at all sponsored activities for students, school personnel, and
3836 other persons.

3837

II. Orderly Environment

3839 An orderly environment can only be achieved by developing procedures to
3840 control students, personnel, and other persons on school property and
3841 attending School Board or school sponsored events or activities. All
3842 procedures shall reflect the following policy provisions:

3843 A. No person other than a student and employee of a school site shall
3844 be on a school campus during school hours unless they are in
3845 compliance with the schools guidelines regarding visitors.

3846 B. A student who is suspended or expelled is not in good standing and
3847 is not permitted on the school campus, school grounds, or at a school
3848 sponsored activity.

3849 C. Any person on the school campus not in accordance with this policy
3850 is hereby declared to be a trespasser and shall be asked to leave
3851 immediately by any staff member. The school safety specialist shall
3852 keep a log of such incidents, which shall provide the name of the
3853 person asked to leave and other pertinent information. If said person
3854 shall again be seen upon the school campus or school grounds, any
3855 staff member shall immediately notify the school safety specialist or
3856 appropriate local law enforcement officials without further warning.

3857

3858

3859 D. Individuals who enter School Board property, activities, or School
3860 Board meetings without a legitimate reason and create a disturbance
3861 or refuse to leave the property or activity when asked by the
3862 chairperson, Executive Director/Superintendent or designee,
3863 Principal or person in charge, are subject to criminal penalty as
3864 provided in Florida Statutes. The person in charge shall contact
3865 appropriate law enforcement officials in cases of disruptive activity
3866 or refusal to leave the school property or activity and take
3867 appropriate actions to have the offender punished as prescribed by
3868 law. The Executive Director/Superintendent or designee shall be
3869 notified of any such action at schools or school activities.

3870
3871 E. No person, except law enforcement and security officers, may have
3872 in his/her possession any weapon, illegal substance, or dangerous
3873 substance while on school property or at school events.

3874

3875 **III. Emergency Response Agencies**

3876 The following emergency response agency(ies) will notify the District in the
3877 event of an emergency:

3878

3879	Emergency Response Agency	Type of Emergency
3880	Florida State University Police Dept. (FSUPD)	All Dangerous
3881		Situations

3882 **IV. Safety, Security and Emergency Plans**

3883 A. The Executive Director/Superintendent or designee shall develop a
3884 School Safety and Security Plan with input from Florida State
3885 University, representatives of the local law enforcement agencies,
3886 the local Fire Marshall(s), representative(s) from emergency medical
3887 services; building administrators, representative(s) from the local

3888 emergency management agency, School Resource Officer(s) and/or
3889 representative(s) of the Leon County Health Department.

3890

3891 B. As required by state law, the Executive Director/Superintendent
3892 shall require the use of the Safe School Assessment Survey based on
3893 the School Safety and Security Best Practices Indicators created by
3894 FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-
3895 assessment of the FSUS's current safety and security practices.

3896

3897 C. Upon completion of these self-assessments, the Executive
3898 Director/Superintendent shall convene a safety and security review
3899 meeting for the purpose of (a) reviewing the current School Safety
3900 and Security Plan and the results of the self-assessment; (b)
3901 identifying necessary modifications to the plan; (c) identifying
3902 additional necessary training for staff and students; and (d)
3903 discussing any other related matters deemed necessary by the
3904 meeting participants.

3905

3906 D. The Executive Director/Superintendent shall present the findings of
3907 the safety and security review meeting to the Board for review and
3908 approval appropriate school safety, emergency management and
3909 preparedness plans. The Director shall make any necessary
3910 recommendations to the Board that identify strategies and activities
3911 that the Board should incorporate into the School Safety and Security
3912 Plan and/or implement in order to improve school safety and
3913 security. The School Safety and Security Plan is, however,
3914 confidential and is not subject to review or release as a public record.

3915

3916 E. The Executive Director/Superintendent shall report the self-
3917 assessment results and any action taken by the Board to review the

3918 School Safety and Security Plan to the Commissioner of Education
3919 within thirty (30) days after the Board meeting.

3920

3921 F. Emergency management and preparedness plans shall include
3922 notification procedures for weapon use and active assailant/hostage
3923 situations, hazardous materials and toxic chemical spills, weather
3924 emergencies, and exposure resulting from a manmade emergency.

3925

3926 G. Emergency management and preparedness procedures for active
3927 assailant situations shall engage the participation of the district
3928 school safety specialist, threat management team members, faculty,
3929 staff and students for each school and be conducted by the law
3930 enforcement agency or agencies designated as first responders to the
3931 school's campus.

3932

3933 H. FSUS shall develop and maintain an up-to-date plan based upon the
3934 uniform guidelines and including the provisions of Florida law,
3935 State Board of Education rules, and other applicable regulations.

3936

3937 I. Copies of the school plan shall be provided to Florida State
3938 University, county and city law enforcement agencies, fire
3939 departments, and emergency preparedness officials.

3940

3941 **V. Threat Management**

3942 A. The primary purpose of a threat management is to identify
3943 individuals exhibiting threatening or other concerning behavior,
3944 assess the risk of harm, and coordinate appropriate interventions
3945 and services for such individuals. The Board's threat management
3946 process is a systematic, fact-based method designed to identify,
3947 using threat assessment protocols, whether behaviors or

3948 communications constitute a concern for violence or harm to
3949 another person. Florida Harm Prevention and Threat Management
3950 Model is designed to identify, assess, manage, and monitor threats
3951 to schools, school staff and students. The goal of the threat
3952 management process is to prevent violence or harm to members of
3953 school community. The threat management process uses a
3954 methodology that identifies students exhibiting threatening or
3955 other concerning behavior, gathers information to assess the risk of
3956 harm to themselves or others, and identifies appropriate
3957 interventions to prevent violence and promote successful
3958 outcomes.

3959 B. The Board authorizes the Executive Director/Superintendent to
3960 create a trained Threat Management Team and school-based threat
3961 management teams.

- 3962 1. The FSUS Leon District Threat Management Coordinator
3963 (DTMC) must complete all trainings specific to the Coordinator
3964 role and will oversee threat management at FSUS Leon. The
3965 DTMC must:
 - 3966 a. Ensure all district-level and school-level threat
3967 management team personnel are trained in threat
3968 management and on the Florida Model.
 - 3969 b. Serve as Chair of the District Threat Management Team
3970 and as the liaison to the Department of Education's
3971 Office of Safe Schools.
 - 3972 c. Ensure procedures are outlined for making referrals to
3973 mental health services for students exhibiting threatening
3974 or concerning behavior of self-harm or harm to others.
 - 3975 d. Assist School Based Threat Management Teams at FSUS
3976 Leon.

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

- 4005 d. All members of threat management team must be
4006 involved in the threat management process and final
4007 decision making.
- 4008 e. Parental Notification
- 4009 i. If the SBTMT Chair determines the concerning
4010 threat or behavior reported is a low level of
4011 concern and summarily closes the case, the
4012 Chair/designee must use reasonable efforts to
4013 notify the parent or guardian of the student
4014 concern.
- 4015 ii. If the Chair does not summarily close the case and
4016 refers the matter to the SBTMT, reasonable efforts
4017 must be made to notify the student of concern's
4018 parent or guardian on the same day the SBTMT
4019 assigns the preliminary level of concern. The
4020 SBTMT must document all attempts to make
4021 contact with the parent or guardian using the
4022 contact information shared by the parent or
4023 guardian with the District.
- 4024 iii. If the preliminary level of concern is high, the
4025 SBTMT chair or designee must notify the
4026 Director/Superintendent or designee to ensure the
4027 requirements of F.S.Stat. 1006.07 are met.
- 4028 iv. The SBTMT Chair must notify the student of
4029 concern's parent or guardian if the threat
4030 management process reveals information about
4031 their student's mental, emotional, or physical
4032 health or well-being or results in a change in
4033 related services or monitoring, including but not

4034 limited to implementation of a Student Support
4035 Management Plan (SSMP).

4036 v. The SBTMT Chair or designee must provide a
4037 copy of the SSMP to the student of concern's
4038 parent or guardian upon the plan's finalization
4039 and anytime the SSMP is substantially revised.

4040 The SBTMT Chair must make a reasonable effort to notify the
4041 parent or guardian of the targeted student before the end of
4042 the school day that the report was received unless the Chair
4043 has determined the concern is unfounded.

4044

4045 4. The threat management team will be responsible for the
4046 assessment of individuals whose behavior may pose a threat to
4047 the safety of school staff and/or students and coordinating
4048 resources and interventions for the individual.

4049 5. If a student with a disability is reported to have made a threat to
4050 harm others and the student's intent is not clear, a referral will be
4051 made to the threat management team for evaluation.

4052 6. Upon a preliminary determination that a student poses a threat
4053 of violence or physical harm to him/herself or others, the threat
4054 management team may obtain criminal history record
4055 information. The team must immediately report its
4056 determination to the Executive Director/Superintendent and
4057 Principal(s) who must immediately attempt to notify the
4058 student's parent or legal guardian. A parent or guardian has the
4059 right to inspect and review the threat management. The team
4060 will coordinate resources and interventions to engage behavioral
4061 and or mental health crisis resources when mental health or
4062 substance abuse crisis is suspected.

- 4063 7. The threat management team must plan for the implementation
4064 and monitoring of appropriate interventions to manage or
4065 mitigate the student’s risk for engaging in violence and
4066 increasing the likelihood of positive outcomes.
- 4067 8. To the extent practical and feasible, upon the student’s transfer
4068 to a different school, the threat management team must verify
4069 that any intervention services provided to the student remain in
4070 place until the threat management team of the receiving school
4071 independently determines the need for intervention services.
4072 Threat management teams must meet as often as needed to
4073 fulfill their duties of assessing and intervening with persons
4074 whose behavior may pose a threat to school staff or students,
4075 but no less than monthly. The teams must maintain
4076 documentation of all meetings, including meeting dates and
4077 times, team members in attendance, cases discussed and actions
4078 taken. Through the DTMC, FSUS Leon District must ensure
4079 that all threat management teams in the FSUS Leon District
4080 report to the DOE office on the team’s activities during the
4081 previous year. The FSUS Leon District School Safety Specialist
4082 must ensure timely reporting of all required information. The
4083 report will contain all data or information required by Florida
4084 Law.

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4086 **VI. Safety Procedures**

- 4087 A. School alarms shall be monitored on a weekly basis and
4088 malfunctions shall be reported for immediate repair.
- 4089 B. A safety program shall be established consistent with the provisions
4090 of Policy 8.10. The emergency preparedness procedures will identify
4091 the individuals responsible for contacting the primary emergency
4092 response agency and the emergency response agency that is

4093 responsible for notifying the school district for each type of
4094 emergency.

4095 C. Emergency evacuation drills (Fire, hurricane, tornado, active
4096 shooter/hostage situation, other natural disaster, and school bus)
4097 shall be held in compliance with state requirements and formulated
4098 in consultation with the appropriate public safety agencies. Each
4099 Administrative Staff, site administrator or transportation official is
4100 responsible for:

- 4101 1. Developing and posting emergency evacuation routes and
4102 procedures;
- 4103 2. Assigning and training staff members in specified
4104 responsibilities to ensure prompt, safe and orderly evacuation;
- 4105 3. Identifying and reporting hazardous areas requiring corrective
4106 measures; and
- 4107 4. Preparing and submitting within fifteen (15) calendar days an
4108 after-action report of each emergency evacuation drill to the
4109 FSUS Leon District School Safety Specialist for review.

4110 D. In the event of an emergency, the Executive
4111 Director/Superintendent or designee is authorized to dismiss early
4112 or close school. The Administrative Staff may dismiss the school
4113 when the Executive Director/Superintendent or designee cannot be
4114 contacted and an extreme emergency exists endangering the health,
4115 safety, or welfare of students. Any such actions shall be reported
4116 immediately to the Executive Director/Superintendent, or to the
4117 designee along with a statement describing the reasons for the
4118 action. Said report shall be submitted to the School Board at the next
4119 regular meeting unless a special meeting is held relating to the
4120 emergency.

4121 E. Parents, as defined by law, have a right to timely notification of
4122 threats, unlawful acts, and significant emergencies that occur on

4123 school grounds, during school transportation or during school-
4124 sponsored activities pursuant to sections 1006.07(4) and (7), F.S.

4125 1. Parents have a right to access school safety and discipline
4126 incidents as reported pursuant to section 1006.07(9), F.S.

4127 **VII. Safety - Violence Prevention**

4128 A. The Executive Director/Superintendent or designee shall develop a
4129 violence prevention plan for use by the school.

4130 B. Training in identification of potentially violent behaviors and the
4131 procedures to be implemented shall be provided to personnel of the
4132 schools.

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4134 **VIII. Security**

4135 A. The Executive Director/Superintendent or designee shall develop
4136 and implement guidelines and procedures for reviewing the school's
4137 Security Plan consistent with the requirements of the National
4138 Incident Management System (NIMS). FSUS will defer to law
4139 enforcement for incident command to manage an incident or event.

4140 B. The Administrative Staff shall develop and implement guidelines
4141 and procedures for reviewing each school's security provisions.

4142 C. The Executive Director/Superintendent shall designate an employee
4143 as the school safety specialist for FSUS. The School Safety Specialist
4144 is responsible for the supervision and oversight for all school safety
4145 and security personnel, policies, and procedures in the District. The
4146 School Safety Specialist's responsibilities include, but are not limited
4147 to the following:

4148 1. On an annual basis the school safety specialist will review district
4149 and charter school policies and procedures for compliance with
4150 state law and rules and ensure the timely and accurate

- 4151 submission of the school environmental safety incident report
4152 (FSSAT) to the Department.
- 4153 2. The School Safety Specialist must provide recommendations to
4154 the superintendent and school board at a publicly noticed board
4155 meeting identifying strategies and activities that the Board
4156 should implement in order to address the findings to improve
4157 school safety and security.
- 4158 3. No later than November 1, the School Safety Specialist shall
4159 submit a district best-practice assessment in the FSSAT that
4160 includes the school board's action(s) to the school security risk
4161 assessment findings and recommendations provided to them.
- 4162 4. Provide training in coordination with appropriate staff and
4163 resources to students and staff in matters relating to mental
4164 health awareness and assistance; emergency procedures
4165 (including active assailant training), and school safety and
4166 security.
- 4167 5. The School Safety Specialist will develop a process related to
4168 safety used to identify and correct instances of noncompliance at
4169 the school.
- 4170 6. Deficiencies relating to safe-school officer coverage must be
4171 resolved by the next school day. FSU Police have complete
4172 oversight of providing officer coverage and will coordinate with
4173 the school safety specialist.
- 4174 7. Within 24 hours, the School Safety Specialist must notify the
4175 Office of Safe Schools of the deficiencies related to safe-school
4176 officer coverage and any instance of noncompliance that is
4177 determined to be an imminent threat to the health, safety and

4178 welfare of students or staff. The Office of Safe Schools shall be
4179 notified within three (3) days of any instance of noncompliance
4180 that is not corrected within 60 days.

4181 8. The School Safety Specialist shall notify the district's
4182 superintendent if there is a suspected deficiency of the district's
4183 and/or a school's noncompliance.

4184 D. The Administrative Staff shall conduct a review of the school's
4185 security provisions (FSAAT) annually with a written report
4186 submitted to the Executive Director/Superintendent or designee for
4187 submission to the School Board for review.

4188 E. The school's Emergency Plan shall include security provisions
4189 including emergency "lock down" procedures such as "Run, Hide,
4190 Fight", Shelter In Place, Lockdown, and evacuation.

4191 F. Establishing policies and procedures for the prevention of violence
4192 on school grounds; including assessment of and intervention with
4193 individuals whose behavior poses a threat to the safety of the school
4194 community.

4195 G. Adhering to background screening procedures for all staff,
4196 volunteers and mentors.

4197 H. Security trailers may be located on school property.

4198 I. Roof access is strictly limited to staff personnel with an official
4199 purpose to be on the roof. Students are prohibited from roof access
4200 for any reason. Staff who need to access the roof need approval from
4201 both their supervisor, and the Facilities Director prior accessing the
4202 roof.

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4206 **IX. Mental Health**

4237 **LAWS IMPLEMENTED:** 316.614, 1001.43, 1001.51, 1006.062, 1006.07,
4238 1006.145, 1006.1493, 1006.21, 1013.13, F.S.

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4240 **STATE BOARD OF EDUCATION RULE:** 6A-1.0403; 6A-3.0171; 6A-1.0018

4241 **HISTORY:**

4242 **ADOPTED:**

4243 **REVISION DATE(S):** 11/12/13, 1/14/2020, 1/10/23;

4244 12/5/23

4245 **FORMERLY:** 8.11

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4265 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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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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4300 FLORIDA STATE UNIVERSITY SCHOOLS
4301 POLICY MANUAL
4302 SCHOOL ADMINISTRATION
4303 CHAPTER 3.0

4304 3.42

4305 ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING OR
4306 CONTROLLED SUBSTANCE ON SCHOOL BOARD PROPERTY
4307

4308 No person shall be in possession of or be under the influence of an intoxicating
4309 beverage or an illegal mood or behavior modifying or controlled substance, as
4310 defined by Florida Statutes, while on school property, at school-sponsored
4311 activities, or while on school trips involving students.

4312
4313 (1) All Administrative Staffs are hereby directed to advise an individual
4314 who has an alcoholic beverage in his/her possession to leave the
4315 school premises immediately.

4316
4317 (2) Any person having purchased an admission ticket to a school event shall forfeit
4318 his/her rights under this rule by having an alcoholic beverage in his/her
4319 possession at the event.

4320
4321 (3) Any person who has been given notice by a school official and either
4322 fails to leave the premises or leaves, but returns to the premises in
4323 possession of an alcoholic beverage shall be deemed a trespasser.
4324 The police or other proper law enforcement agency may be notified
4325 to arrest the trespasser.

4326
4327 (4) While on school-sponsored trips, the following action may become
4328 necessary:

4329 (a) Alcoholic beverages in possession of minors will be seized.
4330

4331 (b) Students and/or adults in possession of alcoholic beverages
4332 may be sent back and/or other appropriate action taken.

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4337 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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4339 **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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4364 SCHOOL ADMINISTRATION
4365 CHAPTER 3.0

4366 3.47

4367 **ANIMALS ON CAMPUS**
4368

4369 Animals may be allowed on a school campus under the following conditions:
4370

- 4371
- 4372 • The presence of the animal(s) is related to the curriculum and significantly
4373 contributes to the instructional program.
 - 4374
 - 4375 • The animal(s) does not present a danger to students or staff.
4376
 - 4377 • The animal is kept in an appropriate cage or container or on a leash or other
4378 restraint.
 - 4379
 - 4380 • The length of time the animal(s) may be on campus is specifically
4381 designated.
 - 4382
 - 4383 • Animals are housed and cared for in a humane manner.
4384
 - 4385 • The principal has approved the presence of the animal(s) on campus.
4386

4387 Parents shall be notified in advance that an animal(s) will be in the
4388 classroom or will be part of a class activity.
4389

4390 Any experiment involving an animal shall be under the supervision of a
4391 qualified teacher or expert in the field.
4392

4393 The principal or designee shall be responsible for contacting local animal
4394 control authorities if any wild or stray animal(s) are found in a school
4395 building or on the school campus.
4396

4397 This policy does not apply to law enforcement canine units or approved
4398 assistance and therapy animals.
4399

4400 The Director shall develop guidelines for having animals on campus.
4401

4402 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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4405 **LAW(S) IMPLEMENTED:** 1001.32, 1001.43, 1003.47, 1006.07, 1006.08, F.S.

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4408 **STATE BOARD OF EDUCATION RULE(S)** 6A-2.0010

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4435 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
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FLORIDA STATE UNIVERSITY SCHOOLS
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3.48

SERVICE ANIMALS

- I. The purpose of this policy is to implement standards related to service animals as set forth in federal and state law including
 - A. Individuals with Disabilities Education Act (IDEA);
 - B. Rehabilitation Act of 1973, as amended;
 - C. Americans with Disabilities Act (ADA);
 - D. Section 413.08, F.S.
- II. A *service animal* is any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. The animal must be trained to perform tasks directly related to the person’s disability.
 - A. Other species of animals are not considered service animals.
 - B. Miniature horses may be used as an alternative to dogs, with certain limitations. However, they are not included in the definition of service animal.
 - C. An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal.
 - D. A service animal is not a pet.
- III. A *task* is a minor job or piece of work that the animal performs. Tasks include
 - A. Guiding a person who is visually impaired or blind;
 - B. Alerting a person who is deaf or hard of hearing;

- 4477 C. Retrieving objects;
4478
4479 D. Assisting with mobility or balance;
4480
4481 E. Pulling a wheelchair;
4482 F. Alerting an individual to the presence of allergens;
4483
4484 G. Helping an individual with a psychiatric or neurological
4485 disability by preventing or interrupting impulsive or destructive
4486 behaviors;
4487
4488 H. Reminding an individual with mental illness to take prescribed
4489 medications;
4490
4491 I. Calming an individual with posttraumatic stress disorder (PTSD)
4492 during an anxiety attack;
4493
4494 J. Alerting and protecting a person having a seizure; and
4495
4496 K. Performing other specific tasks.
4497
4498 IV. A service animal is personal property and may not be brought on
4499 campus without the knowledge and permission of the school
4500 administration. A student's need for and use of a service animal must
4501 be documented in the student's Individual Education Plan (IEP) or
4502 Section 504 Plan. To determine if an animal qualifies as a service
4503 animal the District may not ask about the nature or extent of the
4504 individual's disability but may ask the following:
4505 a. If the animal is required because of a disability and
4506 b. What work or task the animal is trained to perform
4507
4508 V. A service animal may not interfere with the educational process of any
4509 student or pose a health or safety threat to any student, school
4510 personnel or other persons. The service animal must meet health
4511 requirements and established standards of behavior.
4512
4513 VI. The service animal must be under the control of its handler.
4514
4515 VII. The Executive Director/Superintendent shall develop guidelines for
4516 service animals on campus. Guidelines shall include but not be
4517 limited to
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- 4519 A. The process for requesting approval for the use of a service
- 4520 animal in the school or District setting;
- 4521
- 4522 B. Standards of behavior for the service animal;
- 4523
- 4524 C. Required accommodation documentation;
- 4525
- 4526 D. Required health certification for the animal;
- 4527
- 4528 E. Transportation of the service animal;
- 4529
- 4530 F. Emergency procedures; and
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- 4532 G. Orientation for school personnel and students.
- 4533

4534 VIII. The School shall not assume responsibility for training, health care or

4535 daily care of any service animal.

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4538 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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4541 **LAW(S) IMPLEMENTED:** **413.08, 1001.32, 1001.43, 1006.07, 1006.08, F.S.**

4542 **28 CFR 35.104, 28 CFR 35.136,**

4543 **28 CFR 36.104, 34 CFR 104**

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4546 **HISTORY:**

4547 **ADOPTED: 1/10/12**

4548 **REVISION DATE(S): 6/21/16**

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4550 **FORMERLY: NEW**

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4558 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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SCHOOL ADMINISTRATION
CHAPTER 3.0

3.50

PUBLIC INFORMATION AND INSPECTION OF RECORDS

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

- (1) Photocopying or other reproduction of any record shall be performed upon a person’s request. Charges for photocopying or reproducing shall be in accordance with the School Board Rule entitled “Copying of Public Records” (2.10).
- (2) Records maintained by the Florida State University Schools, which are **EXEMPT** from public inspection, include:
 - (a) Personally identifiable records of students pursuant to Florida Statutes and the Federal Family Educational Rights and Privacy Act (FERPA).
 - (b) Portions of personnel records pursuant to Florida Statutes;
 - (c) All work products developed in preparation for collective bargaining pursuant to Florida Statutes;

- 4588 (d) Appraisals, offers, and counter offers relating to purchase of
4589 real property pursuant to Florida Statutes;
4590
- 4591 (e) Legal records prepared by an attorney exclusively for civil or
4592 criminal litigation pursuant to Florida Statutes, and litigation
4593 files regarding employees while the case is active;
4594
- 4595 (f) A complaint of misconduct filed with the District against a
4596 District employee and information obtained in the
4597 investigation until the investigation is concluded with a
4598 finding to proceed or not to proceed with disciplinary action
4599 or charges and the subject of the complaint has been notified
4600 of the finding;
4601
- 4602 (g) Data processing software obtained under a licensing
4603 agreement, which prevents its disclosure, and data processing
4604 software designated by the Director as "sensitive" pursuant
4605 to Florida Statutes;
4606
- 4607 (h) Sealed responses to request for bids or proposals, until such
4608 time as they are publicly opened pursuant to Florida Statutes;
4609 ~~and~~,
4610
- 4611 (i) Personally identifiable records of dependent children of
4612 former or current employees who are insured by a District
4613 group insurance plan; and
4614
- 4615 (j) Employee and student health and medical records as
4616 prescribed by Florida Statutes and P.L. 104-191, Health

4617 Insurance Portability and Accountability Act of 1996
4618 (HIPAA).

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4623 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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4625 **LAWS IMPLEMENTED:** 119.07(3); 447.605, 1001.43, 1002.22,
4626 1002.221, 1008.24, 1012.31, 1013.14, F.S.

4627 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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4647 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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CHAPTER 3.0

3.51

COPYING OF PUBLIC RECORDS

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

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

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

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

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0

3.52

COPYRIGHTED MATERIALS

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

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

ADDITIONAL MATERIALS: The FSUS Copyright Infringement In-service

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.361, 1001.43, F.S.

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

FLORIDA STATE UNIVERSITY SCHOOLS

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

3.60

FLAG DISPLAY AND PLEDGE

- (1) The pledge of allegiance to the flag shall be recited at the beginning of each school day in Florida State University Schools.
- (2) The *Student Handbook* that is distributed to all students shall contain written notification that the student has the right not to participate in reciting the pledge of allegiance. A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his/her heart, when his/her parent(s) or legal guardian files a written request with the school Administrative Staff.
- (3) The United States flag and the official flag of Florida shall be displayed daily on a suitable flagpole on the grounds of each school when the weather permits. Flags shall be displayed according to established guidelines.
- (4) Each classroom and auditorium shall display the United States flag.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

ADOPTED: 12/13/16

REVISION DATE(S):

FORMERLY: 2.12

FLORIDA STATE UNIVERSITY SCHOOLS

4740 **FLORIDA STATE UNIVERSITY SCHOOLS**
4741 **POLICY MANUAL**
4742 **SCHOOL ADMINISTRATION**
4743 **CHAPTER 3.0**

4744
4745 **3.61**

4746 **A MOMENT OF SILENCE**

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4748 Each school day, first period teachers, in all grades, shall set aside up to two (2)
4749 minutes for a moment of silence, during which students may not interfere with
4750 other students' participation.

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

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4757 **LAWS IMPLEMENTED:** **1001.43, 1003.45, F.S.**

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4772 **FLORIDA STATE UNIVERSITY SCHOOLS**

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

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL ADMINISTRATION
CHAPTER 3.0

3.62

RELIGIOUS FREEDOMS

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

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

HISTORY: PAEC 2009 Model Rule

REVISED:

ADOPTED:

FLORIDA STATE UNIVERSITY SCHOOLS

4833 FLORIDA STATE UNIVERSITY SCHOOLS
4834 POLICY MANUAL
4835 SCHOOL ADMINISTRATION
4836 CHAPTER 3.0

4837 3.63

4838 **EQUAL ACCESS FOR NON-CURRICULUM RELATED STUDENT**
4839 **MEETINGS**

4840 This policy is intended to implement the federal Equal Access Act, 20 U.S.C. ss.
4841 4071 et seq, (Act) and the First Amendment right of freedom of speech. The School
4842 Board believes that it is important for students to learn the meaning and practice
4843 of freedom of speech while in school, in order that as future citizens they will
4844 appreciate the proper exercise of this vital liberty. In adopting this policy, the
4845 School Board does not forego its authority to maintain an orderly and disciplined
4846 school environment. **The secondary school shall have a limited public forum for**
4847 **student groups wishing to meet to engage in speech, subject to the following**
4848 **restrictions:**

- 4849 A. Students shall be permitted to meet during the non-instructional time of
4850 the individual students involved in the meeting, including before school,
4851 after school, during lunch or other non-instructional times. However, no
4852 student shall be present at a meeting at a time when he or she has a class or
4853 is required by school rules to be elsewhere, unless permission from the
4854 classroom teacher is obtained. This includes any time during which the
4855 school requires the particular student or all students to be off school
4856 property and outside the school building.
- 4857 B. All meetings shall be student-initiated and open to all students in the
4858 school. All student attendance at a meeting shall be voluntary.
- 4859 C. No meeting may include any activity that is unlawful or that materially and
4860 substantially interferes with the orderly conduct of educational activities
4861 within the school.

4862 D. It is understood that the content of these student meetings is not sponsored
4863 by the School Board. The School Board is neutral as to the content of these
4864 meetings, if the meetings comply with paragraphs B and C.

4865 E. Students may invite outside speakers to their meetings subject to
4866 paragraphs B, C and D.

4867 F. In order to maintain an orderly and disciplined environment and to ensure
4868 that meetings are conducted in accordance with the provisions of this policy
4869 and the Equal Access Act, a faculty liaison shall be present at the meetings.
4870 The students shall be responsible for finding a faculty member to be
4871 present. The faculty member shall not participate in, direct or control the
4872 activities of a student religious club. **Failure of the faculty member to**
4873 **observe these limitations will be deemed a violation of this policy and**
4874 **may subject the employee to disciplinary action.**

4875 G. If students wish to meet under this policy, they must file a request to meet
4876 with the principal which lists:

- 4877 1. The room in which they wish to meet and the time during
4878 which they will meet;
- 4879 2. The name of one student who will serve as the contact
4880 between the group and the school authorities;
- 4881 3. The faculty member who will be present; and

4882 The principal shall approve a meeting if it meets the requirements of this policy
4883 and shall notify the student contact person of his or her approval or, if it does not
4884 meet the requirements of this policy, his or her reasons for disapproval within two
4885 (2) days of the submission of the request to meet.

4886 H. If students wish to meet on a continuing basis as a non-curricular student
4887 club they must file a written application with the school principal in order
4888 to seek recognition of the club at school. The application shall be completed
4889 on a form as prescribed by the district and shall include:

- 4890 a. Name of the proposed club;

- 4891 b. Name of one student who will serve as the contact between the
- 4892 club and school authorities;
- 4893 c. Brief statement of the club's purpose and goals;
- 4894 d. Name of faculty member who has agreed to be the club's school
- 4895 liaison and attend meetings;
- 4896 e. Name of any organization outside the school which is affiliated
- 4897 with the proposed club;
- 4898 f. Draft of the proposed club by-laws;
- 4899 g. In order to establish that there is student interest in the club, a
- 4900 statement certifying that at least five (5) students at the school
- 4901 have committed to join the new club and actively participate in
- 4902 its programs and that the club will operate with at least five (5)
- 4903 members on an ongoing basis;
- 4904 h. Room in which the students wish to meet;
- 4905 i. Time during which they plan to meet.

4906 The application must be signed by the student organizer(s) and the proposed
4907 faculty liaison. The principal shall approve the request if it meets the requirements
4908 of this policy and shall notify the student contact of his or her approval or, if it
4909 does not meet the requirements of this policy, his or her reason for disapproval
4910 within two (2) days of the submission of the request. Once approved, the non-
4911 curricular student club may continue meetings for the remainder of the school
4912 year, unless the club subsequently violates School Board policies. **All non-**
4913 **curricular student clubs shall be required to file with the school principal an**
4914 **annual Club Recognition Renewal form as prescribed by the Board. The**
4915 **renewal of the non-curricular student club recognition status shall be completed**
4916 **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

4951 FLORIDA STATE UNIVERSITY SCHOOLS
4952 POLICY MANUAL
4953 SCHOOL ADMINISTRATION
4954 CHAPTER 3.0

4955 3.64

4956 **STUDENT DISTRIBUTION/POSTING OF LITERATURE AND MATERIALS**

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4958 It is the intent of this policy to recognize the free speech rights of students in public
4959 schools. Students have the right to express their opinion and points of view subject
4960 to reasonable time, place and manner limitations consistent with law. Students
4961 shall obtain prior approval from the principal to distribute and/or post materials.
4962 Only those students enrolled at a specific school site shall be permitted to
4963 distribute and/or post materials under this policy at that school site.

4964 **1. STUDENT DISTRIBUTION OF MATERIALS**

4965 1. Students seeking to distribute non-school materials to the student body
4966 shall provide a copy of the material to the principal or the administrator in
4967 charge if the principal is unavailable for review. The principal or
4968 administrator in charge will authorize the distribution within four (4) hours
4969 of receipt unless the principal determines that the material is lewd, obscene
4970 or pornographic, promotes disruption of the orderly operation of the
4971 school, contains statements which may be libelous or slanderous, contains
4972 statements which invade personal rights of privacy, infringes on the rights
4973 of other students, advocates violence or illegal activity and/or advertises a
4974 product or services not permitted for use by minors under the law. Nothing
4975 in this provision shall be interpreted to prohibit the distribution of religious
4976 or political literature, provided such material does not otherwise violate the
4977 limitations contained herein.

4978 2. If the material is approved, the student will be allowed to distribute such
4979 material before and after school and during non-instructional time.
4980 Distribution locations on campus shall be designated by the principal and

4981 may include, among others, any entrance and exit to the school and places
4982 near the cafeteria.

4983 3. Distribution shall be conducted in an orderly manner and shall not disrupt
4984 the ordinary operation of the school or interfere with free expression by
4985 other students. Students shall not distribute materials in a manner which
4986 disrupts any school activity or blocks or impedes the safe flow of traffic
4987 within corridors and entrance ways of the school. Students who distribute
4988 such material shall be responsible for cleaning up such materials thrown on
4989 the floors, in the school or on the grounds outside the school.

4990 4. All students have the right, notwithstanding the provisions of this policy,
4991 to refuse to receive or accept materials being distributed, and no student
4992 has the right to force materials on any other student.

4993 5. As used in this policy, the terms “lewd, obscene or pornographic” include
4994 materials which are patently offensive because they are an affront to
4995 contemporary community standards relating to the description or
4996 representation of sexual matters.

4997 6. As used in this policy, the term “not disrupt the ordinary operation of the
4998 school” includes, but is not limited to, forcing other students to listen or
4999 accept materials by shouting or preventing passage, and engaging in speech
5000 activities during instructional time which are not consistent with the subject
5001 matter being taught.

5002 7. As used in this policy, the terms “libelous or slanderous” are collectively
5003 referred to as “defamation.” Slander refers to the spoken word and libel
5004 refers to a statement recorded in writing. Defamatory language is language
5005 which tends to adversely affect one’s reputation. This may result from
5006 attacking the individual’s honesty, integrity, virtue, virginity, sanity or the
5007 like. Defamatory language may be directed toward an individual or toward
5008 a group that is so small that it is clear to the listener or reader as to those
5009 individuals being defamed.

- 5010 8. As used in this policy, the term "invade personal rights of privacy" includes
5011 the disclosure or communication of any information regarding the private
5012 life of another student or individual including, among other things, any
5013 information from confidential student records, information regarding
5014 sensitive family or personal matters and other such personally identifiable
5015 information that is not considered to be in the public domain.
- 5016 9. As used in this policy, the term "infringes on the rights of other students"
5017 means defamatory expressions against another individual or toward a
5018 group that is so small that it is clear to the listener or reader as to those
5019 individuals being defamed.
- 5020 10. As used in this policy, the term "non-instructional time" means before or
5021 after school hours, between classes, and during lunch or recess times.
- 5022 11. Any concern about decisions regarding distribution or lack thereof may be
5023 promptly appealed to the Director whose decision shall be final.

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5025 **2. STUDENT POSTING OF MATERIALS**

- 5026 A. Materials originating from non-district sources for posting shall not be
5027 displayed without the authorization of the principal or his designee, in
5028 accordance with the standards of this policy and the law. The principal
5029 shall designate an area in the school for the posting of materials by students
5030 which may be reasonably accessible to the students. Once materials have
5031 been authorized for posting, the school shall affix the following legend to
5032 the materials: **"STUDENT SPONSORED MATERIALS --- Not Endorsed
5033 or Sponsored by the School. Authorized for posting through [date]."** In
5034 order to provide adequate space and a fair opportunity for the posting of
5035 materials by students those materials authorized for posting shall remain
5036 posted for a period not to exceed fifteen (15) school days or through the
5037 date of any event that is advertised by the posted material.
- 5038 B. Any concern about decisions regarding posting of materials or lack thereof
5039 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

5070 FLORIDA STATE UNIVERSITY SCHOOLS

5071 POLICY MANUAL

5072 SCHOOL ADMINISTRATION

5073 CHAPTER 3.0

5074 3.65

5075 **ABSENCE FOR RELIGIOUS INSTRUCTION**

5076 1. A student with the notarized written consent of his or her parents or
5077 guardian, or a student who has attained the age of majority, upon
5078 application of the student, **may be excused from attendance in school**
5079 **in grades 9 through 12 for a period of not more than one class period**
5080 **per school day, but not to exceed five class periods per week to**
5081 **participate in religious instruction at the student's place of worship or**
5082 **at any other suitable place away from school property designated by**
5083 **the religious group, church, or denomination.** Such notarized
5084 statement must be submitted and approved each semester. Such
5085 religious instruction is not the responsibility of the School Board and
5086 shall not be conducted on school property. A principal or designee shall
5087 not grant permission for such absences unless the following conditions
5088 are met:

- 5089 • The class period chosen and approved by the principal is not a period
5090 during which the student is scheduled to attend class.
- 5091 • Transportation to and from religious instruction is the complete
5092 responsibility of the religious institution or parents or guardian of the
5093 student.
- 5094 • The parents or guardian of the student agree in writing to release and
5095 indemnify the School Board and its agents and employees from and against
5096 any claim for injury or death occurring while the student is absent from
5097 school in order to attend religious instruction.
- 5098 • The religious institution maintains weekly attendance records and makes
5099 them available to the school attended by each student. The religious

5100 institution phones, each day, the parents/guardians of students who are
5101 absent that day.

5102 2. A principal or designee has the right to refuse a student's request for
5103 such religious instruction release time if the request is out of compliance
5104 with the School's Pupil Progression Plan.

5105 3. Nothing in this rule shall be construed to require the school Board to
5106 permit religious instruction programs or to deny a principal or designee
5107 the right to terminate an individual student's permission to be absent to
5108 participate in such religious instruction due to the student's non-
5109 attendance at such instruction.

5110 4. The parent will assume the responsibility of approving the instructional
5111 delivery system, the content, the student management practices and the
5112 personal and instructional qualification of the instructor and staff of the
5113 religious institution providing the religious instruction.

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5115 **STATUTORY AUTHORITY: ss. 1001.41, 1001.42, 1003.21, Fla. Stat.**

5116 **LAWS IMPLEMENTED: s. 1003.21, Fla. Stat.**

5117 **REVISION:**

5118 **ADOPTED:**

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5128 **FLORIDA STATE UNIVERSITY SCHOOLS**

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5130 FLORIDA STATE UNIVERSITY SCHOOLS

5131 POLICY MANUAL

5132 SCHOOL ADMINISTRATION

5133 CHAPTER 3.0

5134
5135 3.68+

5136 **CRIMINAL BACKGROUND SCREENING**

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5139 Any person desiring employment shall file a completed application with Florida
5140 State University as outlined on the FSU Human Resources web page
5141 <https://jobs.fsu.edu/index.cfm> or by calling 850-644-6876.

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5143 **I. Initial Employment and Current Employees**

5144 For policies related to employment or current employees, please refer to
5145 Florida State University policies at www.fsu.edu.

5146
5147 **II. Contractors and Other Vendors**

- 5148 a. Contractual personnel who are permitted access on school grounds when
5149 students are present, who have direct contact with students or who have
5150 access to or control of school funds must meet level two (2) screening
5151 requirements as described in Florida Statutes. Contractual personnel shall
5152 include any vendor, individual or entity under contract with a school or the
5153 School Board. Each vendor, individual contractor or employee of a
5154 contractor as described in this section must provide verification that he/she
5155 has met the level two (2) screening requirements prior to accessing a school
5156 campus and provide evidence of compliance with Florida Statute Section
5157 448.095 (evidence may consist of, but is not limited to, providing notice of
5158 Contractor's E-Verify number).
- 5159 b. An employee or contractor of an employer who offers a high school student
5160 internship(s) must meet level 2 background screening requirements if
5161 he/she has direct, unsupervised access to the student intern(s).

- 5162 c. Leon County or other districts issue a state identification badge that is valid
5163 for five (5) years to a contractor who meets level 2 screening requirements.
5164 The recipient of the badge shall be responsible for paying a fee established
5165 by the Department of Education. The badge shall bear the picture of the
5166 contractor and must be visible at all times the contractor is on school
5167 grounds.
- 5168 d. The District shall recognize the uniform statewide identification badge that
5169 has been issued by another school district.
- 5170 e. A non-instructional contractor who has been convicted of any disqualifying
5171 offense, as defined in Florida Statutes, shall not have access to school
5172 grounds when students are present.
- 5173 f. Contractual personnel must also meet the level two (2) screening
5174 requirements every five (5) years following entry into a contract. If the
5175 fingerprints of an individual under contract with the School Board have not
5176 been retained by the Florida Department of Law Enforcement, the
5177 individual must submit a complete set of fingerprints to the district of
5178 which their prints were originally submitted.
- 5179 g. Each person under contract as described in sections III(a). and III(b). must
5180 agree to inform the party with whom he/she is under contract within forty-
5181 eight (48) hours if convicted of any disqualifying offense while under
5182 contract. The individual shall also be responsible for returning the badge
5183 within forty-eight (48) hours to the district that issued the badge. If it is
5184 found that a person under contract does not meet the level two (2)
5185 requirements, the individual shall be immediately suspended from
5186 working in a contractual position and shall remain suspended until final
5187 resolution of any appeals. A person who is working with with an intern
5188 will not be allowed to continue in an unsupervised situation.
- 5189 h. The following non-instructional contractors shall be exempt from level 2
5190 screening:

- 5191 i. A contractor who is under direct, line of sight supervision of a
5192 District employee or contractor who has met level 2 screening
5193 requirements;
- 5194 ii. A contractor who is required by law to undergo level 2 screening
5195 for licensure, certification, employment, or other purpose and
5196 provides appropriate documentation;
- 5197 iii. A law enforcement officer who is assigned or dispatched to school
5198 grounds;
- 5199 iv. An employee or medical director of a licensed ambulance provider
5200 who is providing services;
- 5201 v. A contractor at a site where students are not permitted and a six (6)
5202 foot chain link fence separates the work site from the remainder of
5203 the school grounds; or
- 5204 vi. A contractor who provides pickup or delivery services that involve
5205 brief visits to school grounds when students are present.
- 5206 i. A non-instructional contractor, as described in section III(i), who is exempt
5207 from level 2 screening shall be subject to a search of the registry of sexual
5208 offenders and sexual predators maintained by the Florida Department of
5209 Law Enforcement and the National Sex Offender Public Registry
5210 maintained by the U.S. Department of Justice. The District shall conduct
5211 the registry search without charge to the contractor. If a contractor is
5212 identified as a sexual predator or offender and not allowed on school
5213 grounds, the District shall notify the vendor, individual or entity under
5214 contract within three (3) business days.
- 5215
- 5216 j. The Director shall develop procedures to implement this policy.
- 5217

5218 **IV. Work Site with No Students Present.**

- 5219 A. The contractor or vendor shall provide to Florida State University
5220 Schools, Inc. a list of personnel assigned or potentially assigned to

5221 FSUS, Inc. sites so that the appropriate FSUS official can conduct the
5222 required background screening. Any charges incurred for this
5223 screening will be the responsibility of the contractor or vendor. Any
5224 person identified as a sexual predator or offender will not be allowed
5225 on any FSUS, Inc. site. Each person assigned to work at an FSUS,
5226 Inc. site is required to sign in and out upon entering and/or exiting
5227 the site at the designated location. An identification badge
5228 indicating level of clearance must be visibly worn at all times. No
5229 personnel shall work at the site who has been convicted of the
5230 serious offenses in the following list, subject to the Director's
5231 mitigation consideration process.

- 5232 a. Inappropriate sexual conduct including, but not limited to
- 5233 prostitution, solicitation of prostitution, sexual battery, sexual
- 5234 relations with a minor, possession or sale of pornography
- 5235 involving minors, computer pornography or obscene literature.
- 5236 b. Sale of controlled substances.
- 5237 c. Any crime or offense enumerated in 435.04, Florida Statutes.
- 5238 d. Possession of a gun or weapon on FSUS property or use of
- 5239 weapon in the commission of a violent crime.
- 5240 e. Knowingly falsifying or altering employment application,
- 5241 paperwork, district forms or other documents or certificates.
- 5242 f. Conviction of any felony as noted in 435.04, Florida Statutes.

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5244 **STATUTORY AUTHORITY:** 1001.41, 435.04, 1012.797 F.S.
5245 **LAWS IMPLEMENTED:** 288.061, 448.095, 1001.43,
5246 1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.

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5248 **HISTORY: NEW 07/08 not addressed**
5249 **ADOPTED:**
5250 **REVISION DATE(S): 5/15/12;**
5251 **11/12/13, 9/13/22**

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5253 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**AGENTS, SOLICITORS AND
SALESPERSONS**

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

The Director shall prohibit all forms of canvassing or soliciting of teachers or students on school premises during school hours except as otherwise approved in writing by the Director.

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

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VISITOR IDENTIFICATION MEASURE

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

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

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

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5328 3.80

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5330 **SCHOOL VOLUNTEERS**
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5333 A school volunteer is any non-paid individual who gives his/her time to a school
5334 or school staff member while performing assigned duties. Duties assigned to
5335 school volunteers shall be consistent with Florida Statutes and State Board of
5336 Education rules.

5337 (1) The school principal and each staff member who is assigned a school
5338 volunteer shall be responsible for assigning duties to school volunteers
5339 which are consistent with Florida Statutes, State Board of Education rules,
5340 and Board rules.

5341
5342 (2) The Director shall issue directives concerning school volunteers as
5343 may be deemed necessary.
5344

5345 (3) A school volunteer shall be accorded the same protection of Florida
5346 Statutes as accorded to certified instructional personnel provided the school
5347 volunteer:

5348 a. Has officially recorded his/her attendance in the school
5349 where he/she is rendering services under an administrative or
5350 instructional staff member, and

5351 b. Have on file a signed and dated release form prior to any
5352 volunteer activity.
5353

5354 (4) A school volunteer will be subject to the school’s security clearance
5355 policy.

5356 • An athletic coaching position in volunteer status, (performing duties
5357 without pay) is required to have a Level II background check and
5358 fingerprinting, which is the same requirement for other athletic coaches
5359 who are in coaching positions receiving pay. A person who has been
5360 convicted of a crime that would disqualify him/her for employment in the
5361 District, shall not be accepted as a volunteer.

5362 • Individuals volunteering on the school campus must present a valid
5363 driver’s license, be screened via the Raptor system or a similar
5364 background screening program, and issued an official visitor’s badge
5365 before performing volunteer duties. Volunteers must be supervised by an
5366 employee at all times.

5367 • Volunteers who are chaperoning off-campus field trips, including
5368 overnight trips, are required to present a valid driver’s license for the
5369 school Raptor security check or similar background screening program
5370 within 48 hours prior to the departure on the trip. The trip organizer must
5371 keep security documentation of all volunteers serving as chaperones.

5372

5373 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

5374

5375 **LAW(S) IMPLEMENTED:** 110.504(4) (5); 228.041(24); 110.504(4), 110.504(5),
5376 440.02(15)(d)6, 435.04, 768.28, 943.04351, 1001.43, 1012.01, F.S.

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5378 **HISTORY:** **ADOPTED: 8/15/2001**

5379 **REVISION DATE(S): 10/9/12; 11/18/14**

5380 **FORMERLY: NEW**

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CURRICULUM

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AND

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INSTRUCTION

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5407
5408 4.10*+
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5410 THE CURRICULUM
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5412

- 5413 I. The District curriculum shall be determined by
5414
- 5415 A. Students' needs as determined by studies, assessments and surveys;
5416
- 5417 B. Continuous evaluation of curriculum effectiveness in meeting
5418 students' needs in the District;
5419
- 5420 C. Florida Statutes, State Board of Education rules, and the School
5421 Board; and
5422
- 5423 D. Florida Department of Education developed and School Board
5424 approved Florida curriculum frameworks, State Student
5425 Performance Standards and course descriptions.
5426
- 5427 II. The Director may appoint such committees and special study groups as
5428 may be necessary to assist in determining the educational needs of the
5429 District.
5430
- 5431 III. The Director shall designate an appropriate staff member who is
5432 responsible for the development and coordination of the total curriculum
5433 of the District.

5434

5435 IV. The program of instruction shall include, but not be limited to

5436

5437 A. Elementary Level Curriculum - reading, language arts, social
5438 studies, science, health, physical education, music, art, mathematics,
5439 character education, and such other disciplines that may be
5440 considered necessary to a comprehensive elementary school
5441 program. The curriculum shall include instruction in study and
5442 work habits, critical thinking skills, health and hygiene, citizenship,
5443 career orientation, the establishment of purposes, and the
5444 development of and morality;

5445

5446 B. Middle Level Curriculum - Mathematics, language arts, reading,
5447 science, social studies, music, art, health, physical education,
5448 exploratory career education, character education, computer literacy
5449 if resources are available, and critical thinking skills. Activities
5450 which offer desirable experiences such as consumer education, band,
5451 drama, creative writing, athletics, and student government shall be
5452 promoted. Instruction in the use of the library and counseling
5453 services shall be provided;

5454

5455 C. Senior Level Curriculum - Will consist of courses which meet the
5456 needs of all students. Both college preparatory and terminal courses
5457 shall be offered at levels which will challenge each student to
5458 perform in accordance with his/her ability.

5459

- 5460 1. Library instruction and counseling services shall be provided.
5461
- 5462 2. Character education shall include instruction on the
5463 development of leadership, interpersonal, organization, and
5464 research skills; workplace ethics and law; conflict resolution;
5465 skills that enable students to become resilient and self-
5466 motivated; and skills which assist students to become
5467 employed.
5468
- 5469 3. A program of student government, student publications,
5470 drama, music, social activities, and athletics shall be provided
5471 for the development of well-rounded citizens.
5472
- 5473 D. A student's progression from one grade to another shall be
5474 determined, in part, upon proficiency in reading, writing, science,
5475 and mathematics.
5476
- 5477 V. The responsibility and right of an instructional staff member to present
5478 information of a controversial nature is hereby recognized. The teacher
5479 shall not present controversial material or issues which are not directly or
5480 closely related to the subject area being taught. In presenting controversial
5481 materials on an issue, the teacher shall present all sides of the question
5482 without bias or prejudice and shall permit each student to arrive at his/her
5483 own conclusions.
5484
- 5485 VI. A course description shall be presented for School Board approval before
5486 any course or unit in the objective study of the Bible or a comparative study
5487 of religion, as provided in Florida Statutes, is initiated in any school. The
5488 description shall detail the purpose of the course, the materials to be used,
5489 grade location, length of the course, and credit value. No teacher shall

5490 present or permit to be presented any material which ridicules any religious
5491 sect, belief, or faith.

5492

5493 VII. Prior to initiating any course or unit of instruction in human growth and
5494 development, a course outline and complete description shall be presented
5495 for School Board approval. This rule does not preclude the teaching of
5496 personal cleanliness in health and physical education classes or in the
5497 elementary grades, or the teaching of matters relating to sex education as
5498 provided in state-adopted textbooks, or information relating to sex
5499 education as required in other courses using duly-adopted textbooks and
5500 materials where the teaching of sex is an incidental part of the course.

5501 VIII. It shall be the responsibility of the school to make students aware of the
5502 dangers and consequences of sexually transmitted diseases. The manner,
5503 scope, and levels at which this information will be presented shall be
5504 determined by the Director or designee in consultation with instructional
5505 supervisors and principal(s). Prior to initiating any such unit of instruction,
5506 the proposed program, the materials to be used, and other essential
5507 information shall be presented to the School Board for approval. When any
5508 questionable information is to be viewed by mixed groups, the sexes may
5509 be separated for presentation of materials.

5510

5511 IX. Age-appropriate information about Acquired Immune Deficiency
5512 Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and
5513 other sexually transmissible diseases shall be taught in Grades K-12.
5514 Instruction shall address causes, transmission, and prevention and shall be
5515 approved by the School Board.

5516

5517 X. The Director or designee shall review curriculum frameworks which are
5518 prepared and distributed by the Florida Department of Education and

5519 related to AIDS education. If the curriculum frameworks are inconsistent
5520 with locally determined curriculum for AIDS education or are not reflective
5521 of local values and concerns, the Director shall advise the School Board and
5522 provide recommendations for instructional activities.

5523

5524 XI. A student shall be exempt from instructional activities on reproductive
5525 health or Acquired Immune Deficiency Syndrome (AIDS) provided
5526 his/her parent(s), as defined by Florida Statutes, files a written request with
5527 the school principal.

5528

5529 XII. In compliance with Florida Statute, throughout instruction in Acquired
5530 Immune Deficiency Syndrome, sexually transmitted diseases, or health
5531 education, when such instruction and course material contains instruction
5532 in human sexuality, a school shall:

5533

5534 A. Teach abstinence from sexual activity outside of marriage as the
5535 expected standard for all school-age children while teaching the
5536 benefits of monogamous heterosexual marriage.

5537

5538 B. Emphasize that abstinence from sexual activity is an absolute way to
5539 avoid pregnancy, sexually transmitted diseases, including Acquired
5540 Immune Deficiency Syndrome (AIDS), and other associated health
5541 problems.

5542

5543 C. Teach that each student has the power to control personal behavior and encourage
5544 students to base actions on reasoning, self-esteem, and respect for others.

5545

5546 D. Provide instruction and material that is appropriate for the grade and age of the
5547 student.

5548

5549 XIII. The Director or designee shall develop a physical education program to
5550 implement the requirements of Florida Statutes.

5551

5552 XIV. When dealing with political issues, the positions of all parties will be
5553 presented on a nonpartisan basis. Partisan political literature will not be
5554 distributed in schools. However, schools may give out information relating
5555 to School District taxes or the need for construction bonds.

5556

5557 XV. All course materials and verbal or visual instruction shall conform to the
5558 requisites and intent of all Florida law and the state constitution. All
5559 instructional materials, including teachers' manuals, films, tapes, or other
5560 supplementary instructional material, shall be available for inspection by
5561 parents of the children engaged in such classes.

5562

5563 XVI. The Director/designee shall develop procedures to assure all aspects of
5564 curriculum development and implementation are carried out.

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5567 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

5568

5569 **LAWS IMPLEMENTED:** 1000.21, 1003.4203, 1003.455, 1010.305;
5570 1006.28; 1001.43; 1006.29; 1008.25; 1003.42; 1003.45, F.S.

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5572 **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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5622 **ACADEMIC ACCELERATION**
5623

5624 The FSUS Board believes that all children are entitled to an education that is
5625 challenging and is commensurate with their abilities and needs. Therefore,
5626 students who can exceed grade level and/or subject area expectations shall be
5627 provided opportunities to participate in accelerated learning.

5628
5629 A. Accelerated learning options shall include but not be limited to

- 5630
5631 A. Whole grade promotion;
5632 B. Midyear promotion;
5633 C. Virtual instruction;
5634 D. Subject matter acceleration;
5635 E. Advanced academic courses;
5636 F. Credit Acceleration Program;
5637 G. Enrichment programs; and
5638 H. Early high school graduation.

5639
5640 B. All parents and students shall be notified of the opportunities for
5641 academic acceleration. Notification shall include but not be limited
5642 to

- 5643
5644 I. Accelerated learning options including early graduation;
5645 II. Eligibility requirements;

5646

5647 III. Referral process and relevant deadlines;

5648 IV. Appeals process; and

5649 V. Performance contracts for students who are referred by their parents.

5650

5651 C. Student eligibility requirements shall be established at the school
5652 and District levels. Eligibility considerations shall include those
5653 established by law and other considerations as determined by the
5654 school or District.

5655

5656 D. A student may be referred for academic acceleration by a teacher,
5657 administrator, guidance counselor, school psychologist or parent.

5658

5659 E. An evaluation committee shall be established at each school to
5660 consider all referrals for academic acceleration. The committee shall
5661 determine a student's eligibility for an acceleration program or
5662 accelerated class(es).

5663

5664 F. A parent may appeal the decision of the evaluation committee in
5665 writing if the committee does not recommend that the child is
5666 eligible to participate in academic acceleration.

5667

5668 G. A performance contract shall be developed for each student who
5669 participates in an acceleration option at the request of his/her
5670 parent. The contract shall be signed by the student, parent, and
5671 school principal.

5672

5673 H. Provisions for academic acceleration shall be contained in the
5674 *Student Progression Plan*.

5675

5676 I. The School shall establish procedures for the implementation of
5677 academic acceleration. The eligibility requirements, data sources to
5678 be used for evaluation, composition of the evaluation committee and
5679 methods of monitoring accelerated students shall be included in the
5680 procedures.

5681

5682

5683 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

5684

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5686 **LAW(S) IMPLEMENTED:** **1000.21, 1001.43, 1002.3105, 1002.321,**
5687 **1003.4281, 1003.4295, F.S.**

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5690 **HISTORY:** **ADOPTED: 1/8/2013**
5691 **REVISION DATE(S): 11/12/13**
5692 **FORMERLY: NEW**

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5711 **GRADE FORGIVENESS**

5712 The purpose of the forgiveness policy is to assist students in meeting graduation
5713 requirements including a minimum grade point average and successful
5714 completion of academic and credit requirements.

5715
5716 I. Required Courses

5717
5718 A grade of D or F or an equivalent of a grade of D or F in a required course
5719 may be replaced with a grade of C or higher or an equivalent of a grade of
5720 C or higher earned subsequently in the same or a comparable course.

5721
5722 II. Elective Courses

5723
5724 A grade of D or F or an equivalent of a grade of D or F in an elective course
5725 may be replaced with a grade of C or higher or an equivalent of a grade of
5726 C or higher earned subsequently in another course.

5727
5728 III. Middle Grades Students

5729
5730 A student in the middle grades who takes a high school course for high
5731 school credit and earns a grade of C, D, or F or an equivalent of a C, D, or F
5732 may replace the grade with a grade of C or higher or an equivalent of a
5733 grade of C or higher earned subsequently in the same or comparable course.

5735 IV. Grade Point Average

5736

5737 Only the new grade shall be used in calculating the student's grade point
5738 average. A course grade that is not replaced according to the forgiveness
5739 policy will be used in the calculation of the grade point average.

5740

5741 V. Student Records

5742

5743 All courses and grades must be included on the student's transcript. The
5744 forgiveness provision does not give the authority to delete the forgiven
5745 course and grade from the student's record.

5746

5747 VI. Notification

5748

5749 Students shall be notified of the grade forgiveness provisions and the
5750 procedure for replacing eligible grades.

5751

5752 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

5753 **LAW(S) IMPLEMENTED:** 1001.43, 1003.4156, 1003.4281, 1003.4282,

5754 1003.437, 1003.49, 1008.25, F.S.

5755 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0955

5756 **HISTORY:** 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16

5757 **ADOPTED:** 12/13/16

5758 **REVISION DATE(S):** _____

5759 **FORMERLY:** NEW

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4.117

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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5801 4.12

5802 EXCEPTIONAL STUDENT EDUCATION
5803

5804 Definition: An exceptional student shall mean any child who requires special
5805 instruction or related services to take full advantage of or to respond to
5806 educational programs and opportunities because of a physical, mental, emotional,
5807 social or learning exceptionality, as determined by a multi-disciplinary team
5808 which includes psychological, educational, and/or physical evaluation results
5809 provided by specialists qualified under State Board of Education rules.
5810 Exceptional Students include children with specific learning disabilities or
5811 children who are mentally handicapped, speech and language impaired, hearing
5812 impaired, visually impaired, physically impaired, emotionally handicapped,
5813 socially maladjusted, profoundly handicapped, or gifted, within the limitations
5814 provided in 228.053 and 228.056, F.S.

- 5815 (1) Upon recommendation of the Director, the Board shall annually adopt a
5816 plan for the provision of exceptional student education programs for all
5817 exceptional students.
- 5818 (2) The annual plan for special programs and procedures for exceptional
5819 students shall include: screening procedures; pre-referral activities; referral
5820 procedures; eligibility criteria; program placement; program dismissal; and
5821 descriptions of program organization and operations.
- 5822 (3) The annual plan for exceptional student education shall be subject to the
5823 approval of the State Commissioner of Education.
- 5824 (4) The exceptional student education program shall conform to the provisions
5825 adopted by the Board and approved by the Commissioner and shall

5826 function in accordance with the provisions of law, State Board of Education
5827 rules, and other applicable provisions of Board rules.

5828

5829

5830 **STATUTORY AUTHORITY:** 228.053; 228.056; 230.22(2); 230.23(17), F.S.

5831 **LAWS IMPLEMENTED:** 228.041; 228.053; 230.23(4)(m); 230.23(6)(c);
5832 230.23005(3)(d),(6),(8), F.S.

5833 **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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5940 4.18

5941 **ACADEMIC AND CAREER PLANNING**
5942

- 5943 I. Middle grade students shall participate in a career and education planning
5944 course during the sixth, seventh or eighth grade. The course must be an
5945 approved course identified by the Florida Department of Education. The
5946 career-planning portion of the designated course must be internet-based,
5947 customizable to each student, and include research-based assessments to
5948 assist with determining educational and career options and goals. Career
5949 exploration shall be included in the curriculum. The purpose of this course
5950 shall be to enable students and parents to develop a personalized academic
5951 achievement and career goals for postsecondary experience.
- 5952
- 5953 II. The academic and career plan shall include
- 5954 A. A destination;
- 5955 B. A major area of interest;
- 5956 C. A list of courses to meet the requirements of the destination and
5957 major area of interest.
- 5958 D. A detailed explanation of the requirements for earning a high school
5959 diploma designation.
- 5960 E. The requirements for each scholarship in the Florida Bright Futures
5961 Scholarships Program
- 5962 F. The requirements for state university, technical college, and Florida
5963 College System institution admission.

5964 G. Opportunities available to earn college credit in high school,
5965 including Advanced Placement courses; dual enrollment, including
5966 career dual enrollment; and career education courses.

5967

5968 III. Destinations shall include

5969 A. Four (4) year college or university, community college plus
5970 university, or military academy degree;

5971 B. Two (2) year postsecondary degree;

5972 C. Postsecondary career certificate;

5973 D. Immediate employment or entry level military; or

5974 E. A combination of any of these destinations.

5975

5976 IV. The destinations shall accommodate the needs of exceptional education
5977 students to the extent appropriate for individual students. These students
5978 may follow the courses outlined in the *Student Progression Plan*.

5979

5980 V. Completion of the academic and career plan shall be required for
5981 promotion to grade nine (9).

5982

5983 VI. Secondary schools shall ensure that students and parents are aware of the
5984 destinations and the process of developing and revising academic plans.

5985

5986 VII. The District shall encourage the business community to support career
5987 preparation by providing internships and apprenticeships.

5988

5989 VIII. The high school principal shall

5990

5991 A. Designate an instructional or administrative staff member to serve
5992 as a specialist who will

5993 1. Coordinate the use of student achievement strategies;

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6036 4.19*+
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6038 **PHYSICAL EDUCATION**
6039

6040 Florida State University Schools believes that physical education is an important
6041 component of the total educational program. Physical activity is essential to the
6042 development and maintenance of good health. The physical education program
6043 shall focus on providing students with the knowledge and skills to make healthy
6044 lifestyle decisions.

6045
6046 I. The physical education program shall be consistent with the standards of
6047 the National Association for Sport and Physical Education and with the
6048 Sunshine State Standards. It shall be an integral part of the District Wellness
6049 Program.

6050
6051 II. The physical education curriculum shall be a continuum from
6052 prekindergarten through grade 12. Activities shall be appropriate for the
6053 grade level and capabilities of the students and shall be of sufficient
6054 intensity and duration to provide a health benefit.

6055
6056 III. Goals of the physical education program shall include

6057
6058 A. Competency in motor skills and movement patterns;

6059
6060 B. Understanding of human movement as it relates to physical
6061 activities;

- 6063 C. Understanding of the benefits of regular participation in physical
- 6064 activity;
- 6065
- 6066 D. Regular participation in physical activity;
- 6067
- 6068 E. Achievement of a health-enhancing level of physical fitness;
- 6069
- 6070 F. Knowledge of safety in physical activities;
- 6071
- 6072 G. Knowledge of first aid and cardiopulmonary resuscitation (CPR);
- 6073
- 6074 H. Demonstration of responsible personal and social behavior in
- 6075 physical activity;
- 6076
- 6077 I. Recognition and acceptance of the differing abilities of people;
- 6078
- 6079 J. Recognition of the values of physical activity for health, enjoyment,
- 6080 challenge, self-expression, and social interaction; and
- 6081
- 6082 K. Increase in health and wellness.
- 6083

6084 IV. The District shall develop a comprehensive physical education plan with

6085 input from teachers, parents, students, and representatives from the

6086 medical and sports fields. The plan shall be reviewed annually by the

6087 Wellness Committee and modified as appropriate. The plan shall adhere

6088 to the requirements of Florida Statutes.

6089

6090 V. The District shall notify parents annually that counseling concerning the

6091 benefits of physical education is available at each school. The District shall

6092 also inform parents, prior to scheduling a student for physical education,

6093 that the requirement for participation in physical education may be waived

6094 under certain circumstances as specified in law.

6095

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6097 **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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6148 **4.21+**
6149 **INSTRUCTIONAL MATERIALS SELECTION**
6150

6151 The School Board shall be legally responsible for the instructional materials used
6152 in the operation of District schools. Responsibility for the selection and
6153 management of the materials is that of the principal of the school. The principal is
6154 also responsible for assuring that instructional materials are used to provide
6155 instruction to students enrolled at the grade level or levels for which the materials
6156 are designed and for effectively communicating to parents, as defined by Florida
6157 Statutes, the manner in which instructional materials are used to implement the
6158 curricular objectives of the school.

6159
6160 A. The following standards will be used to determine the propriety of instructional materials
6161 for selection:

- 6162 a. The age of the children who normally could be expected to have
6163 access to the material,
- 6164 b. The educational purpose to be served by the material, with priority
6165 being given to the selection of materials that encompass state and
6166 District performance standards,

6168 c. The consideration of the racial, ethnic, socioeconomic, and cultural
6169 diversity of the District,

6170
6171 d. The degree to which the material would be supplemented and
6172 explained as part of normal classroom instruction.

6173 Consideration should be given to recommendations made by District
6174 committees who have reviewed the available materials in a subject area.

6175 No books or other material containing hardcore pornography or other
6176 material prohibited by Florida Statute shall be used.

6177

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

6184

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

6191

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

6195 E. The principal is to collect from each pupil or the pupil's parent the purchase
6196 price of any instructional material the pupil has lost, destroyed, or
6197 unnecessarily damaged and to report and transmit such amounts collected
6198 to the Chief Financial Officer. Payment for such materials is due within 30
6199 days of the start of the school year. Failure to satisfy the debt may result in
6200 the withdrawal of the invitation letter. The principal may not delay the
6201 transfer of a pupil's permanent record or delay the awarding of grades due
6202 to failure of payment of assessment on lost, destroyed, or damaged
6203 materials.

6204
6205 F. The principal, when requested by the parent of a pupil in the school, shall
6206 sell to the parent any instructional materials used in the school. The costs
6207 of the materials to the parents would be prorated based on the original
6208 purchase price, number of years of adoption, and number of years used.

6209
6210 G. All money collected from the sale, loss, or damage of instructional materials
6211 shall be transmitted to the Finance Department to be deposited in the
6212 District school fund and added to the District appropriation for
6213 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

ADDITIONAL REFERENCE: FSUS Media Center Handbook

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6257 **EDUCATIONAL MEDIA MATERIALS SELECTION**
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6260 The FSUS Leon Library Media Center serves as a keystone for the curriculum
6261 needs of the school community while also promoting and providing for students'
6262 recreational reading. The Library Media Center assists students in becoming
6263 lifelong information seekers and ensures that they develop the skills to utilize
6264 information effectively through collaborative instruction and flexible access.

- 6265 I. Objectives of Selection - The primary objective of the FSUS Leon
6266 educational media center is to implement, enrich, and support the
6267 educational program of the school. The center shall provide a wide range
6268 of materials on all levels of difficulty, with diversity of appeal, and the
6269 representation of different points of view. The FSUS Leon School Board
6270 asserts that the responsibility of the media center is to provide:
- 6271 A. Instructional and supplemental materials that will enrich and
6272 support the curriculum, taking into consideration the varied
6273 interest, abilities, and maturity levels of the students being served.
 - 6274 B. Materials that will stimulate growth in factual knowledge, literary
6275 appreciation, aesthetic values, and ethical standards.
 - 6276 C. A background of information enabling students to make intelligent
6277 judgments in their daily life.
 - 6278
 - 6279 D. Materials on opposing sides of controversial issues in order that
6280 students may develop, under guidance, the practice of critical
6281 analysis of all media.

- 6282 E. Materials representative of the many religious, ethnic, and cultural
6283 groups and their contributions to the heritage and culture of
6284 America and the world.
- 6285 F. A comprehensive collection appropriate for the users of the media
6286 center placing principle above personal opinion and reason above
6287 prejudice in the selection of materials of the highest quality.
- 6288 II. Legal Responsibility for Selection. The FSUS Leon School Board is legally
6289 responsible for all matters relating to the operation of the FSU Leon. The
6290 responsibility for the selection of educational materials, regardless of
6291 whether the book is purchased, donated, or otherwise made available to
6292 students is delegated to a school district employee who holds a valid
6293 educational media specialist certificate. School principals are responsible
6294 for overseeing compliance with school district procedures for selecting
6295 school library media center materials. A parent may limit his or her
6296 student's access to materials in the school or classroom library by emailing
6297 the media specialist.
- 6298 III. Parental Responsibility. Parents shall have the right to review materials in
6299 the media center and request that it be noted in the student's library
6300 record that the student not be allowed to check out certain materials.
- 6301 IV. Criteria for Selection of Media Materials
- 6302 A. The standards to determine the propriety of the educational
6303 materials shall be pursuant to Florida Statutes.
- 6304 B. First consideration shall be given to the needs of the individual
6305 school based on knowledge of the curriculum, of the existing
6306 collection, and of the needs of children and youth. Requests from
6307 users of the collection, (*i.e.*, administrators, faculty, parents, and
6308 students) shall be given high priority.
- 6309 C. Materials shall be considered on the basis of accuracy of content,
6310 overall purpose, timeliness, importance of the subject matter,
6311 quality of the writing/production, readability and popular appeal,

6312 authoritativeness, comprehensiveness of material, reputation of the
6313 publisher/producer, reputation and significance of the
6314 author/artist/composer/producer, format and price.

6315 D. In determining the suitability and value of the material included in
6316 the collection, consideration of the following elements must be
6317 given:

- 6318 1. Religion - factual, unbiased material which represents all
6319 major religions
- 6320 2. Ideologies - factual information on any ideology or
6321 philosophy that exerts a strong force in society
- 6322 3. Sex Education - factual information, appropriate for the age
6323 group or related to the school curriculum
- 6324 4. Sex - pornographic, sensational, or titillating materials shall
6325 not be included
- 6326 5. Profanity - the fact that limited profanity appears in material
6327 shall not automatically disqualify a selection. However, care
6328 shall be taken to exclude materials using profanity in a lewd
6329 or detrimental manner and not in context with the material
- 6330 6. Science - factual information about medical and scientific
6331 knowledge, without any biased selection of facts

6332

6333 E. Gifts of media or money may be accepted with the understanding
6334 that their use or disposition shall be determined by those persons
6335 having the responsibility for acquisitions, according to the same
6336 selection criteria and procedures as purchased materials.

6337 V. Procedures for Selection

6338 A. In selecting materials made available to students through the
6339 library media center, the school media specialist shall:

- 6340 1. Consult with reputable, unbiased, professionally recognized
6341 reviewing periodicals and school community stakeholders

- 6342 (including, media staff, curriculum consultants, students,
6343 faculty, parents and community members).
- 6344 2. Require that book selections meet the criteria set forth in s.
6345 1006.40(3)(d), F.S.
- 6346 3. The library media center collection will:
- 6347 a. be based on reader interest,
6348 b. support state academic standards and aligned
6349 curriculum and
6350 c. support the academic needs of students and faculty.
- 6351 4. When considering materials to be purchased, the media
6352 specialist shall follow these procedures:
- 6353 a. Purchase materials which are outstanding and
6354 frequently used;
6355 b. Periodically replace worn or missing items;
6356 c. Withdraw out-of-date or unnecessary items from the
6357 collection or items required to be removed pursuant
6358 to subparagraph 2; and replaced by new and age
6359 appropriate materials,
6360 d. Purchase materials in many types of format: digital, e-
6361 books, electronic, or print.
6362 e. Examine sets of materials and materials acquired by
6363 subscription and purchase only material to fill a
6364 definite need.
- 6365 5. Weeding is the process of removing materials from the
6366 library collection in a systematic, deliberate way, and is an
6367 ongoing part of collection management. The CREW Method
6368 is the system used to weed the library collection; CREW
6369 stands for Continuous Review, Evaluation, and Weeding.
6370 The main criteria used in the CREW method are:
6371 M = Misleading (and/or factually inaccurate)

6372 U = Ugly (worn and beyond mending or rebinding)
6373 S = Superseded (by a truly new edition or by a much better
6374 book on the subject)
6375 T = Trivial (of no discernible literary or scientific merit;
6376 usually of ephemeral interest at some time in the past)
6377 I = Irrelevant to the needs and interests of your community
6378 E=The material or information may be obtained
6379 expeditiously Elsewhere through interlibrary loan,
6380 reciprocal borrowing, or in electronic format.

6381
6382 B. The FSUS Leon elementary school must publish on the school
6383 website a list of all materials maintained in the school library media
6384 center or required as a part of a school or grade-level reading list.

6385
6386 VI. Challenged Materials. Library materials deemed by some persons to be
6387 objectionable may be considered by others to have sound educational
6388 value. Any concerned parent, district resident or employee of the district
6389 may request reconsideration of school library media; however, the
6390 challenged material shall not be removed from circulation during the
6391 reconsideration process. When a complaint is made, the following
6392 procedure shall be followed:

6393 A. The library media specialist shall discuss the matter informally
6394 with the complainant explaining the selection procedures for
6395 library media materials. If the complainant accepts the explanation
6396 given by the media specialist, the reconsideration process
6397 concludes.

6398 B. If the explanation fails to resolve the objection, the principal will
6399 ask the complainant initiating the challenge to file, within two
6400 weeks, a formal written objection by completing a "Request for
6401 Reconsideration of Library Media" form which must reflect that the

- 6402 complainant has read the material in full. Failure to do so results in
6403 the conclusion of the reconsideration process.
- 6404 C. Upon receipt of the completed form "Request for Reconsideration
6405 of Library Media," the principal shall forward copies to the
6406 appropriate personnel on the School-level Review Committee (a
6407 committee of teachers, educational media specialists and parents of
6408 the school).
- 6409 D. The challenged material shall not be removed immediately;
6410 however, such materials shall not be available for student use
6411 pending a final decision.
- 6412 E. The challenged material shall be read and re-evaluated by the
6413 committee, considering the specific objections raised. The School-
6414 level Review Committee, in carrying out its assigned function,
6415 shall:
- 6416 1. Read, view or listen to the material in its entirety;
 - 6417 2. Check general acceptance of the material by reading reviews
6418 and consulting recommended lists;
 - 6419 3. Determine the extent to which the material supports the
6420 curriculum;
 - 6421 4. Complete the "Checklist for Reconsideration of Library
6422 Media," judging the material for its strength and value as a
6423 whole and not in part; and
 - 6424 5. Forward, within fifteen (15) working days, a written
6425 recommendation to the Director.
- 6426 F. The complainant and the school's media specialist shall be
6427 informed in writing concerning the school-level committee's
6428 decision to retain or withdraw the challenged material as
6429 recommended by the school-level review committee.
- 6430 G. If the complainant or the media specialist is dissatisfied with the
6431 School-level Review Committee's decision, a written appeal may be

6432 filed with the FSUS Leon School Board within 15 working days.
6433 Failure to do so results in the conclusion of the reconsideration
6434 process.

6435 H. The School Board shall consider the decision of the School-level
6436 Review Committee and any other appropriate documentation (i.e.
6437 meeting summaries, material reviews, etc.). The decision of the
6438 School Board regarding appropriateness of a particular library
6439 media material will be considered final.

6440 I. Library Media materials in question can only be removed from
6441 circulation and/or used in the school district through the
6442 procedures of this policy.

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6445 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

6446 **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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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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CHAPTER 4.0

4.24+

ARTIFICIAL INTELLIGENCE ACCEPTABLE USE

I. Introduction

It is the policy of Florida State University Schools to:

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

6546 clarifications of information or explanations of ideas and
6547 concepts.

6548

6549 F. Teachers and staff need to be aware and understand:

6550

- 6551 1. Generative AI is not a substitute for human creativity,
6552 judgement, and creation.
- 6553 2. Potential violations of IP, Privacy, and District Policy
- 6554 3. Accuracy, appropriateness, or bias (depending on the nature of
6555 the work) may require evaluation and/or review
- 6556 4. AI must not be used to learn passwords, confidential,
6557 proprietary or sensitive district data.
- 6558 5. AI must not be used to upload employee or student records,
6559 names, addresses, etc.,
- 6560 6. AI must not integrate AI tools with District software.
- 6561 7. AI must not be used for employment decisions about applicants
6562 or employees.

6563

6564 G. Students Responsible Use –

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- 6566 1. AI programs can have implicit bias, and even present incorrect
6567 information. Students should acknowledge that AI is not always
6568 factually accurate, nor seen as a credible source, and should be
6569 able to provide evidence to support its claims. All users must
6570 also be aware of the potential for bias and discrimination in AI
6571 tools and applications.
- 6572 2. If a student is using an AI program, they need to think critically
6573 and be sure to fact-check using primary sources.
- 6574 3. AP, IB and Dual Enrollment college and university classes may
6575 have additional restrictions and limitations regarding the use of
6576 AI.
- 6577 4. Academic integrity means that Chat GPT cannot be used for any
6578 assignments, essays, or other papers submitted. Should AI be
6579 used in any capacity, the student must acknowledge the use of
6580 AI related to their school work: attributing AI text, image,
6581 multimedia, etc. when using them in their school work. The use
6582 of AI could be subject to the Academic Dishonesty Policy.
- 6583 5. Students are not permitted to use AI programs to avoid doing
6584 their own work.
- 6585 6. Students may not use AI for any assignment unless the student
6586 has explicit permission from the teacher.

- 6587 7. Student access to certain websites using AI may be granted,
6588 however privacy guidelines and age restrictions must be
6589 considered prior to allowing the usage.
6590
- 6591 H. Any misuse of AI tools and applications, such as hacking or altering data,
6592 is strictly prohibited.
6593
- 6594 I. Students using AI software with a personal device and/or personal
6595 credentials should be aware that the platforms they are uploading
6596 information to is collecting various forms of data and their privacy may
6597 not be protected.
6598

6599 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
6600 **LAW(S) IMPLEMENTED:** 1001.02, 1003.02, F.S.
6601 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0957, 6A-1.0955
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6606 **HISTORY:** **ADOPTED: 2/13/2024**
6607 **REVISION DATE(S):**
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6614 **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.

6652 (b) Challenged materials shall not be removed immediately;
6653 however, such materials shall not be available for student use
6654 pending a final decision.

6655 (c) Challenged materials shall be read and re-evaluated by the
6656 committee, considering the specific challenges raised. The
6657 committee shall report its decision to the Director within fifteen
6658 (15) working days.

6659 (d) The Director, following the committee's recommendations, shall
6660 inform the complainant in writing.

6661 (4) The complainant may request an appeal to the Dean of the College of
6662 Education when the school appeal does not satisfactorily resolve the
6663 concerns. This shall be done within 10 working days and must be in
6664 writing. The Dean shall review recommendations from the school
6665 committee and shall render the final decision on the complainant's
6666 concern. Incorporated by reference herein, and attached as Appendix D
6667 to the Policy Handbook, are the *FSUS Procedures for Reconsideration of*
6668 *Challenged Materials*).

6669

6670 **STATUTORY AUTHORITY:** **1001.41; 1001.42, F.S.**

6671 **LAWS IMPLEMENTED:** **1001.41; 1001.43 F.S.**

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6682 **FLORIDA STATE UNIVERSITY SCHOOLS**

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

FORMERLY: 3.13

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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CHAPTER 4.0**

4.35

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

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1006.15 F.S.

**HISTORY: Deleted 3/9/10
as duplicative of Pol. 4.71
ADOPTED:
REVISION DATE(S):
FORMERLY: 3.14**

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
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4.38

USE OF FILM MEDIA IN CLASSROOM

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.
LAWS IMPLEMENTED: 1000.21, 1000.42 1001.43, 1003.57, and 1006.07 F.S.
HISTORY:
ADOPTED:
REVISION DATE(S): 10/13/09
FORMERLY: 3.15

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6755 CHAPTER 4.0

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6758 4.40
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6760
6761 **EXTRACURRICULAR PROGRAM**
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6763
6764 Interscholastic extracurricular activities shall be defined as a planned secondary
6765 school-sponsored competitive activity which exists or is performed between
6766 students representing Florida State University Schools, school districts, regions or
6767 the state. The extracurricular program shall be considered an essential part of the
6768 total school program and shall be under the Director's direction and/or designee.
6769 The Director or designee shall select the personnel to direct and to act as advisors
6770 for the various extracurricular activities. Care shall be exercised to limit the load
6771 assigned to one teacher.

- 6772
- 6773 (1) The Administrative Staff shall be responsible for determining
6774 each participant's eligibility in interscholastic extracurricular
6775 activities pursuant to the Bylaws of the Florida High School
6776 Athletic Association, Inc. If Florida State University Schools
6777 allows an ineligible student to participate Florida State
6778 University Schools shall be subject to the penalties set forth by
6779 the Bylaws of the Florida High School Athletic Association, Inc.
 - 6780 (2) All extracurricular activities shall be self-supporting, when
6781 possible. Students shall not be excluded from participating in
6782 activities for lack of money for dues, materials, or uniforms.

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**FLORIDA STATE UNIVERSITY SCHOOLS
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4.41

NON-SCHOOL RELATED TRAVEL

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

- (1) Trips shall be organized between the individual participants and any sponsoring agency and that relationship shall be expressed in descriptive literature.
- (2) The School shall not be involved in the curriculum, itinerary, or selection of advisors for the trip.
- (3) Promotional activities and literature shall not include the Florida State University Schools nor be distributed through the school.
- (4) School facilities may not be used for planning or advertising such trips.
- (5) Participation in such travel by employees and/or students shall be subject to Florida State University Schools leave and attendance policies.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43, F.S.

**HISTORY:
ADOPTED:
REVISION DATE(S): 10/13/09 (strict
construction mandated)
FORMERLY: 3.10**

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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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6900 4.43

6901
6902 **FIELD TRIPS**
6903

6904 Any trip that is directly related to a unit of instruction being studied by a particular
6905 group of students shall be considered an educational field trip. A field trip will be
6906 approved only when related to the instructional program of the school. The
6907 teacher shall direct the request for a field trip to the principal. The request shall
6908 include an outline of the trip and shall show how the field trip will be of benefit to
6909 the students.

- 6910 I. A field trip for one (1) day shall be limited to a radius of 200 miles from the
6911 school unless otherwise approved by the Board.
- 6912 II. Transportation costs of field trips shall be paid from the Student Activity
6913 Fund. Educational field trips shall be without cost to the students.
- 6914 III. The parent or guardian shall be notified prior to any field trip. Such notice
6915 shall state the place to be visited, the date of the trip, the time of departure,
6916 and the time or return to the school. Any student making a trip shall
6917 present a note from his/her parent or guardian giving permission for
6918 him/her to make the trip.
- 6919 IV. The sponsor of the trip is responsible for notifying parents and permission
6920 form documentation of approval by parents or guardians.
- 6921 V. The Director shall develop procedures to be followed relating to
6922 educational field trips.
- 6923 VI. A trip that is not directly related to the instructional program but which is
6924 related to a school-sponsored or connected activity shall be considered an
6925 extracurricular trip.

6926 VII. The Director shall develop procedures to be followed relating to
6927 extracurricular field trips.

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6930 **STATUTORY AUTHORITY:** 230.22(2); 230.23(17), F.S.

6931 **LAWS IMPLEMENTED:** 230.23(8); 230.23005(3)(c); (9); 234.02, F.S.

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HISTORY:

ADOPTED:

REVISION DATE(S):

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6966 **FLORIDA STATE UNIVERSITY SCHOOLS**

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6968 FLORIDA STATE UNIVERSITY SCHOOLS

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6971 CHAPTER 4.0

6972 4.50

6973 **STUDENT CLUBS AND ORGANIZATIONS**

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6977 (1) The Director or designee shall approve all student clubs and

6978 organizations before they can operate within the school center.

6979 (2) All student clubs and organizations shall comply with the following:

6980

6981 (a) The decision of one member of an organization shall not be one

6982 of the factors in selecting additional members.

6983 (b) The charter and constitution of each student club or organization

6984 shall set forth the purposes, qualifications for members, and the

6985 rules of conduct for members and shall be maintained on file for

6986 immediate reference by all students and instructional personnel

6987 of the school.

6988 (c) There shall be no type of hazing in any club or organization

6989 within or in anyway affiliated with the school. Hazing shall be

6990 defined as any action or situation for the purpose of initiation or

6991 admission into or affiliation with any organization operating

6992 under the sanction of the school which recklessly or intentionally

6993 endangers a student's mental or physical health or safety.

6994 (d) Dues shall be reasonable and not prohibitive.

6995 (e) All meetings shall be held on School property. This may be

6996 waived for special meetings and events upon the faculty

6997 sponsor's request and Administrative Staff's approval.

6998 (f) A faculty sponsor shall be present at all meetings.

- 6999 (g) All social events shall be adequately chaperoned.
7000 (h) All monies accruing to any school club or organization shall be
7001 accounted for through the school's accounting system.
7002 (i) A student club or organization shall not conduct any activity or
7003 act which violates Florida Statutes, School rules, or the policies of
7004 the school.
- 7005
7006 (3) Any school club or organization which engages in an initiation
7007 ceremony for its members shall prepare and submit the program of
7008 initiation exercises to the faculty sponsor for review and approval by
7009 the Administrative Staff.

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7011 **STATUTORY AUTHORITY:** **1001.41; 1001.42, F.S.**

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7013 **LAWS IMPLEMENTED:** **1006.07; 1001.43; 1006.09; 1006.63, F.S.**

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7017 **HISTORY:**
7018 **ADOPTED:**
7019 **REVISION DATE(S):**
7020 **FORMERLY: 3.04**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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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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7064 CHAPTER 4.0

7065 4.60+

7066 SCHOOL AND STATE-WIDE ASSESSMENT PROGRAM
7067

- 7068 I. No student shall be excluded from participation in, be denied the benefit
7069 of, or be subjected to discrimination under any District testing program on
7070 the basis of race, color, religion, gender sex, age, national or ethnic origin,
7071 political or religious beliefs, marital status, sexual orientation, pregnancy,
7072 handicapping condition disability if otherwise qualified, genetic
7073 information, or social and family background.
7074
- 7075 III. Measurement of student performance shall be the responsibility of FSUS
7076 for subjects and grade levels that are not measured under the statewide
7077 standardized assessment program.
7078
- 7079 IV. The statewide standardized end of course assessment shall be used as the
7080 final cumulative examination for the relevant course. A local assessment
7081 may be required as the final cumulative examination for a course that is not
7082 assessed under the statewide assessment program. A student enrolled in
7083 an Advanced Placement (AP), International Baccalaureate (IB), or
7084 Advanced International Certificate of Education (AICE) course who takes
7085 the respective AP, IB, or AICE assessment and earns the minimum score
7086 necessary to earn college credit, does not have to take the EOC assessment
7087 for the corresponding course.
7088
- 7089 V. The uniform calendar of assessment and reporting schedules, provided by
7090 the Department of Education, shall be published on the FSUS website._The

7091 FSUS District assessment schedule and required information shall be
7092 incorporated into the uniform calendar.

7093
7094

7095 VI. Test modifications shall be made for students with disabilities and
7096 Individual Education Plans (IEP) to ensure aptitude and achievement are
7097 measured and not their disability.

7098

7099 VII. The parent, as defined by Florida Statutes, of each student must be notified
7100 regarding the progress of the student towards achieving state and FSUS
7101 expectations for proficiency in reading, science, writing and mathematics.
7102 A student's state assessment results and the results of district required local
7103 assessments must be reported to the parent.

7104 VIII. FSUS shall provide student performance results on statewide standardized
7105 assessments and district-required local assessments to instructional
7106 personnel for the purpose of improving instruction.

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7109 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
7110 **LAW(S) IMPLEMENTED:** 1000.21, 1001.11(5), 1001.43,
7111 1008.22, 1008.34, F.S.

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7113 **HISTORY:**

7114 **ADOPTED:**

7115 **REVISION DATE(S):** 10/13/09;

7116 3/10/15; 6/21/16; 9/13/22

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7128 **4.61**

7129 **SECURITY OF TESTS**
7130

7131 All mandatory tests administered by or through the State School Board of
7132 Education and Florida State University Schools, including local assessments
7133 adopted under the provisions of § 1008.22, F.S., shall be secured pursuant to
7134 Florida Statutes and State School Board of Education Rule 6A-10.042
7135

7136 (1) School personnel who have access to mandated tests shall be informed
7137 of test security laws and procedures and of penalties for breaches of test
7138 security. The Director or designee shall be responsible for informing the
7139 faculty of test security measures.

7140 (2) The loss of tests, cheating, or any other breach of test security
7141 procedures and laws shall be reported immediately to the Director. Any
7142 unresolved problems in the School shall be reported to the Florida
7143 Department of Education pursuant to provisions in State School Board
7144 of Education Rule 6A-10.042.

7145 (3) The Director shall appoint someone to coordinate the destruction of test
7146 materials as directed by the Florida Department of Education and shall
7147 inform the Department, in writing, to certify that the designated testing
7148 materials were destroyed in a secure manner.
7149

7150 **STATUTORY AUTHORITY:** **1001.41; 1001.42, F.S.**

7151 **LAWS IMPLEMENTED:** **1008.22; 1008.23; 1008.24; 1001.11(5);**
7152 **1008.34; 1001.43, F.S.**

7153 **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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7190 4.71

7191 **PARTICIPATION OF HOME EDUCATION, PRIVATE SCHOOL, AND**
7192 **VIRTUAL SCHOOL STUDENTS IN EXTRACURRICULAR ACTIVITIES**
7193

7194 Home-education students currently enrolled in an approved home-education
7195 program, as well as students entering grades six (6) through twelve (12) in a public
7196 school from a home-education program, are eligible to participate in
7197 extracurricular activities, provided they meet all Florida Statutes requirements
7198 and rules established by Florida State University Schools, Florida High School
7199 Activities Association and Florida School Music Association by-laws.

7200
7201 The Athletic Director shall keep records of all students participating in
7202 extracurricular activities pursuant to this policy. No extracurricular program shall
7203 have more than 10% of the participants qualifying pursuant to this policy
7204 (extracurricular activities which have less than ten (10) participants may have one
7205 (1) participant pursuant to this policy). For teams that have 10 or fewer
7206 participants, if, in the opinion of the FSUS Athletic Director, there is capacity
7207 within a team roster for the addition of home-educated participants who would
7208 not displace non-home educated participants, the FSUS Director can waive the
7209 limitation for the one student cap for teams of 10 students or less.

7210
7211 A private school student is eligible to participate in an interscholastic or intrascholastic sport
7212 provided the student meets all Florida Statutes, requirements and rules established by the School
7213 Board, and FHSA bylaws and resides in the following counties: Leon, Gadsden, Jefferson,
7214 Wakulla, Madison, and Liberty.

7215
7216 A full time Florida Virtual School student is eligible to participate in extracurricular activities at
7217 the school to which he/she would be assigned or could choose to attend under District enrollment

7218 policies. The student must meet all Florida Statutes and academic and conduct requirements of
7219 the District.

7220

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7222 **STATUTORY AUTHORITY:** 1001.41; 1001.42, F.S.

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7224 **LAWS IMPLEMENTED:** 1001.43; 1006.15 F.S.

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HISTORY:
ADOPTED: 2/14/12
REVISION DATE(S): 9/8/09; 9/13/11; 1/8/2013
FORMERLY: 3.14

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7258 **FLORIDA STATE UNIVERSITY SCHOOLS**

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7264 4.75

7265 VIRTUAL INSTRUCTION
7266

- 7267 I. At least one (1) course required for graduation must be earned through
7268 online learning. A student shall not be required to take an online course
7269 outside the regular school day or in addition to the courses in which a
7270 student is registered in a given semester.
7271
- 7272 II. The District shall provide various options for eligible students to
7273 participate in part-time or full time virtual instruction. Options may
7274 include
7275
- 7276 A. Courses in the traditional school setting taught by certified
7277 personnel who provide instruction through virtual instruction;
7278
 - 7279 B. Blended learning courses taught by certified personnel that consist
7280 of traditional classroom and online instructional techniques;
7281
 - 7282 C. Online courses offered by the District;
7283
 - 7284 D. Online courses offered by another Florida school district;
7285
 - 7286 E. Enrollment in Florida Virtual School; and
7287
 - 7288 F. Enrollment with a virtual instruction provider approved by the
7289 Florida Department of Education.

7290

7291 III. Students may also use the following options to meet online course
7292 requirements:

7293

7294 A. Completion of a course in which a student earns an industry
7295 certification in information technology that is identified on the
7296 CAPE Industry Certification Funding list;

7297

7298 B. Passing the information technology certification exam without
7299 enrolling in or completing the course(s); or

7300

7301 C. Passing an online content assessment that requires the student to
7302 demonstrate skill and competency in locating information and
7303 applying technology for instructional purposes without enrollment
7304 in or completion of the relevant course(s).

7305

7306 IV. To participate in virtual instruction, a student must meet the eligibility
7307 requirements set forth in state law.

7308

7309 V. At the beginning of each school year, the District shall notify parents and
7310 students regarding the right and choice to participate in virtual
7311 instruction. Notification shall include eligibility requirements, the options
7312 available to the student, and the courses offered by Florida Virtual School.

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7315 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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7318 **LAW(S) IMPLEMENTED:** **1000.04, 1001.20, 1001.42, 1002.20, 1002.321,**
7319 **1002.37, 1002.45, 1002.455, 1003.02, 1003.428,**

7320 1003.4282, 1003.498, 1006.29, 1007.27, 1011.62, F.S.

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7323 STATE BOARD OF EDUCATION RULE(S): 6A-6.0981, 6A-6.0982

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7326 HISTORY: 1st & 2nd Reading 11/15/16; 3rd Reading 12/13/16

7327 ADOPTED: 12/13/16

7328 REVISION DATE(S): _____

7329 FORMERLY: NEW

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7347 FLORIDA STATE UNIVERSTIY SCHOOLS

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7355 4.79*+

7356 **GRADING**

7357 Academic grades shall reflect only the student’s achievement in learning. In no
7358 case shall a disciplinary penalty be enacted in terms of a diminished academic
7359 grade. The evaluation of conduct shall be recorded and reported separately from
7360 academic grades. Extra credit shall be given judiciously. If awarded, it shall be
7361 awarded only as an extension of student learning of course outcomes and
7362 approved standards and not as a substitute for missed learning or as a way to
7363 accumulate points for activities not related to the academic course outcomes and
7364 standards.

7365
7366 **STATUTORY AUTHORITY:**

1006.07, F.S.

7367 **LAWS IMPLANTED:**

7368 **ADDITIONAL RESOURCE:**

7369 **HISTORY:**
7370 **ADOPTED: 2/12/13**
7371 **REVISION DATE(S):**
7372 **FORMERLY: NEW**

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4.80*+

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

FLORIDA STATE UNIVERSTIY SCHOOLS

7412 FLORIDA STATE UNIVERSITY SCHOOLS
7413 POLICY MANUAL
7414 CURRICULUM AND INSTRUCTION
7415 CHAPTER 4.0

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7417 **PARENT/COMMUNITY INVOLVEMENT**

7418
7419 Florida State University Schools recognizes that a child’s education is a
7420 responsibility shared by the school and family during the entire period the
7421 child spends in school. To support the goal to educate all students
7422 effectively, the school and parents must work as knowledgeable partners.
7423

7424 To this end, Florida State University Schools supports the development of
7425 a partnership between the school and parents that fosters:
7426

- 7427 • Communications between the home and school on a regular and
7428 on-going basis;
- 7429 • Parents playing an integral role in assisting student learning;
- 7430 • Parents welcome at school, and their support and assistance
7431 sought;
- 7432 • Communities’ resources sought that strengthen school programs,
7433 family practices and student learning.

7434
7435 Florida State University Schools will ensure that parents are provided with
7436 specific information about the following:

- 7437 • Their child’s educational progress;
- 7438 • Ways to become involved in their child’s education;
- 7439 • Information on ways they can strengthen partnerships among
7440 parents, teachers, Administrative Staffs, Director and other
7441 personnel.

7442

7443 Parents whose children are in special programs, such as Title I and
7444 Exceptional Student Education, are encouraged to take full advantage of
7445 the opportunities to become involved in their child’s education.
7446 Information will be provided regarding school programs and will include
7447 description and explanation of the curriculum and academic assessment
7448 used to measure student progress and expected proficiency levels.

7449

7450 All families are invited to be an active part of our School Boards, as well as our
7451 PTSA.

7452

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7455 **STATUTORY AUTHORITY:** 1001.41; 1012.22; 1012.23, F.S.

7456 **ADDITIONAL REFERENCE:** FSUS TITLE I PARENT

7457 **INVOLVEMENT POLICY**

7458

7459 **HISTORY:**

7460 **ADOPTED:**

7461 **REVISION DATE(S): 11/10/09**

7462 **FORMERLY: 7.10**

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7465 **FLORIDA STATE UNIVERSITY SCHOOLS**

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STUDENTS

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7487 **FLORIDA STATE UNIVERSITY SCHOOLS**

7488 **POLICY MANUAL**

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7491 **5.10**

7492 **ADMISSIONS POLICY**

7493 **I.** Florida State University Schools is a K-12 public, Charter Developmental
7494 Research Laboratory school affiliated with the College of Education at Florida
7495 State University. The charter was issued pursuant to Section 1002.33(5)(a), Florida
7496 Statutes.

7497
7498 **II. FSUS Admissions Policy Committee and Committee Membership**

7499 The FSUS Admissions Committee is comprised of the Director, one Principal
7500 appointed by the Director, and the Admissions Coordinator.

7501
7502 **III. Admissions Criteria and Student Selection Process**

7503 The Florida State University Schools' Admissions Policy is established as a method
7504 to maintain a student body consistent with the demographic representation of the
7505 publicschoo student population as permitted by Section 1002.32(4), Florida
7506 Statutes.

7507 Students are randomly selected by the FSUS admissions computer system to most
7508 closely represent the public school student population of the State of Florida
7509 within the following counties: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf,
7510 Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Nassau, Okaloosa, Santa
7511 Rosa, Suwannee, Taylor, Wakulla, Walton, and Washington.

7512
7513 An application for admissions to FSUS will be accepted year-round. Applications
7514 must be electronically submitted through the designated FSUS admissions system.
7515 FSUS typically begins the selection process in February for the following school
7516 year until all vacancies are filled. All students must reapply each year to continue

7517 to be eligible for enrollment. Parents and students who provide false and/or
7518 misleading information or omitting material information in an application may
7519 result in a withdrawal of an offer of enrollment or subsequent withdrawal of the
7520 applicant from FSUS.

7521

7522 A student may only be enrolled in FSUS by the student's parent or legal guardian.

7523

7524 FSUS does not request or access a student's Individual Education Plan (IEP) or
7525 other information regarding a student's special needs prior to the enrollment
7526 lottery.

7527 Selection should be made using the following criteria (Section 1002.32(4)).

7528

7529 **1. Gender**

7530 50% Female; 50% Male

7531

7532 **2. Race**

7533 For purposes of selection, the racial categories that shall be considered are:
7534 African American, American Indian/Alaskan Native, Asian, Native
7535 Hawaiian or Other Pacific Islander, White, Hispanic/Latino, and Multi-
7536 Racial.

7537

7538 **3. Socio-economic Status**

7539 The desired percent of students to be admitted in each of three income
7540 categories, based on the distribution of family income in the State of
7541 Florida, is developed from the most recent census information and may be
7542 adjusted annually. Family income is the adjusted gross income amount
7543 reported on the family's most recent Internal Revenue Service form 1040.

7544

7545 FSUS may establish admissions criteria under Section 1002.32 that supports the
7546 research mission(s) of the school. Once students have been identified through

7547 the selection process outlined above, FSUS administration will review and
7548 determine if a student is eligible for enrollment based on academic readiness,
7549 prior grades, discipline history, standardized test scores, and attendance history.

7550

7551 **IV. Program Placement**

7552 FSUS may assess prospective students for academic and developmental
7553 readiness. Such results may be used to determine appropriate program or course
7554 placement.

7555

7556 With respect to exceptional education students, upon enrollment, or notice of
7557 acceptance sent to the student, FSUS will request information related to the
7558 student's program and needs, including the student's most recent IEP. Parents
7559 and students who provide false and/or misleading information or who fail to
7560 provide requested information may be withdrawn from FSUS.

7561

7562 Although placement decisions are based on the unique needs of each student, by
7563 virtue of being a charter lab school, FSUS is limited in the programs and services
7564 it is able to provide as part of the continuum of placements available to students
7565 under the IDEA. In particular, FSUS is able to provide special education and
7566 related services in regular classes and in the hospital-homebound setting. If FSUS
7567 believes, upon review of the IEP, that the student's needs cannot be met at FSUS
7568 or that FSUS is unable to provide the program/services required in the IEP, an
7569 IEP meeting shall be convened within 30 school days. The IEP team shall
7570 determine whether FSUS is an appropriate placement for the student.

7571

7572 Those students, whose needs cannot be adequately addressed at FSUS, as
7573 determined by the IEP team, will be referred the student's resident school district
7574 to meet the student's educational needs. Parents of students with disabilities will
7575 be afforded procedural safeguards in their native language, consistent with the
7576 manner that those safeguards are provided under Florida law.

7577

7578 Any student who initially enrolls in the District shall be required to report any
7579 previous school expulsions, arrests resulting in a charge and juvenile justice
7580 actions the student has had and any prior referrals to mental health services. If
7581 the student is admitted, the student may be placed in an appropriate educational
7582 program and referred to mental health services identified by the school district,
7583 when appropriate, at the direction of the School Board.

7584

7585 **V. Vacancy Priority**

7586 Those students applying for admission shall constitute the general applicant
7587 pool. Priority for applicants shall be done in the following order of priorities:

7588 **Priority 1** - According to a contracted agreement between FSU and the St.
7589 Joe Company, commonly known as the **Southwood Seat Agreement**.

7590 **Priority 2** - Eligible students of FSUS employees. (Employee: Faculty,
7591 USPS, A&P or OPS working .50 FTE or higher. OPS must have 2
7592 consecutive years of FSUS service). A student is eligible for an FSUS
7593 employee seat if the FSUS employee is also the legal guardian or
7594 custodian.

7595 **Priority 3** - Students with siblings currently enrolled in FSUS.

7596 **Priority 4** - Children of Florida State University School's alumni. Priority

7597 **Priority 5** - Active Duty, Reserve Duty, or Guard Service

7598 Note: Twins applying for admission will be aggregated for the purposes of the
7599 lottery selection and considered as one entry;

7600

7601 **VI. Ties**

7602 Ties involving two or more students are broken by random selection.

7603

7604 **VII. Readmissions**

7605 Students involved with drugs, weapons, who have been involuntarily
7606 withdrawn by FSUS, or who have been expelled from FSUS, will not be

7607 considered for readmission. (See the current FSUS Student Code of Conduct.)
7608 Readmission to FSUS is determined by the Admissions Policy Committee, whose
7609 decision shall be final and non-appealable.

7610

7611 **VIII. Leave of Absence**

7612 A leave of absence may only be granted by the Director.

7613

7614 **IX. Unusual Circumstances**

7615 **Enrolled Students of Employees.** When a staff, administrative or faculty
7616 member vacates their position at FSUS, for any reason, their child /children, if
7617 selected under an employee seat designation, may remain enrolled in FSUS until
7618 the end of the school year, when the child/children must then withdraw. This
7619 applies to all employees hired after July 1, 2009. The Admissions Policy
7620 Committee may waive this provision for students of employees vacating FSUS
7621 due to extenuating medical or other reasons, military duty, or for graduating
7622 seniors in good status.

7623

7624 **X. Enrolled Southwood Seat Students.** If the parent of a Southwood student
7625 verifies with the Southwood office that they will no longer be eligible to remain
7626 in the Southwood seat(s) for the upcoming school year, the parent will be
7627 allowed to submit an FSUS online application for a general seat.

7628

7629 FSUS must receive written verification from the Southwood office that the parent
7630 will be vacating the Southwood seat(s) at the end of the current school year. **This**
7631 **in no way guarantees a general population seat for the coming school year, but**
7632 allows for the opportunity to be in the selection pool.

7633

7634 **XI. Admission Pool.** The Director may determine if an adequate number of
7635 applications have been submitted for each grade level to meet the targeted
7636 enrollment goal and maintain demographic balance. Should the computer

7637 selection process not produce an admitted class consistent with the statutory
7638 admissions guidelines set forth in section 1002.32(4), the Admissions Coordinator
7639 is authorized, with the approval of the FSUS Admissions Policy Committee, to
7640 select applicants from the following year's pool in order to satisfy the statutory
7641 criteria for admissions.

7642

7643 **XII. Exchange Students.** Up to eight (8) exchange students may be accepted
7644 from a Department of Education (DOE) approved program, on a first come first
7645 serve basis.

7646

7647 **XIII. Research**

7648 FSUS through the College of Education at Florida State University is a
7649 professional development and research school. Parents accepting an invitation
7650 for admission to FSUS are agreeing that their child/ children will be available to
7651 participate in FSU research projects and internships.

7652

7653 **XIV. School Year Transfers**

7654 The Board recognizes the value of interscholastic athletics and the positive
7655 impact sports have on students. The Board shall comply with the rules and
7656 regulations promulgated by the Florida High School Athletic Association, Inc.
7657 (FHSAA), Florida law, and this policy when determining the eligibility of a
7658 student who is admitted to FSUS during the school year, transfers, and seeks to
7659 participate in interscholastic athletic program.

7660

7661 A student who transfers to a school during the school year may seek to
7662 immediately join an existing team if the roster for the specific interscholastic or
7663 intrascholastic extra-curricular activity has not reached the identified maximum
7664 size for the particular activity and if the coach for the activity determines that the
7665 student has the requisite skill and ability to participate. The FHSAA and District
7666 may not declare such a student ineligible because the student did not have the

7667 opportunity to comply with qualifying requirements. However, a student may
7668 not participate in a sport if the student participated in that same sport at another
7669 school during that school year, unless the student meets one (1) of the following
7670 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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7676 **STATUTORY AUTHORITY:** 1002.32, 1002.33, F.S.

7677 **HISTORY:**

7678 **ADOPTED:** 7/14/09

7679 **REVISION DATES:** Spring 2009; 1/8/2013, 2/12/13, 1/14/14, 9/8/15, 3/9/12; 9/13/22

7680 **FORMERLY:** 4.03, 4.04

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7687 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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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

- 7721 e. Are migratory children who qualify as homeless
 7722 because the children are living in circumstances
 7723 described in II.A.1. through II.A.56.
- 7724
 7725 B. Unaccompanied Homeless Youth: A student who is not in the
 7726 physical custody of a parent or guardian.
- 7727
 7728 C. Certified Homeless Youth – A minor, homeless child or youth, including
 7729 an unaccompanied youth, who has been certified as homeless or
 7730 unaccompanied by a school district homeless liaison, the director of an
 7731 emergency shelter program funded by the U. S. Department of Housing and
 7732 Urban Development or designee, the director of a runaway or homeless
 7733 youth basic center or transitional living program funded by the U. S.
 7734 Department of Health and Human Services or designee, a licensed clinical
 7735 social worker, or a circuit court.
- 7736
 7737 D. School of Origin: The school that a child or youth attended when
 7738 permanently housed or the school in which the child or youth was
 7739 last enrolled, including preschool.
- 7740
 7741 E. Enroll and Enrollment: Attending classes and fully participating in school
 7742 activities.
- 7743
 7744 F. Immediate – Without delay.
- 7745
 7746 G. Parent – Parent or guardian of a student.
- 7747
 7748 H. Liaison – The staff person designated by the District as the person
 7749 responsible for carrying out the duties assigned to the liaison by the
 7750 McKinney-Vento Homeless Assistance Act.

7751

7752 **Enrollment**

7753

7754 FSUS enrolls students after being selected from the admissions process established
 7755 in FSUS Board Policy 5.10. Once admitted, FSUS shall remove any barriers that
 7756 affect identification and retention of homeless children and youth, including
 7757 attending classes and full participation in school activities, including before and
 7758 after school activities. FSUS shall immediately enroll the *admitted* homeless child

7759 or youth, even if the child or youth is unable to produce records normally required
7760 for enrollment, such as previous academic records, immunization or other health
7761 records, birth certificates, proof of residency, proof of guardianship, or other
7762 required documentation. *FSUS may waive any application or enrollment deadline for*
7763 *a homeless child or youth.* Students' immediate enrollment and attendance cannot be
7764 delayed due to lack of school uniforms or dress code requirements, outstanding
7765 fees/fines or absences. All student records (immunization, health records,
7766 academic records, guardianship records and evaluation for special services) shall
7767 be held confidential, maintained in the students' records, and made available in a
7768 timely fashion when a child or youth enters a new school. All students' records
7769 shall not be deemed to be directory information as stated under section 444 of the
7770 General Education Provision Act (20 U.S.C. 1232g)[s.722(g)(3)(G)].

7771

7772 The enrolling school shall immediately contact the last school attended by the
7773 student to obtain relevant academic and other records. The child or youth should
7774 be provided appropriate credit for full or partial coursework satisfactorily
7775 completed by homeless child or youth while attending a prior school. The school
7776 shall also contact the District's homeless liaison.

7777

7778 Homeless children or youth may continue their education in the school of origin
7779 for the duration of homelessness, in any case in which a family becomes homeless
7780 between academic years or during an academic year. Keeping a child or youth in
7781 the school of origin is presumed to be in the child's or youth's best interest except
7782 when doing so is contrary to the request of the child's or youth's parent or
7783 guardian, or (in the case of an unaccompanied youth) the youth. When
7784 considering placement in a school other than the child's or youth's school of origin,
7785 the District's homeless liaison will consider student-centered factors to determine
7786 a placement that is in the student's best interest.

7787

7788 Homeless students who become permanently housed during the academic year,
7789 may remain at their school of origin for the remainder of the academic year and
7790 continue to receive all McKinney-Vento Act benefits.

7791

7792 The following can be used as admissible evidence for date of birth for homeless
7793 children in the school registration process:

7794

7795 A. a duly attested transcript of the child's birth record filed according to law
7796 with a public officer charged with the duty of recording births; or

7797

7798 B. a duly attested transcript of a certificate of baptism showing the date of
7799 birth and place of baptism of the child, accompanied by an affidavit
7800 sworn to by the parent; or

7801

7802 C. an insurance policy on the child's life which has been in force for at least
7803 two (2) years; or

7804

7805 D. a bona fide contemporary bible record of the child's birth accompanied
7806 by an affidavit sworn to by the parent; or

7807

7808 E. a passport or certificate of arrival in the United States showing the age of
7809 the child; or

7810

7811 F. if none of these evidences can be produced, an affidavit of age sworn to
7812 by the parent, accompanied by a certificate of age signed by a public
7813 health officer or by a public school physician, or if neither of these shall
7814 be available in the county, by a licensed practicing physician designated
7815 by the School Board, which certificate shall state that the health officer or
7816 physician has examined the child and believes that the age as stated in
7817 the affidavit is substantially correct.

7818 **Comparable Services**

7819

7820 Children and youth experiencing homelessness and who meet the relevant
7821 eligibility criteria will have access to all available academic and extracurricular
7822 activities. Homeless children and youth shall have equal access to the same free,
7823 appropriate public education as provided to non-homeless children and youth,
7824 including receiving comparable services such as transportation services;
7825 educational services, including special education and related service; programs for
7826 English learners; career and technical education programs; gifted programs;
7827 school nutrition programs (free meals); Title I Part A programs; and before- and
7828 after-school programs; offered to other students in the school.

7829

7830 Homeless children and youth shall have access to the education and other services
7831 that such students need to ensure that such students have an opportunity to meet
7832 the same challenging State student academic achievement standards to which all
7833 students are held. Homeless and unaccompanied homeless high school youth will
7834 receive counseling to prepare and improve their readiness for postsecondary
7835 education or a career.

7836

7837 Homeless children and youth shall not be stigmatized or segregated or isolated on
7838 the basis of their status as homeless.

7839

7840 Students considered to be homeless, if expelled, will be permitted to attend an
7841 alternative school at their local school district, unless the student is expelled from
7842 all schools.

7843

7844 Homeless preschool-aged children and their families will be provided access to
7845 educational services for which they are eligible, including preschool programs
7846 administered by the School District.

7847

7848 **Transportation**

7849

7850 FSUS shall ensure transportation will be arranged or provided for a homeless
7851 student or unaccompanied youth to and from the school of origin, at the written
7852 request of the parent/guardian or unaccompanied student. Students who move
7853 out of their attendance zone are eligible to continue enrollment in the school of
7854 origin. The homeless liaison or designee shall ensure that the parent or guardian
7855 of a homeless child or youth, and any unaccompanied youth, is fully informed of
7856 all transportation services, including transportation to and from the school of
7857 origin, and is assisted in accessing transportation to and from the school of origin.
7858 The school will request transportation. The homeless liaison will work with the
7859 parent, guardian, or unaccompanied youth, to determine if transportation to and
7860 from the school of origin is in “the best interest” of the child or youth, given the
7861 impact of mobility on achievement, education, health, and safety of the student.

7862

7863 When the child or youth's living arrangements in the area served by the local
7864 education agency of origin terminate and the child or youth though continuing his
7865 or her education in the school of origin, begins living in an area served by another
7866 local educational agency, the local educational agency of origin and the local
7867 educational agency in which the child or youth is living shall agree upon a method
7868 to apportion the responsibility and cost for providing the child or youth with
7869 transportation to and from the school of origin. If the local educational agencies
7870 are unable to agree upon such method the responsibility and cost shall be shared
7871 equally.

7872

7873 **Dispute Resolution**

7874

7875 FSUS shall ensure that homeless students and their families are aware of the
7876 student’s right to remain in the school of origin and their right to dispute.

7877

7878 The parent, guardian, or unaccompanied youth shall be referred to the district's
7879 designated homeless liaison to carry out the dispute resolution process as
7880 expeditiously as possible. When considering placement other than the child's or
7881 youth's school of origin, the school district will consider student-centered factors
7882 related to the impact of mobility on achievement, education, health, and safety of
7883 the homeless student, to determine a placement that is in the student's best interest
7884 and will provide the parent, guardian, or unaccompanied youth with a written
7885 explanation on their right to appeal the placement determination in a manner and
7886 form understandable to the parent, guardian or unaccompanied youth.

7887

7888 During a school selection dispute, the child or youth will either remain enrolled in
7889 the student's school of origin or shall be immediately enrolled in the school in
7890 which enrollment is sought, either the school zoned for the address where the
7891 student is residing or another school which students residing in that attendance
7892 zone for the address are eligible to attend pending final resolution of the dispute
7893 including all available appeals.

7894

7895 The parent or guardian of the child or youth or, in the case of an unaccompanied
7896 youth, the youth shall be provided with a written explanation, in a manner
7897 understandable to the parent, guardian or unaccompanied youth of any decision
7898 related to school selection or enrollment made by the school or the school district,
7899 including the rights of the parent, guardian or unaccompanied youth to appeal the
7900 decision.

7901

7902 **Age Limit for Student Entry**

7903

7904 A student desiring to enroll is not eligible to register in a regular high school
7905 program unless the student can graduate by completing a normal course load
7906 prior to the student's 20th birthday. A principal may grant an extension of this
7907 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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CHILDREN OF MILITARY FAMILIES

The School shall recognize the provisions of the *Interstate Compact on Educational Opportunities for Military Children* and shall address the educational transition issues faced by military families. Assistance to children of military families, as defined in the *Compact*, shall include but not be limited to:

- Enrollment and eligibility;
- Educational records;
- Placement;
- Attendance; and
- Graduation.

The Director shall develop procedures to assist students who are children of military families and to remove barriers to educational success.

STATUTORY AUTHORITY:	1001.41, 1001.42, F.S.
LAW(S) IMPLEMENTED:	1000.36, 1001.43, 1003.05, F.S.
HISTORY:	ADOPTED: 1/10/12
	REVISION DATE(S): _____
	FORMERLY: NEW

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7979 **STUDENT CONTROL**

7980

7981 All students enrolled at Florida State University Schools shall be subject to the laws
7982 and regulations of the State School Board of Education, the rules and policies of
7983 Florida State University Schools and the FSUS Student Code of Conduct as
7984 approved by the FSUS School Board and shall be under the control and direction
7985 of the Director, (or designee), or Administrative Staff during the time they are
7986 attending school or a school sponsored activity, and during a reasonable time they
7987 are on FSUS school premises for school attendance or authorized activities.

7988 (1) The Director or the Director’s designated representative shall see that
7989 students are properly supervised while at school and during any school-
7990 sponsored activity.

7991 (2) The teacher or other members of the instructional staff shall assume
7992 authority for the control and supervision of students as may be assigned
7993 by the Director or the Director’s designated representative and shall
7994 keep good order in the classroom and/or other places where in charge
7995 of students.

7996 (a) No student may be suspended from school, or from class, nor
7997 may corporal punishment be administered except as provided by
7998 law and the policies of Florida State University Schools. The
7999 corporal punishment policy shall be reviewed at least once every
8000 three (3) years during a School Board meeting.

8001 (b) No student shall be suspended for unexcused absence, tardiness,
8002 or truancy unless otherwise provided in the Code of Student
8003 Conduct.

8004 (3) The Code of Student Conduct for Elementary, Middle and High School
8005 is hereby incorporated by reference and made a part of this rule. The
8006 Code of Student Conduct shall:

8007 (a) Be developed by appropriate grade level teachers, school
8008 personnel, school administrators, students, and parent
8009 organizations.

8010 (b) State grounds for disciplinary action procedures and the rights of
8011 students.

8012 (c) Be distributed to all teachers, school personnel, students, and
8013 students' parent(s) or legal guardian(s) at the beginning of each
8014 school year.

8015 (d) Be filed in the General Counsel's Office of the Florida State
8016 University Schools.

8017 (4) The Code of Student Conduct shall be discussed with students, School
8018 Board, and parent/teacher associations at the beginning of each year.

8019 (5) The Director and the Administrative Staff shall use the Code of Student
8020 Conduct to familiarize students with Florida State University School
8021 rules relating to students' rights, responsibilities, and conduct at the
8022 beginning of each school year and whenever he/she deems it necessary.

8023
8024 **ADDITIONAL REFERENCE:**

8025 **The Board Approved Student Code of Conduct**

8026 **STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.**

8027 **LAWS IMPLEMENTED: 120.57(1); 1003.21, 1003.04, 1006.07, 1006.13,**
8028 **1001.43, 1006.08, 1003.31, 1006.09, 1006.10, 1003.32, F. S.**

8029
8030 **HISTORY:**
8031 **ADOPTED: 4/14/09**
8032 **REVISION DATES: 3/5/09, 12/8/09**
8033 **FORMERLY: 4.06**
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8035 **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

8074 FLORIDA STATE UNIVERSITY SCHOOLS
8075 POLICY MANUAL
8076 STUDENTS
8077 CHAPTER 5.0

8078 5.32*

8079 **ZERO TOLERANCE FOR SCHOOL RELATED CRIMES**
8080

8081 I. It is essential that schools be safe and orderly to provide environments
8082 that foster learning and high academic achievement. FSUS Leon shall
8083 strive to protect students, staff, visitors and volunteers from harm and to
8084 protect victims of crime from further victimization. In a disciplinary
8085 action, there is a rebuttable presumption that the actions of a student who
8086 intervened for the defense of others or in the student's own self-defense,
8087 was using only the amount of force necessary, to stop a violent act against
8088 a student, staff or volunteer that was necessary to restore or maintain the
8089 safety of others. This policy applies to conduct on School District
8090 property, school or District provided transportation and at any school or
8091 District sponsored activity. This policy implements the zero tolerance
8092 policy as outlined in Florida Statutes.

8093
8094 II. Acts that pose a threat to school safety are those acts that endanger the life
8095 or safety of a student, staff member or other person on campus or at a
8096 school or District sponsored activity. Such acts include but are not limited
8097 to

- 8098
8099 A. Aggravated battery;
8100
8101 B. Armed robbery;
8102
8103 C. Arson;
8104
8105 D. Battery or aggravated battery on a teacher or other school
8106 personnel;
8107
8108 E. Kidnapping or abduction;
8109
8110 F. Murder;
8111
8112 G. Manslaughter;
8113
8114 H. Possession, use or sale of a controlled substance;
8115
8116 I. Possession, use or sale of any explosive devise;
8117
8118 J. Possession, use or sale of any firearm or weapon;
8119
8120 K. Sexual battery.
8121
8122 III. Acts that are considered petty misconduct may disrupt the educational
8123 process but do not endanger the life or safety of an individual. Such acts
8124 include but are not limited to
8125
8126 A. Cellular telephone violation;
8127
8128 B. Defiance of authority;
8129
8130 C. Disruption, minor;
8131
8132 D. Dress code violation;
8133
8134 E. Eating or drinking on the bus;
8135
8136 F. Forgery;
8137
8138 G. Horseplay;
8139
8140 H. Leaving campus without permission;
8141

- 8142 I. Lying or misrepresentation;
8143
8144 J. Profanity;
8145
8146 K. Vehicle parking violation.
8147
- 8148 IV. The District shall establish agreements with the county sheriff's office and
8149 local police department(s) that provide for reporting conduct that
8150 threatens school safety and obtaining assistance from the appropriate law
8151 enforcement agency. Law enforcement consultation is not required for
8152 petty acts of misconduct which are not a threat to school safety.
- 8153 V. The District shall report to the appropriate law enforcement agency any
8154 act that poses a threat to the safety or welfare of students, staff and other
8155 persons on school property or at school events or is a serious violation of
8156 law. The following acts when committed on School District property or at
8157 a District activity shall be reported to the appropriate law enforcement
8158 agency:
- 8159
8160 A. Alcohol violation;
8161
8162 B. Alcohol, sale or distribution;
8163
8164 C. Arson;
8165
8166 D. Battery;
8167
8168 E. Bomb or biochemical threat;
8169
8170 F. Breaking and entering or burglary;
8171
8172 G. Disruption of school, major;
8173
8174 H. Drug use, sale or distribution;

- 8175
- 8176 I. Explosives, possession or use;
- 8177
- 8178 J. Extortion;
- 8179
- 8180 K. False alarm;
- 8181
- 8182 L. Firearms violation;
- 8183
- 8184 M. Gang-related activity;
- 8185
- 8186 N. Hate crime;
- 8187
- 8188 O. Illegal organization, membership;
- 8189
- 8190 P. Robbery;
- 8191
- 8192 Q. Sexual battery;
- 8193
- 8194 R. Sexual harassment;
- 8195
- 8196 S. Sexual misconduct;
- 8197
- 8198 T. Sexual offense;
- 8199
- 8200 U. Stalking;
- 8201
- 8202 V. Trespassing;
- 8203
- 8204 W. Weapons violation;
- 8205
- 8206 X. Any felony as defined by Florida Statutes.
- 8207
- 8208 VI. Consultation with law enforcement is required when a student commits
- 8209 more than one misdemeanor, to determine if the act should be reported.
- 8210
- 8211 VII. The school principal shall notify all school personnel of their
- 8212 responsibility to report to the principal or his/her designee crimes or

8213 incidents posing a threat to school safety and ensure the incident is
8214 properly documented.

8215

8216 VIII. Students found to have committed one of the following offenses on school
8217 property, school sponsored transportation or during a school sponsored
8218 activity shall be expelled.

8219

8220 A. Bringing a firearm or weapon as defined in Chapter 790, Florida
8221 Statutes, to school, to any school function, or onto any school-
8222 sponsored transportation or possessing a firearm at school.

8223 B. Making a threat or false report as defined in Florida Statutes,
8224 Sections 790.162 and 790.163 respectively, involving school or
8225 school personnel's property, school transportation or a school-
8226 sponsored activity.

8227 C. Assault or battery on specified officials or employees in violation of
8228 Section 784.081, Florida Statutes.

8229 D. Hazing as defined in 1006.135, Florida Statutes.

8230

8231 IX. When a student is formally charged with a felony or a delinquent act that
8232 would be a felony if committed by an adult, the Executive
8233 Director/Superintendent shall notify appropriate personnel including the
8234 principal, the transportation director, the student's classroom teachers, the

8235 student's bus driver and other school personnel who directly supervise
8236 the student.

8237

8238 X. If a student committing any of the offenses in this policy is a student with
8239 a disability, the School Board shall comply with the applicable State Board
8240 of Education rules.

8241

8242 XI. Any student found to have committed a violation of Section 784.081(1), (2)
8243 or (3), Assault or Battery on Specified Officials or Employees, shall be
8244 expelled. Upon being charged with the offense, the student shall be
8245 removed from the classroom immediately and placed in an alternative
8246 school setting pending disposition.

8247

8248 XII. A student or his/her parent may request a review by the Executive
8249 Director/Superintendent of any disciplinary action taken by the District.
8250 Such request must be submitted in writing to the Executive
8251 Director/Superintendent within ten (10) days of the imposition of
8252 disciplinary action.

8253

8254 **ADDITIONAL REFERENCE:**
8255 **The Board Approved Student Code of Conduct**

8256

8257

8258 **HISTORY:**

8259

8260

ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09, 12/8/09; 9/13/22; 12/5/23
FORMERLY: 4.10

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04,
1001.42, 1001.43, 1001.54, 1003.31, 1003.42, 1006.07,
1006.08, 1006.09, 1006.13, 1006.135, 1006.14, 1012.28, F.S.

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

FLORIDA STATE UNIVERSITY SCHOOLS

8294 FLORIDA STATE UNIVERSITY SCHOOLS

8295 POLICY MANUAL

8296 STUDENTS

8297 CHAPTER 5.0

8298 5.321

8299 POLICY AGAINST BULLYING AND HARASSMENT
8300

8301 I. Statement prohibiting bullying and harassment:
8302

8303 A. It is the policy of FSUS that all of its students and school employees have
8304 an educational setting that is safe, secure, and free from harassment and
8305 bullying of any kind. FSUS will not tolerate bullying and harassment of any
8306 type against any students, employees, visitors, volunteers or agents who
8307 work on school related activities, subject to the control of school officials.
8308 Conduct that constitutes bullying and harassment, as defined herein, is
8309 prohibited.

8310 B. Bullying or harassment of any student or school employee, visitor,
8311 volunteer, or agent is prohibited

- 8312 1. During any education program or activity conducted by a public K- 12
8313 educational institution;
- 8314 2. During any school-related or school-sponsored program or activity;
- 8315 3. On a school bus of a public K-12 educational institution;
- 8316 4. Through the use of data or computer software that is accessed through
8317 a computer, computer system, or computer network of a public K- 12
8318 education institution within the scope of the School District, meaning
8319 regardless of ownership, any computer, computer system, computer
8320 network that is physically located on school property or at a school-
8321 related or school-sponsored program or activity; or
- 8322 5. Through the use of data or computer software that is accessed at a non-
8323 school-related location, activity, function, or program or through the use
8324 of technology or an electronic device that is not owned, leased, or used

8325 by the School District or a school, if the bullying substantially interferes
8326 with or limits the victim's ability to participate in or benefit from the
8327 services, activities, or opportunities offered by a school or substantially
8328 disrupts the education process or orderly operation of a school. School
8329 staff is not required to monitor any non-school-related activity, function,
8330 or program.

8331

8332 6. The above paragraph (5) does not require a school to staff or monitor
8333 any non-school-related activity, function, or program

8334

8335 II. Definitions

8336

8337 A. Accused is defined as any FSUS employee, consultant, contractor, agent,
8338 visitor, volunteer, student, or other person in the school or outside the
8339 school at school-sponsored events, on school buses, and at training facilities
8340 or training programs sponsored by the District who is reported to have
8341 committed an act of bullying, whether formally or informally, verbally or
8342 in writing, of bullying.

8343

8344 B. Bullying includes cyberbullying and means systematically and chronically
8345 inflicting physical hurt or psychological distress on one or more students or
8346 employees. It is further defined as unwanted and repeated written, verbal,
8347 or physical behavior, including any threatening, insulting, or
8348 dehumanizing gesture, by a student or adult, that is severe or pervasive
8349 enough to create an intimidating, hostile, or offensive educational
8350 environment; cause discomfort or humiliation; or unreasonably interfere
8351 with the individual's school performance or participation; and is often
8352 characterized by an imbalance of power. Bullying may involve but is not
8353 limited to:

8354

- 8355 1. Unwanted Teasing;
- 8356 2. Social Exclusion;
- 8357 3. Threat;
- 8358 4. Intimidation;
- 8359 5. Stalking;
- 8360 6. Cyberstalking or Cyberbullying
- 8361 7. Physical violence;
- 8362 8. Theft;
- 8363 9. Sexual, religious, anti-semitic, cultural, or racial harassment;
- 8364 10. Public or private humiliation; or
- 8365 11. Destruction of property.

8366 The term *bullying* shall include cyberbullying whether or not specifically
8367 stated.

8368

8369 C. Complainant is defined as any District employee, consultant, contractor,
8370 agent, visitor, volunteer, student, or other person who formally or
8371 informally makes a report of bullying, orally or in writing.

8372

8373 D. Cyberbullying means bullying through the use of technology or any
8374 electronic communication, which includes, but is not limited to, any
8375 transfer of signs, signals, writing, images, sounds, data or intelligence of
8376 any nature transmitted in whole or in part by a wire, radio, electromagnetic
8377 system, photoelectronic system, or photooptical system, including, but not
8378 limited to, electronic mail, Internet communications, instant messages, or
8379 facsimile communications. Cyberbullying includes the creation of a
8380 webpage or weblog in which the creator assumes the identity of another
8381 person, or the knowing impersonation of another person as the author of
8382 posted content or messages, if the creation or impersonation creates any of
8383 the conditions enumerated in the definition of bullying. Cyberbullying also
8384 includes the distribution by electronic means of a communication to more

8385 than one person or the posting of material on an electronic medium that
8386 may be accessed by one or more persons, if the distribution or posting
8387 creates any of the conditions enumerated in the definition of bullying.

8388

8389 E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a
8390 course of conduct to communicate, or cause to be communicated, words,
8391 images, or language by or through the use of electronic mail or electronic
8392 communication, whether or not physically located on school property,
8393 directed at a specific person, causing substantial emotional distress to that
8394 person and serving no legitimate purpose.

8395

8396 F. Harassment means any threatening, insulting, or dehumanizing gesture,
8397 use of data or computer software, or written, verbal or physical conduct
8398 directed against a student or school employee that:

8399

- 8400 1. Places a student or school employee in reasonable fear of harm to his
8401 or her person or damage to his or her property;
- 8402 2. Has the effect of substantially interfering with a student's
8403 educational performance, opportunities, or benefits;
- 8404 3. Has the effect of substantially negatively impacting a student's or
8405 employee's emotional or mental well-being; or
- 8406 4. Has the effect of substantially disrupting the orderly operation of a
8407 school.

8408

8409 G. Bullying and harassment also encompasses:

8410 1. Retaliation against a student or school employee by another student or
8411 school employee for asserting or alleging an act of bullying or
8412 harassment. Reporting an act of bullying or harassment that is not made
8413 in good faith is considered retaliation.

8414 2. Perpetuation of conduct listed in the definition of bullying or
8415 harassment by an individual or group with intent to demean,

- 8416 dehumanize, embarrass, or cause emotional or physical harm to a
8417 student or school employee by:
- 8418 a. Incitement or coercion
 - 8419 b. Accessing or knowingly and willingly causing or providing
8420 access to data or computer software through a computer,
8421 computer system, or computer network within the scope of FSUS
 - 8422 c. Acting in a manner that has an effect substantially similar to the
8423 effect of bullying or harassment
- 8424

8425 III. Behavior Standards

8426

- 8427 A. FSUS expects students to conduct themselves as appropriate for their levels
8428 of development, maturity, and demonstrated capabilities with a proper
8429 regard for the rights and welfare of other students and school staff, the
8430 educational purpose underlying all school activities, and the care of school
8431 facilities and equipment. FSUS employees are responsible for adhering to
8432 the Principles of Professional Conduct of the Education Profession in
8433 Florida and district policies governing conduct and behavior.
- 8434
- 8435 B. FSUS believes that standards for student behavior must be set cooperatively
8436 through interaction among the students, parents/legal guardians, staff, and
8437 community members producing an atmosphere that encourages students
8438 to grow in self-discipline. The development of this atmosphere requires
8439 respect for self and others, as well as for FSUS and community property on
8440 the part of students, staff, and community members. Since students learn
8441 by example, school administrators, faculty, staff, and volunteers will
8442 demonstrate appropriate behavior, treat others with civility and respect,
8443 and refuse to tolerate bullying or harassment.
- 8444
- 8445 C. Refer to the Code of Conduct for specific behavior expectations.

8446

8447 IV. Consequences

8448

8449 A. Committing an act of bullying or harassment

8450 1. Concluding whether a particular action or incident constitutes a violation
8451 of this policy requires a determination based on all of the facts and
8452 surrounding circumstances followed by the determination of disciplinary
8453 sanctions appropriate to the perpetrators position within the district. The
8454 physical location or time of access of a computer-related incident cannot
8455 be raised as a defense in any disciplinary action.

8456 2. Consequences and appropriate remedial interventions for students who
8457 commit acts of bullying or harassment may range from positive
8458 behavioral interventions up to and including suspension or expulsion, as
8459 outlined in the Code of Student Conduct.

8460 3. Consequences and appropriate remedial interventions for a school
8461 employee found to have committed an act of bullying or harassment may
8462 be disciplined in accordance with FSU's policies, procedures, and
8463 agreements. Additionally, egregious acts of harassment by certified
8464 educators may result in a Department of Education professional
8465 practices sanction against an educator's state issued certificate. (See State
8466 Board of Education Rule 6A-10.081, FAC., *The Principles of Professional*
8467 *Conduct of the Education Profession in Florida.*)

8468 4. Consequences and appropriate remedial action for a visitor or volunteer,
8469 found to have committed an act of bullying or harassment shall be
8470 determined by the school or district administrator after consideration of
8471 the nature and circumstances of the act, including reports to Professional
8472 Standards and/or appropriate law enforcement officials.

8473

8474 B. Wrongful and intentional accusation of an act of bullying or harassment

- 8475 1. Consequences and appropriate remedial interventions for a student
8476 found to have wrongfully and intentionally accused another as a means
8477 of bullying or harassment range from positive behavioral interventions
8478 up to and including suspension or expulsion, as outlined in the Code of
8479 Student Conduct.
- 8480 2. Consequences and appropriate remedial interventions for a school
8481 employee found to have wrongfully and intentionally accused another
8482 as a means of bullying or harassment may be disciplined in accordance
8483 with FSU's policies, procedures, and agreements.
- 8484 3. Consequences and appropriate remedial action for a visitor or
8485 volunteer, found to have wrongfully and intentionally accused another
8486 as a means of bullying or harassment shall be determined by the school
8487 administrator after consideration of the nature and circumstances of the
8488 act, including reports to Professional Standards and/or appropriate law
8489 enforcement officials.

8490

8491 V. Reporting an Act of Bullying or Harassment

8492

8493 A. At FSUS, the principal and/or the principal's designee is responsible for
8494 receiving oral or written complaints alleging violations of this policy and
8495 will determine the appropriate action.

8496

8497 B. All school employees are required to report alleged violations of this policy
8498 to the principal or the principal's designee.

8499

8500 C. All other members of the school community, including students,
8501 parents/legal guardians, volunteers, and visitors are encouraged to report
8502 any act that may be a violation of this policy anonymously or in-person to
8503 the principal or principal's designee.

8504

- 8505 D. The principal and/or the principal's designee in FSUS shall establish and
8506 prominently publicize to students, staff, volunteers, and parents/legal
8507 guardians, visitors and other agents how a report of bullying or harassment
8508 may be filed either in-person or anonymously and how this report will be
8509 acted upon.
8510
- 8511 E. The alleged victim of bullying or harassment, anyone who witnessed the
8512 bullying or harassment, and anyone who has credible information that an
8513 act of bullying or harassment has taken place may file a report of bullying
8514 or harassment.
8515
- 8516 F. A school employee, school volunteer, student, parent/legal guardian or
8517 other persons who promptly reports in good faith an act of bullying or
8518 harassment to the appropriate school official and who makes this report in
8519 compliance with the procedures set forth in FSUS policy is immune from a
8520 cause of action for damages arising out of the reporting itself or any failure
8521 to remedy the reported incident.
8522
- 8523 G. Submission of a good faith complaint or report of bullying or harassment
8524 will not affect the complainant or reporter's future employment, grades,
8525 learning or working environment, or work assignments.
8526
- 8527 H. Any written or oral reporting of an act of bullying or harassment shall be
8528 considered an official means of reporting such act(s).
8529
- 8530 I. Reporting may be made anonymously, but formal disciplinary action may
8531 not be based solely on the basis of an anonymous report. The
8532 principal/designee or District Administrator shall document all complaints
8533 in writing and/or through the appropriate data system to ensure that
8534 problems are addressed in a timely manner.
8535

8536 VI. Investigation of a Report of Bullying or Harassment

8537

8538 A. The investigation of a reported act of bullying or harassment is deemed to
8539 be a school-related activity and shall begin with a report of such an act.

8540

8541 B. While FSUS does not assume any liability for incidents that occur at a bus
8542 stop or en route to and from school, a student or witness may file a
8543 complaint following the same procedures for bullying or harassment
8544 against a student and the school will investigate and/or provide assistance
8545 and intervention as the principal/designee deems appropriate.

8546

8547 C. Incidents that require a reasonable investigation when reported to
8548 appropriate school authorities shall include alleged incidents of bullying or
8549 harassment allegedly committed against a child while the child is en route
8550 to school aboard a school bus or at a school bus stop.

8551

8552 D. The principal and/or designee selects an individual(s), employed by the
8553 school, trained in investigative procedures to initiate the investigation. The
8554 person may not be the accused perpetrator (harasser or bully) or victim.

8555

8556 E. Documented interviews of the victim, alleged perpetrator, and witnesses
8557 are conducted privately, separately, and are confidential. Each individual
8558 (victim, alleged perpetrator, and witnesses) will be interviewed separately
8559 and at no time will the alleged perpetrator and victim be interviewed
8560 together.

8561

8562 F. The investigator shall collect and evaluate the facts including, but not
8563 limited to:

8564

1. Description of incident(s) including nature of the behavior;

8565

2. Context in which the alleged incident(s) occurred, etc.;

8566

3. How often the conduct occurred;

- 8567 4. Whether there were past incidents or past continuing patterns of
8568 behavior;
- 8569 5. The relationship between the parties involved;
- 8570 6. The characteristics of parties involved, i.e., grade, age, sex, race;
- 8571 7. The identity and number of individuals who participated in bullying
8572 or harassing behavior;
- 8573 8. Where the alleged incident(s) occurred;
- 8574 9. Whether the conduct adversely affected the student's education or
8575 educational environment or the employees work or workplace
8576 environment
- 8577 10. Whether the alleged victim felt or perceived an imbalance of power
8578 as a result of the reported incident;
- 8579 11. The date, time, and method in which the parents/legal guardians of
8580 all parties involved were contacted; and
- 8581 12. The date, time and method in which all parties involved, in the case
8582 of employees were contacted.

8583

8584 G. Whether a particular action or incident constitutes a violation of this policy
8585 requires a determination based on all the facts and surrounding
8586 circumstances and shall include

- 8587 1. Any recommended remedial steps necessary to stop the bullying
8588 and/or harassing behavior; and
- 8589 2. A written final report to the principal or the appropriate
8590 administrator.

8591

8592 H. The maximum of 10 school days shall be the limit for the initial filing of
8593 incidents and completion of the investigative procedural steps.

8594

8595 I. The highest level of confidentiality possible will be upheld regarding the
8596 submission of a complaint or a report of bullying and/or harassment, and
8597 the investigative procedures that follow.

8598

8599 VII. Investigation to Determine Whether a Reported Act of Bullying or
8600 Harassment is Within the Scope of FSUS

8601

8602 A. A principal and/or designee will assign a designee(s) that is trained in
8603 investigative procedures to initiate an investigation of whether an act of
8604 bullying or harassment is within the scope of FSUS.

8605

8606 B. The trained designee(s) will provide a report on results of investigation
8607 with recommendations for the principal to make a determination if an act
8608 of bullying or harassment falls within the scope of FSUS.

8609 1. If it is within scope of FSUS, a thorough investigation shall be
8610 conducted.

8611 2. If it is outside scope of FSUS, and determined a criminal act, the
8612 principal shall refer the incident(s) to appropriate law enforcement.

8613 3. If it is outside scope of FSUS, and determined not a criminal act, the
8614 principal or designee shall inform the parents/legal guardians of all
8615 students involved.

8616

8617 C. Computers without web-filtering software or computers with web-filtering
8618 software that is disabled shall be used when complaints of cyberbullying
8619 are investigated.

8620

8621 VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

8622

8623 A. Immediate notification to the parents/legal guardians of a victim of
8624 bullying or harassment and the parents/legal guardians of the perpetrator

8625 of an act of bullying or harassment as well as notification to all agencies
8626 when criminal charges may be pursued against the perpetrator

8627 1. The principal, and/or designee, shall promptly report via telephone,
8628 personal conference, and/or in writing, the occurrence of any
8629 incident of bullying or harassment as defined by this policy to the
8630 parent or legal guardian of all students involved on the same day an
8631 investigation of the incident(s) has been initiated, or reasonably
8632 thereafter. Notification must be consistent with the student privacy
8633 rights under the applicable provisions of the Family Educational
8634 Rights and Privacy Act of 1974 (FERPA).

8635 2. If the bullying or harassment incident results in the perpetrator
8636 being charged with a crime, the principal, and/or designee, shall by
8637 telephone or in writing by first class mail, inform parents/legal
8638 guardian of the victim(s) involved in the bullying or harassment
8639 incident about the Unsafe School Choice Option (No Child Left
8640 Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a
8641 student who becomes a victim of a violent criminal offense, as
8642 determined by State law, while in or on the grounds of a public
8643 elementary school or secondary school that the student attends, be
8644 allowed to attend a safe public elementary school or secondary
8645 school within the local educational agency, including a public
8646 charter school."

8647

8648 B. Immediate notification to the parents/legal guardians of the perpetrator of
8649 an act bullying or harassment.

8650

8651 The principal, or designee, shall promptly report via telephone, personal
8652 conference, and/or in writing, the occurrence of any incident of bullying or
8653 harassment as defined by this policy to the parent or legal guardian of all
8654 students involved on the same day an investigation of the incident(s) has

8655 been initiated. Notification must be consistent with the student privacy
8656 rights under the applicable provisions of the Family Educational Rights and
8657 Privacy Act of 1974 (FERPA).

8658

8659 C. Notification to local agencies where criminal charges may be pursued.

8660 Once the investigation has been completed and it has been determined that
8661 criminal charges may be pursued against the perpetrator, all appropriate
8662 local law enforcement agencies will be notified by telephone and/or in
8663 writing.

8664

8665 IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

8666

8667 When bullying or harassment is suspected or when a bullying or harassment
8668 incident is reported, counseling services shall be made available to the victim(s),
8669 perpetrator(s), and parents/guardians.

8670

8671 A. The teacher or parent/legal guardian may request informal consultation
8672 with school staff (specialty staff, *e.g.*, school counselor, school psychologist,
8673 etc.) to determine the severity of concern and appropriate steps to address
8674 the concern. The involved students' parents or legal guardian may be
8675 included.

8676

8677 B. School personnel or parent/legal guardian may refer a student to the school
8678 intervention team or equivalent school-based team with a problem-solving
8679 focus for consideration of appropriate services. Parent or legal guardian
8680 involvement shall be required when the student is referred to the
8681 intervention team.

8682

8683 C. If a formal discipline report or formal complaint is made, the principal or
8684 designee must refer the student(s) to the school intervention team for

8685 determination of counseling support and interventions. Parent or legal
8686 guardian involvement shall be required.

8687 D. If a formal discipline report or formal complaint is made against an
8688 employee, the principal/designee or district administrator must refer the
8689 employee to the Employee Assistance Program for determination of
8690 appropriate counseling support and/or interventions.

8691

8692 E. A student may be required to obtain counseling and/or attend a recognized
8693 treatment program at parental expense and show proof of completion of
8694 such counseling or program. Such offenses may include, but are not limited
8695 to, substance abuse, threats, intimidation, bullying, harassment, or acts
8696 motivated by hate or bias.

8697

8698 F. An employee component to address intervention and assistance as
8699 determined appropriate by the Employee Assistance Program that
8700 includes, but are not limited to:

8701

8702 ○ Counseling and support to address the needs of the victims of
8703 bullying; and

8704 ○ Research-based counseling/interventions to address the behavior of
8705 the employees who bully others (e.g., empathy training, anger
8706 management).

8707

8708 G. A school-based component to address intervention and assistance shall be
8709 utilized by the intervention team. The intervention team may recommend

8710 1. Counseling and support to address the needs of the victims of
8711 bullying or harassment;

8712 2. Research-based counseling or interventions to address the behavior
8713 of the students who bully and harass others, e.g., empathy training,
8714 anger management; and/or

8715 3. Research-based counseling or interventions which includes
8716 assistance and support provided to parents/legal guardians, if
8717 deemed necessary or appropriate.

8718

8719 X. Reporting Incidents of Bullying and Harassment

8720

8721 A. Incidents of bullying or harassment shall be reported in the school's report
8722 of data concerning school safety and discipline data required under s.
8723 1006.09(6), F.S. The report must include each incident of bullying or
8724 harassment and the resulting consequences, including discipline and
8725 referrals. Cyberbullying incidents shall be included within the bullying
8726 incidents category. The report shall also include, in a separate section,
8727 each reported incident of bullying or harassment that did not meet the
8728 criteria of a prohibited act under this section with recommendations
8729 regarding such incidents.

8730

8731 B. FSUS will utilize Florida's School Environmental Safety Incident Reporting
8732 (SESIR) Statewide Report on School Safety and Discipline Data, which
8733 includes bullying and harassment as incident codes as well as bullying-
8734 related as a related element code.

8735

1. SESIR Definitions

8736 a) Bullying - Systematically and chronically inflicting physical
8737 hurt or psychological distress on one or more students or
8738 employees that is severe or pervasive enough to create an
8739 intimidating, hostile, or offensive environment; or
8740 unreasonably interfere with the individual's school
8741 performance or participation.

8742 b) Harassment - Any threatening, insulting, or dehumanizing
8743 gesture, use of data or computer software, or written,
8744 verbal, or physical conduct that 1) places a student or school

8745 employee in reasonable fear of harm to his or her person or
8746 damage to his or her property, 2) has the effect of
8747 substantially interfering with a student's educational
8748 performance, opportunities, or benefits, or 3) has the effect
8749 of substantially disrupting the orderly operation of a school
8750 including any course of conduct directed at a specific person
8751 that causes substantial emotional distress in such a person
8752 and serves no legitimate purpose.

8753 2. Bullying and/or harassment incidents shall be reported in SESIR
8754 with the bullying (BUL) or harassment (HAR) code.
8755 Unsubstantiated incidents of bullying or harassment shall be coded
8756 UBL or UHR.

8757 3. If the bullying or harassment results in any of the following SESIR
8758 incidents, the incident will be coded appropriately using the relevant
8759 incident code and the bullying-related code. Such incidents are

- 8760 a) Alcohol
- 8761 b) Arson
- 8762 c) Battery
- 8763 d) Breaking and Entering
- 8764 e) Disruption on Campus
- 8765 f) Drug Sale/Distribution Excluding Alcohol
- 8766 g) Drug Use/Possession Excluding Alcohol
- 8767 h) Fighting
- 8768 i) Homicide
- 8769 j) Kidnapping
- 8770 k) Larceny/Theft
- 8771 l) Robbery
- 8772 m) Sexual Battery
- 8773 n) Sexual Harassment
- 8774 o) Sexual Offenses

- 8775 p) Threat/Intimidation
- 8776 q) Trespassing
- 8777 r) Tobacco
- 8778 s) Vandalism
- 8779 t) Weapons Possession
- 8780 u) Other Major (Other major incidents that do not fit within the
- 8781 other definitions)

8782

8783 C. Discipline and referral data shall be recorded in Student
8784 Discipline/Referral Action Report and Automated Student Information
8785 System.

8786

8787 D. FSUS shall provide bullying or harassment incident, discipline, and referral
8788 data to the Florida Department of Education in the format requested,
8789 through Surveys 2, 3 and 5 from Education Information and Accountability
8790 Services, and at designated dates provided by the Department.

8791

8792 E. Data reporting on bullying, harassment, unsubstantiated bullying,
8793 unsubstantiated harassment, sexual harassment and threat/intimidation
8794 incidents as well as any bullying-related incidents that have as a basis sex,
8795 race or disability should include the incident basis. Victims of these offenses
8796 should also have the incident basis (sex, race or disability) noted in their
8797 student record.

8798

8799 XI. Instruction on Identifying, Preventing, and Responding to Bullying or
8800 Harassment.

8801

8802 A. FSUS shall ensure that schools sustain healthy, positive, and safe learning
8803 environments for all students. It is important to change the social climate of
8804 the school and the social norms with regards to bullying or harassment.

8805 This requires the efforts of everyone in the school environment – teachers;
8806 administrators; counselors; school nurses; other non-teaching staff such as
8807 bus drivers, custodians, cafeteria workers; school librarians; parents/legal
8808 guardians; and students.

8809
8810 B. Students, parents/legal guardians, teachers, school administrators,
8811 counseling staff, and school volunteers shall be given instruction at a
8812 minimum on an annual basis on FSUS’ Policy and Regulations against
8813 bullying and harassment. The instruction shall include evidence-based
8814 methods of preventing bullying and harassment as well as how to
8815 effectively identify and respond to bullying or harassment in schools.

8816
8817 C. FSUS shall establish a list of programs that provide instruction to students,
8818 parents, teachers, school administrators, counseling staff, and school
8819 volunteers on identifying, preventing, and responding to bullying and
8820 harassment including instruction on recognizing behaviors that lead to
8821 bullying and harassment and taking appropriate preventive action based
8822 on those observations. The list of authorized programs shall be available at
8823 FSUS’s student services office and on the FSUS website.

8824

8825 XII. Reporting to a Victim’s Parents/Legal Guardians the Actions Taken to Protect
8826 the Victim

8827

8828 The principal or designee shall by telephone and/or in writing report the
8829 occurrence of any incident of bullying or harassment as defined by this policy to
8830 the parent or legal guardian of all students involved on the same day an
8831 investigation of the incident has been initiated. According to the level of infraction,
8832 parents/legal guardians will be notified by telephone and/or writing of actions
8833 being taken to protect the child; the frequency of notification will depend on the
8834 seriousness of the bullying or harassment incident. Notification must be consistent

8835 with the student privacy rights under the applicable provisions of the Family
8836 Educational Rights and Privacy Act of 1974 (FERPA).

8837

8838 XIII. Publicizing the Policy

8839

8840 A. At the beginning of each school year, the Director or designee shall, in
8841 writing, inform school staff, parents/legal guardians, or other persons
8842 responsible for the welfare of a student of FSUS' student safety and violence
8843 prevention policy.

8844

8845 B. FSUS shall provide notice to students and staff of this policy through
8846 appropriate references in the *Code of Student Conduct* and employee
8847 handbooks and through other reasonable means.

8848

8849 C. The Director shall also make all contractors contracting with FSUS aware of
8850 this policy.

8851

8852 D. Each school principal shall develop an annual process for discussing the
8853 school district policy on bullying and harassment with students.

8854

8855 E. Reminders of the policy and bullying prevention messages such as posters
8856 and signs will be displayed around each school and on FSUS school buses.

8857

8858

8859 XIV. Review of Policy

8860

8861

8862 The Director and appropriate staff shall review this policy at a minimum every
8863 (3) three years. The review should include input from parents, law enforcement,
8864 and other community members. The Director shall take any recommended
8865 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:

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FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS

8908 FLORIDA STATE UNIVERSITY SCHOOLS
8909 POLICY MANUAL
8910 STUDENTS
8911 CHAPTER 5.0

8912 5.325*

8913 **DATING VIOLENCE AND ABUSE**

8914 It is the policy of FSUS that all of its students and school employees have an
8915 educational setting that is safe, secure, and free from dating violence and abuse.
8916 The District shall not tolerate dating violence and abuse of any kind. Dating
8917 violence or abuse by any student is prohibited on school property, during any
8918 school related or school sponsored program or activity, or during school
8919 sponsored transportation.

8920
8921 II. Definitions

8922
8923 A. *Teen dating violence* is a pattern of emotional, verbal, sexual, or
8924 physical abuse used by one person in a current or past intimate
8925 relationship to exert power and control over another when one or
8926 both of the partners is a teenager.

8927
8928 B. *Abuse* is mistreatment which may include insults, coercion, social
8929 sabotage, sexual harassment, threats and/or acts of physical or
8930 sexual abuse. The abusive partner uses this pattern of violent and
8931 coercive behavior to gain power and maintain control over the
8932 dating partner. This may also include abuse, harassment, and
8933 stalking via electronic devices such as cell phones and computers,
8934 and harassment through a third party, and may be physical, mental,
8935 or both.

8936
8937 III. Reporting Teen Dating Violence or Abuse

8938

8939 A. The principal or designee shall be responsible for receiving
8940 complaints alleging violations of this policy.

8941

8942 B. All school employees are required to report alleged violations of this
8943 policy to the principal or designee.

8944

8945 C. In addition to reporting the incident to the principal or designee, if a
8946 district employee or agent has reason to suspect that an alleged
8947 violation of this policy might constitute a crime, the district
8948 employee or agent shall also immediately report the complaint to
8949 law enforcement. Any uncertainty regarding whether an alleged
8950 violation might constitute a crime must be resolved in favor of
8951 reporting the incident to law enforcement.

8952

8953 D. All other members of the school community, including students,
8954 parents as defined by Florida Statutes, volunteers, and visitors are
8955 encouraged to report any act that may be a violation of this policy
8956 anonymously or in person to the principal or designee.

8957

8958 E. In cases involving an alleged perpetrator who is of adult age and an
8959 alleged teen victim, certain suspicions of abuse must be reported to
8960 the Florida Abuse Hotline (1-800-962-2873) or local law enforcement
8961 pursuant to Section 39.201, Florida Statutes.

8962

8963 F. The principal shall establish and prominently publicize to students,
8964 staff, volunteers, and parents how a report of dating violence and
8965 abuse may be filed either in person or anonymously and how this
8966 report will be acted upon.

8967

8968 G. The victim of teen dating violence or abuse, anyone who witnesses
8969 an act of dating violence or abuse, and anyone who has credible
8970 information that an act of dating violence and abuse has taken place
8971 may file a report of dating violence and abuse.

8972
8973 H. Submission of a good faith complaint or report of teen dating
8974 violence or abuse will not affect the complainant or reporter's future
8975 employment, grades, learning or working environment, or work
8976 assignments. Appropriate remedial action will be pursued for
8977 persons found to have wrongfully and intentionally accused another
8978 of an act of dating violence or abuse.

8979
8980 I. Any written or oral report of an act of dating violence and abuse shall
8981 be considered an official means of reporting such act(s). Reports
8982 may be made anonymously, but formal disciplinary action may not
8983 be based solely on the basis of an anonymous report.

8984
8985 J. Incidents of teen dating violence and abuse shall be filed within ten
8986 (10) school days of the alleged incident or having knowledge of the
8987 incident.

8988
8989 IV. Investigations

8990
8991 J. The principal or designee shall select a staff member employed at the
8992 school and trained in investigative procedures to initiate the
8993 investigation. The staff member may not be the accused perpetrator
8994 or victim.

8995
8996 K. Documented interviews of the victim, alleged perpetrator and
8997 witnesses shall be conducted privately and separately. All

8998 interviews are confidential. Each individual (victim, alleged
8999 perpetrator and witnesses) will be interviewed separately and at no
9000 time will the alleged perpetrator and victim be interviewed together.

9001

9002 L. The investigative process shall be completed within ten (10) school
9003 days from the time the report is filed.

9004

9005 M. The highest level of confidentiality possible will be upheld regarding
9006 the submission of a complaint or a report of teen dating violence
9007 and/or abuse and the investigative procedures that follow. School
9008 employees shall refrain from sharing confidential student
9009 information with other school employees, students, or community
9010 members, unless disclosure is required by law or is necessary to
9011 protect the student's safety. Any notification made must be
9012 consistent with the student's privacy rights under the applicable
9013 provisions of the Family Educational Rights and Privacy Act of 1974
9014 (FERPA).

9015

9016 N. If it is determined that inappropriate behavior(s) has occurred, the
9017 investigator will make recommendations for disciplinary action to
9018 the principal or Director.

9019

9020 V. Discipline

9021

9022 A. Immediate action shall be taken to eliminate the behavior.

9023

9024 B. Disciplinary action shall be taken based on the circumstances of the
9025 behavior(s).

9026

9027 C. Discipline shall be consistent with the provisions of the *Code of*
9028 *Student Conduct*.

9029

9030 D. If a crime has been committed, the appropriate law enforcement
9031 agency shall be immediately notified.

9032

9033 VI. Restraining Orders

9034

9035 A. If an order of protection has been issued, the student or his/her
9036 parent(s) should inform the school immediately.

9037

9038 B. The investigator will contact the abuser and his/her parent(s) to
9039 initiate a contract to stay away from the victim, consistent with the
9040 terms of the order, with penalties for known violations of the
9041 contract.

9042

9043 C. The principal or district administrator will notify law enforcement
9044 immediately if he/she has a reasonable belief that a criminal or civil
9045 restraining order has been violated.

9046

9047 D. The school resource officer and/or security officer will respond
9048 immediately to a report of a violation of a criminal or a civil
9049 restraining order.

9050

9051 VII. Support Services for the Victim

9052

9053 The school shall provide a victim of dating violence and abuse with support
9054 services that may include but are not limited to

9055

- 9056 A. A contract with the offender to stay away from the victim while on
9057 school grounds, on school transportation and during school
9058 sponsored programs and events;
9059
- 9060 B. Reasonable accommodations, such as class schedule changes;
9061
- 9062 C. If needed, the school will assist the student in creating an alternative
9063 education plan for the student such as transferring to a different
9064 school or the ability to make up school work missed due to dating
9065 violence.
9066
- 9067 D. Security protection, such as safe egress/regress from school and
9068 within the school;
9069
- 9070 E. Timely and comprehensive investigation of dating violence and
9071 abuse complaints.
9072
- 9073 F. Information and assistance in securing intervention which includes
9074 assistance and support provided to parents/legal guardians, if
9075 deemed necessary and appropriate.
9076
- 9077 G. Referrals for outside support and/or counseling.
9078
- 9079 VIII. Methods of Intervention with the Alleged Perpetrator
9080
- 9081 A. Allow the alleged perpetrator to respond in writing to the
9082 allegations.
9083
- 9084 B. Identify and implement interventions tht will be taken to prevent
9085 further incidents.

9086

9087 C. Refer the alleged perpetrator and parents/legal guardians to help
9088 and support available at the school and withing the community.

9089

9090 D. Address the seriousness of retaliations against the victim for
9091 reporting the incident or cooperating with the investigation. Inform
9092 the alleged perpetrator that retaliation or threats of retaliations in
9093 any form designed to intimidate the victim of dating violence or
9094 abuse, those who are witnesses, or those who investigate an incident,
9095 shall not be tolerated.

9096

9097 E. Provide for increased supervision of the alleged perpetrator.

9098

9099 F. Document the meeting and action plans.

9100

9101 IX. Curriculum

9102

9103 A. The health education curriculum for students in grades 7 through 12
9104 shall include dating violence and abuse. The teen dating violence
9105 and abuse component shall include, but is not limited to, the
9106 definition of dating violence and abuse, the warning signs of dating
9107 violence and abusive behavior, the characteristics of healthy
9108 relationships, measures to prevent and stop dating violence and
9109 abuse, and community resources available to victims of dating
9110 violence and abuse.

9111

9112 B. The curriculum shall have an emphasis on prevention-based
9113 education.

9114

9115 X. Training

9146 FLORIDA STATE UNIVERSITY SCHOOLS
9147 POLICY MANUAL
9148 STUDENTS
9149 CHAPTER 5.0

9150 5.327*

9151 **HAZING**

9152 FSUS shall not tolerate hazing of any form. Conduct that constitutes hazing, as
9153 defined herein, is prohibited. The District expects students to conduct themselves
9154 appropriately for their levels of development, maturity, and demonstrated
9155 capabilities with proper regard for the rights and welfare of other students and the
9156 educational purpose underlying all school activities.

9157
9158 I. Definition of Hazing

9159 Hazing means any action or situation endangering the mental or physical
9160 health or safety of a student at a school with any of grades six (6) through
9161 twelve (12) for purposes including, but not limited to, initiation or
9162 admission into or affiliation with any organization operating under the
9163 sanction of a school with any of grades six (6) through twelve (12). Hazing
9164 shall include, but is not limited to,

- 9165 ○ Pressuring, Coercing, or forcing a student into violating state
9166 or federal law; consuming any food, liquor, drug or other
9167 substance; or participating in physical activity that could
9168 adversely affect the health or safety of the student.
- 9169 ○ Any brutality of a physical nature such as beating, whipping,
9170 branding, or exposure to the elements.

9171
9172 II. Reporting an Act of Hazing

9173 A. At each school with any of grades six (6) through twelve (12), the
9174 principal or the principal's designee shall be responsible for
9175 receiving complaints alleging violations of this policy.

- 9176 B. All school employees are required to report alleged violations of
9177 this policy to the principal or the principal's designee.
- 9178 C. All other members of the school community, including students,
9179 parents as defined by Florida Statutes, volunteers, and visitors are
9180 encouraged to report any act that may be a violation of this policy
9181 anonymously or in person to the principal or principal's designee.
- 9182 D. The principal of each school that includes any of grades six (6)
9183 through twelve (12) in the District shall establish and prominently
9184 publicize to students, staff, volunteers, and parents, how a report of
9185 hazing may be filed either in person or anonymously and how this
9186 report will be acted upon.
- 9187 E. The victim of hazing, anyone who witnessed the hazing, and
9188 anyone who has credible information that an act of hazing has
9189 taken place may file a report of hazing.
- 9190 F. A school employee, school volunteer, student, parent or other
9191 person who promptly reports in good faith an act of hazing to the
9192 appropriate school official and who makes this report in
9193 compliance with the procedures set forth in the District policy is
9194 immune from a cause of action for damages arising out of the
9195 reporting itself or any failure to remedy the reported incident.
- 9196 G. Submission of a good faith complaint or report of hazing will not
9197 affect the complainant or reporter's future employment, grades,
9198 learning or working environment, or work assignments.
- 9199 H. Any written or oral reporting of an act of hazing shall be
9200 considered an official means of reporting such act(s).
- 9201 I. Reports may be made anonymously, but formal disciplinary action
9202 may not be based solely on the basis of an anonymous report.
- 9203 III. Investigation of a Report of Hazing
- 9204 A. The investigation of a reported act of hazing is deemed to be a
9205 school-related activity and shall begin with a report of such an act.

- 9206 B. The principal or designee shall select an individual(s), employed by
9207 the school and trained in investigative procedures, to initiate the
9208 investigation. The person may not be the accused perpetrator or
9209 victim.
- 9210 C. Documented interviews of the victim, alleged perpetrator(s), and
9211 witnesses shall be conducted privately, separately, and shall be
9212 confidential. Each individual (victim, alleged perpetrator, and
9213 witnesses) will be interviewed separately and at no time will the
9214 alleged perpetrator and victim be interviewed together.
- 9215 D. The investigator shall collect and evaluate the facts including but
9216 not limited to
- 9217 1. Description of incident(s) including nature of the behavior;
 - 9218 2. Context in which the alleged incident(s) occurred;
 - 9219 3. How often the conduct occurred;
 - 9220 4. Whether there were past incidents or past continuing
9221 patterns of behavior;
 - 9222 5. The relationship between the parties involved;
 - 9223 6. The characteristics of parties involved, *i.e.*, grade, age;
 - 9224 7. The identity and number of individuals who participated in
9225 hazing;
 - 9226 8. Where the alleged incident(s) occurred;
 - 9227 9. Whether the conduct adversely affected the
9228 student's/students' health or safety;
 - 9229 10. The date, time, and method in which the parents of all
9230 parties involved were contacted.
- 9231 E. Whether a particular action or incident constitutes a violation of
9232 this policy shall require a determination based on all the facts and
9233 surrounding circumstances and shall include
- 9234 1. Recommended remedial steps necessary to stop the hazing;
9235 and

- 9236 2. A written final report to the principal.

- 9237 F. The maximum of ten (10) school days shall be the limit for the
- 9238 initial filing of incidents and completion of the investigative
- 9239 procedural steps.
- 9240 G. The highest level of confidentiality possible will be upheld
- 9241 regarding the submission of a complaint or a report of hazing and
- 9242 the investigative procedures that follow.
- 9243
- 9244 IV. Investigation to Determine Whether a Reported Act of Hazing is Within
- 9245 the Scope of the District
- 9246 A. The principal or designee will assign an individual(s) who is
- 9247 trained in investigative procedures to initiate an investigation of
- 9248 whether an act of hazing is within the scope of the School District.
- 9249 B. The trained investigator(s) will provide a report on results of
- 9250 investigation with recommendations for the principal to make a
- 9251 determination if an act of hazing falls within the scope of the
- 9252 District.
- 9253 1. If it is within the scope of the District, a thorough
- 9254 investigation shall be conducted.
- 9255 2. If it is outside the scope of the District and determined a
- 9256 criminal act, the principal shall refer the incident(s) to
- 9257 appropriate law enforcement.
- 9258 3. If it is outside the scope of the District and determined not a
- 9259 criminal act, the principal or designee shall inform the
- 9260 parents of all students involved.
- 9261
- 9262 V. Notification to Parents of Incidents of Hazing
- 9263 A. Immediate notification to the parents of a victim of hazing.
- 9264 The principal, or designee, shall promptly report via telephone,

9265 personal conference, and/or in writing, the occurrence of any
9266 incident of hazing as defined by this policy to the parent(s) of all
9267 students involved on the same day an investigation of the
9268 incident(s) has been initiated. Notification must be consistent with
9269 the student privacy rights under the applicable provisions of the
9270 Family Educational Rights and Privacy Act of 1974 (FERPA).

9271 B. Immediate notification to the parents of the perpetrator of an act of
9272 hazing. The principal, or designee, shall promptly report via
9273 telephone, personal conference, and/or in writing, the occurrence
9274 of any incident of hazing as defined by this policy to the parents of
9275 all students involved on the same day an investigation of the
9276 incident(s) has been initiated. Notification must be consistent with
9277 the student privacy rights under the applicable provisions of the
9278 Family Educational Rights and Privacy Act of 1974 (FERPA).

9279 C. Notification to local agencies where criminal charges may be
9280 pursued. Once the investigation has been completed and it has
9281 been determined that criminal charges may be pursued against the
9282 perpetrator(s), all appropriate local law enforcement agencies will
9283 be notified by telephone and/or in writing.

9284

9285 VI. Referral of Victims and Perpetrators of Hazing for Counseling.
9286 When hazing is suspected or when a hazing incident is reported,
9287 counseling services shall be made available to the victim(s), perpetrator(s),
9288 and parents.

9289 A. The teacher or parent may request informal consultation with
9290 school staff, *e.g.*, school counselor, school psychologist, to
9291 determine the severity of concern and appropriate steps to address
9292 the concern. The teacher may request that the involved student's
9293 parents are included.

- 9294 B. School personnel or the parent may refer a student to the school
9295 intervention team for consideration of appropriate services.
9296 Parental involvement shall be required when the student is referred
9297 to the intervention team.
- 9298 C. If a formal discipline report or formal complaint is made, the
9299 principal or designee must refer the student(s) to the child study
9300 team for determination of counseling support and interventions.
9301 Parental involvement shall be required.
- 9302 D. The intervention team may recommend
- 9303 1. Counseling and support to address the needs of the victims
9304 of hazing;
 - 9305 2. Research-based counseling or interventions to address the
9306 behavior of the students who haze others; and/or
 - 9307 3. Research-based counseling or interventions which include
9308 assistance and support provided to parents, if deemed
9309 necessary or appropriate.

9310

9311 VII. Disciplinary Action

9312 If the incident is determined to be within the scope of the District,
9313 disciplinary action will be consistent with the *Code of Student Conduct*.

9314

9315 VIII. Reporting Incidents of Hazing

9316 A. Incidents of hazing shall be reported in the school's report of data
9317 concerning school safety and discipline data required under s.
9318 1006.09(6), F.S. The report shall include each incident of hazing and
9319 the resulting consequences, including discipline and referrals. The
9320 report shall also include each reported incident of hazing that did
9321 not meet the criteria of a prohibited act under this section with
9322 recommendations regarding such incidents.

9323 B. The District will utilize Florida’s School Environmental Safety
9324 Incident Reporting (SESIR) Statewide Report on School Safety and
9325 Discipline Data to report hazing incidents.

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9328 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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9331 **LAW(S) IMPLEMENTED:** **1000.21, 1001.41, 1001.42, 1001.43, 1001.51,**
9332 **1001.54, 1003.04, 1003.31, 1003.32, 1006.07,**
9333 **1006.08, 1006.09, 1006.10, 1006.135, F.S.**

9334 **20 USC 1232g**

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9336 **HISTORY: ADOPTED: 12/9/14**

9337 **REVISION DATE(S): 5/11/21**

9338 **FORMERLY: NEW**

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9357 **FLORIDA STATE UNIVERSITY SCHOOLS**

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9359 FLORIDA STATE UNIVERSITY SCHOOLS
9360 POLICY MANUAL
9361 STUDENTS
9362 CHAPTER 5.0

9363 5.33

9364 **TEACHER REMOVAL OF STUDENTS FROM CLASSROOM**

9365 (1) Appropriate action will be taken to remove or to make special
9366 provisions for a disruptive student. Disruptive behavior will include:
9367 assault on staff or students, threat(s) or violence, disrespect, willful
9368 disregard of a teacher's directions, malicious vandalism, possession of
9369 weapons of any type, continuing use of profane language or obscene
9370 gestures, and instigation of violence or mass disobedience to legitimate
9371 directions.

9372 When a teacher sends a disruptive student to the office, the
9373 Administrative Staff or his/her representative will provide oral and/or
9374 written feedback to the teacher with regard to present and/or future
9375 action concerning the student's behavior. The teacher may request a
9376 conference with the Director, Administrative Staff and the student's
9377 parent(s) or legal guardian(s) prior to the student being returned to
9378 his/her classroom. A disruptive student will not normally be returned
9379 to the classroom where he/she exhibited the disruptive behavior until
9380 the teacher has received the feedback.

9381 (2) A teacher may remove a student from his/her class whose behavior the
9382 teacher determines interferes with the teacher's ability to
9383

9384 (3) effectively communicate with other students in the class or with the
9385 ability of the student's classmates to learn.

9386 (4) The Director or Administrative Staff may not return a student who has
9387 been removed by a teacher from the teacher's class without the teacher's
9388 consent, unless the Placement Review Committee established herein
9389 determines that such placement is the best or only available alternative.
9390 The teacher and Placement Review Committee must render decisions
9391 within five (5) working days of the removal of the student from the
9392 classroom.

9393 (5) Florida State University Schools will establish a Placement Review
9394 Committee to determine if a student is to be returned to a teacher's class
9395 after that student has been removed by the teacher and the teacher has
9396 withheld consent for that student to be returned to the teacher's class.

9397 (a) Committee membership shall include the following:

9398 1. Two (2) teachers selected by the instructional staff of the
9399 school.

9400 2. One (1) member of the school staff selected by the Director or
9401 Administrative Staff.

9402 3. One (1) teacher selected by the instructional staff of the school
9403 to serve as an alternate member of the committee.

9404 (b) A teacher who removed a student from his/her class and who
9405 has withheld consent for the return of that student to his/her
9406 class, shall not serve on the committee when the committee
9407 makes its decision regarding the return of the student.

9408 The Placement Review Committee(s) will be selected during pre-
9409 school planning. The staff of Florida State University Schools
9410 shall determine the following during pre-school planning:

9411 1. If a current school committee(s) meets the criteria contained
9412 herein for the Placement Review Committee(s) and if the
9413 faculty wishes that committee to perform the duties of the
9414 Placement Review Committee(s).

9415 2. The number of Placement Review Committees needed at
9416 Florida State University Schools.

9417 3. The terms of office of the members of the Placement Review
9418 Committee(s).

9419 4. The method the instructional staff will use in the selection of
9420 the Placement Review Committee(s) members.

9421 5. The appropriate form a teacher is to use to document the
9422 behavior that resulted in the teacher having the student
9423 removed from his/her classroom.

9424 6. Any teacher who removes 25 percent (25%) of his/her total
9425 class enrollment during the course of the school year shall be
9426 required to complete professional development to improve
9427 classroom management skills. Any required training under
9428 this provision shall be free of cost to the teacher.

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9431 **STATUTORY AUTHORITY:**

1001.42; 1001.42, F.S.

9432 **LAWS IMPLEMENTED:**

1001.43; 1003.32, F. S.

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9461 **FLORIDA STATE UNIVERSITY SCHOOLS**

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HISTORY:

ADOPTED:

REVISION DATE(S): 7/9/09

FORMERLY: 4.17

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FLORIDA STATE UNIVERSITY SCHOOLS
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5.34

EXPLUSION OF STUDENTS

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

HISTORY:
ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09
FORMERLY: 4.09

FLORIDA STATE UNIVERSITY SCHOOLS

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
STUDENTS
CHAPTER 5.0

5.341*+

**USE OF TIME-OUT AND PHYSICAL RESTRAINT FOR STUDENTS WITH
DISABILITIES**

- I. The School shall implement behavioral management interventions for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student.

- II. Time Out
 - Time out* is a procedure in which access to reinforcement is removed or reduced for a designated time.

 - A. *Nonexclusion time out* is the least restrictive form of time out. The student is allowed to observe the classroom activity but not participate.

 - B. *Exclusion time out* excludes the student from participation in and observation of classroom activities. The student remains in the classroom but cannot observe or participate in ongoing activities.

- III. *Seclusion or isolation* removes the student from the classroom for a predetermined period of time. The student is placed in a non-stimulating room away from the classroom. The student must be observed continuously by trained personnel.

9529

9530 IV. Physical Restraint

9531 A. *Manual physical restraint* is the use of physical restraint techniques
9532 that involve physical force to restrict free movement of all or part of
9533 a student's body. It is a method to prevent a student from harming
9534 himself/herself or others.

9535 B. Physical restraint should only be used in an emergency situation
9536 when an immediate and significant threat to the student or others
9537 exists.

9538 C. Physical restraint may only be implemented by trained, qualified
9539 school personnel.

9540 D. Techniques or devices such as straightjackets, zip ties, handcuffs, or
9541 tie downs may not be used in ways that may obstruct or restrict
9542 breathing or blood flow or that place a student in a facedown
9543 position with the student's hands restrained behind the student's
9544 back. Restraint techniques may not be used to inflict pain to induce
9545 compliance.

9546

9547

9548 V. Documentation and Reporting

9549 All instances of time out and restraint shall be documented and reported as
9550 required.

9551

9552 VI. Monitoring and Analysis

9553 A. At the beginning of each school year, the district shall post its policies
9554 and procedures on positive behavior interventions and supports as
9555 adopted by the school district.

9556

9557 B. The use of manual physical restraint shall be monitored at the
9558 classroom and school levels.

9559 C. The use of the behavior interventions, the appropriateness of use and
9560 the effectiveness of the interventions shall be analyzed.

9561

9562 VII. Prohibitions

9563 School personnel shall not

9564 A. Use a mechanical restraint or a manual physical restraint that
9565 restricts a student's breathing or

9566 B. Close, lock or physically block a student in a room that is unlit or
9567 that does not meet the rules of the State Fire Marshall for a seclusion
9568 time out room.

9569

9570 VIII. Training

9571 A. The School shall provide initial training for designated personnel in
9572 the use of time out and physical restraint.

9573 B. Refresher training shall be conducted annually.

9574 C. Personnel who have been trained in manual restraint techniques in
9575 positions outside of the School shall receive training in School
9576 methods.

9577

9578 IX. Procedures

9579 The Director shall develop procedures to implement this policy and related
9580 statutes. Procedures shall include but not be limited to the following:

9581 A. Incident reporting;

9582 B. Data collection;

9583 C. Monitoring and analysis;

9584 D. Plan for reducing the use of restraint;

9585 E. Identification of staff to be trained; and

9586 F. Training components.

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9589 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
9590 **LAW(S) IMPLEMENTED:** 1001.43, 1003.32, 1003.573,
9591 1006.07, 1006.11, 1012.75, F.S.

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9594 **STATE BOARD OF EDUCATION RULE(S)** 6A-6.03312

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9596 **HISTORY:** Approved for 2nd Reading on 1/10/12

9597 **ADOPTED:** _____

9598 **REVISION DATE(S):** _____

9599 **FORMERLY:** NEW

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9621 **FLORIDA STATE UNIVERSITY SCHOOLS**

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9624 STUDENTS
9625 CHAPTER 5.0

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9627 **GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL**
9628 **CAMPUS**
9629

9630 Students shall be subject to the FSUS Student Code of Conduct, as approved by
9631 the School Board.

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9633 **ADDITIONAL REFERENCE:**

9634 **The Board Approved Student Code of Conduct**

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HISTORY:
ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09
FORMERLY: 4.05

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FLORIDA STATE UNIVERSITY SCHOOLS
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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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9700 **STUDENTS**
9701 **CHAPTER 5.0**

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9703 **5.37***

9704 **USE OF CELL PHONES ON CAMPUS**
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9706
9707 Students shall be subject to the FSUS Student Code of Conduct, as approved by
9708 the School Board.

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9711 **ADDITIONAL REFERENCE:**

9712 **The Board Approved Student Code of Conduct**
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9716 **HISTORY:**
9717 **ADOPTED: 4/14/09**
9718 **REVISION DATE(S): 3/5/09**
9719 **FORMERLY:4.111**
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9732 **FLORIDA STATE UNIVERSITY SCHOOLS.**
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STUDENT ATTENDANCE

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE:

The Board Approved Student Code of Conduct

HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: 4.02

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**FLORIDA STATE UNIVERSITY SCHOOLS
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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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FORMERLY: NEW

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9841 5.55*+

9842 **NOTIFICATION OF INVOLUNTARY EXAMINATION**
9843

- 9844 I. When there is a student crisis situation, school or law enforcement
9845 personnel must make a reasonable attempt to contact, either in person or
9846 using telehealth, a mental health professional who may initiate an
9847 involuntary examination pursuant to section 394.463, unless the child poses
9848 an imminent danger to themselves or others.
- 9849 II. The principal or designee shall exercise reasonable diligence and care to
9850 make contact with the parent, as defined by law, before the student who is
9851 removed from school, school transportation, or a school-sponsored activity
9852 is to be taken to a receiving facility for an involuntary examination.
- 9853 A. Methods of communication to contact the student's parent or other
9854 known emergency contact include but are not limited to, telephone
9855 calls, text messages, e-mails, and voicemail messages following the
9856 decision to initiate an involuntary examination of the student.
- 9857 B. The method and number of attempts made to contact the student's
9858 parent or other known emergency contact and the outcome of each
9859 attempt must be documented.
- 9860 C. If an emergency contact is notified, the principal/designee may only
9861 share the information necessary to alert such contact that the parent
9862 must be contacted.
- 9863
- 9864 III. The principal or designee may delay the notification to the parent for up to
9865 twenty-four (24) hours if:

9866 A. the delay is considered in the student’s best interest and a report has
9867 been submitted to the central abuse hotline, pursuant to s. 39.201, based
9868 upon knowledge or suspicion of abuse, abandonment, or neglect; or

9869 B. it is reasonably believed to be necessary to avoid jeopardizing the
9870 health and safety of the student.

9871

9872 IV. Before contacting a law enforcement officer, a principal or designee must
9873 verify that de-escalation strategies have been utilized and outreach to a
9874 mobile response team has been initiated unless the principal or designee
9875 reasonably believes that any delay in removing the student will increase the
9876 likelihood of harm to the student or others.

9877 V. The Director shall develop procedures for the notification of parents and
9878 for reporting, if appropriate, alleged child abuse, abandonment, or neglect
9879 to the central abuse hotline when a student is taken to a facility for an
9880 involuntary examination. The procedures shall be contained in the *Health*
9881 *Services Manual*. The Superintendent shall annually report to the
9882 Department of Education the number of involuntary examinations, as
9883 defined in section 394.455, F.S., initiated at a school, on school
9884 transportation, or at a school-sponsored activity.

9885

9886 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

9887 **LAW(S) IMPLEMENTED:** 381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.

9888 **HISTORY:** **ADOPTED:**

9889 **REVISION DATE(S):** 6/21/16; 9/13/22

9890 **FORMERLY:** NEW

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9894 **FLORIDA STATE UNIVERSITY SCHOOLS**

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9896 **FLORIDA STATE UNIVERSITY SCHOOLS**

9897 **POLICY MANUAL**

9898 **STUDENTS**

9899 **CHAPTER 5.0**

9900 **5.57**

9901 **SPECIAL DIETARY NEEDS**

9902

9903 Food allergies can be life threatening. The risk of accidental exposure to foods can

9904 be reduced in the school setting if schools work with students, parents, and

9905 physicians to minimize risks and provide a safe educational environment for food-

9906 allergic students.

9907

9908 **FAMILY'S RESPONSIBILITY**

- 9909
- 9910 • Notify the school of the child's allergies.
 - 9911 • Work with the school team to develop a plan that accommodates the child's
 - 9912 needs throughout the school including in the classroom, in the cafeteria, in
 - 9913 after-care programs, during school-sponsored activities, and on the school
 - 9914 bus, as well as develop and use a Food Allergy Action Plan.
 - 9915 • Provide written medical documentation, instructions, and medications as
 - 9916 directed by a physician, using the Food Allergy Action Plan as a guide.
 - 9917 Include a photo of the child on written form.
 - 9918 • Provide properly labeled medications and replace medications after use or
 - 9919 upon expiration.
 - 9920 • Educate the child in the self-management of their food allergy including:
 - 9921 ○ Safe and unsafe foods
 - 9922 ○ Strategies for avoiding exposure to unsafe foods
 - 9923 ○ Symptoms of allergic reactions
 - 9924 ○ How and when to tell an adult they may be having an allergy-related
 - 9925 problem
 - How to read food labels (age appropriate)

- 9926 • Review policies/procedures with the school staff, the child’s physician, and
9927 the child (if age appropriate) after a reaction has occurred.
9928 • Provide emergency contact information.

9929

9930 **SCHOOL’S RESPONSIBILITY**

- 9931 • Be knowledgeable about and follow applicable federal laws including
9932 ADA, IDEA, Section 504, and FERPA and any state laws or district policies
9933 that apply.
- 9934 • Review the health records submitted by parents and physicians.
- 9935 • Include food-allergic students in school activities. Students should not be
9936 excluded from school activities solely based on their food allergy.
- 9937 • Identify a core team of, but not limited to, school nurse, teacher, principal,
9938 school food service and nutrition manager/director, and counselor (if
9939 available) to work with parents and the student (age appropriate) to
9940 establish a prevention plan. Changes to the prevention plan to promote
9941 food allergy management should be made with core team participation.
- 9942 • Assure that all staff who interact with the student on a regular basis
9943 understand food allergy, can recognize symptoms, know what to do in an
9944 emergency, and work with other school staff to eliminate the use of food
9945 allergens in the allergic student’s meals, educational tools, arts and crafts
9946 projects, or incentives.
- 9947 • Utilize the Food Allergy Action Plan before an allergic reaction occurs to
9948 assure the efficiency/effectiveness of the plan.
- 9949 • Coordinate with the school nurse to be sure medications are appropriately
9950 stored, and be sure than an emergency kit is available that contains a
9951 physician’s standing order for epinephrine. In states where regulations
9952 permit, medications are kept in an easily accessible secure location central
9953 to designated school personnel, not in locked cupboards or drawers.
9954 Students should be allowed to carry their own epinephrine, if age

- 9955 appropriate after approval from the student’s physician/clinic, parent and
9956 school nurse, and allowed by state or local regulations.
- 9957 • Designate school personnel who are properly trained to administer
9958 medications in accordance with the State Nursing and Good Samaritan
9959 Laws governing the administration of emergency medications.
 - 9960 • Be prepared to handle a reaction and ensure that there is a staff member
9961 available who is properly trained to administer medications during the
9962 school day regardless of time or location.
 - 9963 • Review policies/prevention plan with the core team members,
9964 parents/guardians, student (age appropriate), and physician after a
9965 reaction has occurred.
 - 9966 • Work with the district transportation administrator to assure that school
9967 bus driver training includes symptom awareness and what to do if a
9968 reaction occurs.
 - 9969 • Recommend that all buses have communication devices in case of an
9970 emergency.
 - 9971 • Enforce a “no eating” policy on school buses with exceptions made only to
9972 accommodate special needs under federal or similar laws, or school district
9973 policy. Discuss appropriate management of food allergy with family.
 - 9974 • Discuss field trips with the family of the food-allergic child to decide
9975 appropriate strategies for managing the food allergy.
 - 9976 • Follow federal/state/district laws and regulations regarding sharing
9977 medical information about the student.
 - 9978 • Take threats or harassment against an allergic child seriously.

9979

9980 **STUDENT’S RESPONSIBILITY**

9981

9982 I. Should not trade food with others.

9983 II. Should not eat anything with unknown ingredients or known to contain
9984 any allergen.

- 9985 III. Should be proactive in the care and management of their food allergies
- 9986 and reactions based on their development level.
- 9987 IV. Should notify an adult school official immediately if they eat something
- 9988 they believe may contain the food to which they are allergic.

9989

9990 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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9993 **LAW(S) IMPLEMENTED:** **570.981, 1001.43, 1002.20, F.S.**
 9994 **20 USC §1232g (FERPA)**
 9995 **P.L. 108-446 (IDEIA)**

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9998 **STATE DEPARTMENT OF AGRICULTURE**
 9999 **AND CONSUMER SERVICES RULE(S)** **5P-1.001, 5P-1.002, 5P-1.003**

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10022 **FLORIDA STATE UNIVERSITY SCHOOLS**

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

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**FLORIDA STATE UNIVERSITY SCHOOLS
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5.60

STUDENT INJURIES

The following procedures shall be followed when a student is injured at school:

- I. The nearest person with first-aid training shall administer first aid.
- II. The student's parent(s), as defined by Florida Statutes, shall be notified immediately.
- III. The family physician shall be notified and his/her instructions followed if the parent(s) or a responsible adult member of the family cannot be reached.
- IV. A physician who has agreed to handle school emergencies shall be called if the parent(s), an adult member of the family, or the family physician cannot be reached.
- V. A student shall be taken to the emergency room of the nearest hospital when a life threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.
- VI. A student who is suspected of sustaining a concussion or head injury shall be immediately removed from physical activity. Approved guidelines contained in the *Florida High School Athletic Association Concussion Action Plan 2011* shall be followed.

10055 VII. A serious injury to a student shall be reported immediately to the principal
10056 who shall make a prompt report by telephone to the Director or designee.

10057

10058 VIII. An accident report shall be filed when an injury occurs, including a detailed
10059 description of the accident and a list of witnesses.

10060

10061 IX. An insurance report shall be prepared if an injury is covered by insurance.

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10065 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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10068 **LAW(S) IMPLEMENTED:** 1000.21, 1001.43, 1006.07, 1006.08,
10069 **F.S.**

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10072 **HISTORY:** **ADOPTED:** _____
10073 **REVISION DATE(S): 1/8/2013**
10074 **FORMERLY:**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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STUDENT ILLNESS

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- 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):
FORMERLY: NEW

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**FLORIDA STATE UNIVERSITY SCHOOLS
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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.**

10158 **REFERENCE PROCEDURE NUMBER:**

E-561A

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10187 **FLORIDA STATE UNIVERSITY SCHOOLS**

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HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: NEW

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FLORIDA STATE UNIVERSITY SCHOOLS
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5.62*+

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.

10214

10215 d) All prescription medications shall be delivered to the office/clinic
10216 with a Medication Permission form signed by the student's parent's,
10217 as defined by the Florida Statutes, which includes the following
10218 information:

10219

- 10220 1. Diagnosis;
- 10221 2. Reason for giving;
- 10222 3. Name and purpose of medication;
- 10223 4. Time the medication is to be given;
- 10224 5. Specific instructions on the administration of the medication
10225 (dose and route);
- 10226 6. Approximate duration of medication (Beginning date -
10227 Ending date);
- 10228 7. Allergies;
- 10229 8. Side effects;
- 10230 9. A note signed by the student's parent(s), as defined by Florida
10231 Statutes, to grant permission for administering the
10232 prescription medication;
- 10233 10. Medication to be counted with two (2) persons signing.

10234

- 10235 e) First dosage of any new medication shall not be administered during
10236 school hours because of the possibility of an allergic reaction.
10237
- 10238 f) Prescription medication which is kept at school shall be stored in a
10239 secure place under lock and key with the student's name attached.
10240 Only authorized staff who administers said medication shall have
10241 access to it.
10242
- 10243 g) A student with a special health condition(s) such as asthma, life
10244 threatening allergies, diabetes, pancreatic insufficiency, cystic
10245 fibrosis or hypersensitivity may carry prescription medication for
10246 emergency situations on self if approved by his/her physician and
10247 his/her parent. The approval of the physician and the parent and
10248 information regarding the medication required in IV. I must be on
10249 file in the office/clinic. A student who has permission to self-
10250 administer emergency medication may carry the medication on the
10251 school bus or at any school related activity. The principal, or
10252 designee, shall notify the bus driver and the transportation
10253 department regarding such students.
10254
- 10255 h) A record shall be maintained on each student who receives a
10256 prescription medication during school hours, including the time

10257 each dose of prescription medication was administered. These
10258 records shall be made available daily to the principal and the county
10259 health nurse.

10260

10261 II. Administration of Nonprescription Medication

10262

10263 a) Each school principal shall designate a staff member(s) to administer
10264 non-prescribed medications pursuant to instructions in the Florida
10265 School Health Administration Guidelines. The staff member(s) shall
10266 be trained annually by the registered nurse at each school.

10267

10268 b) Administration of nonprescription medications during school hours
10269 is discouraged unless necessary for student's illness.

10270

10271 c) A student may possess and use a medication regulated by the US
10272 Food and Drug Administration for over-the-counter use to treat
10273 and/or relieve headaches while on school property or at a school-
10274 sponsored event or activity without a physician's note or
10275 prescription.

10276

10277 d) For nonprescription medication not defined in II(C), instructions on
10278 using the medication shall be provided by the student's physician or

10279 a physician's note. All nonprescription medications shall be
10280 delivered to the office/clinic with a Medication Permission form
10281 signed by the student's parent's, as defined by the Florida Statutes,
10282 which includes the information required in I(D).

10283

10284 e) First dosage of any new medication shall not be administered during
10285 school hours because of the possibility of an allergic reaction.

10286

10287 f) Nonprescription medication which is kept at school shall be stored
10288 in a secure place under lock and key with the student's name
10289 attached. Only authorized staff who administer said medication
10290 shall have access to it.

10291

10292 g) A record shall be maintained on each student who receives
10293 medication during school hours, including the time each dose of
10294 nonprescription medication was administered. These records shall
10295 be made available daily to the principal and the county health nurse.

10296

10297 III. Field Trips - The requirements for the administration of medication while
10298 students are away from school property or on official school business shall
10299 be the same as those while on school property. All medications including
10300 nonprescription medications that are taken on field trips or other official

10301 school business must be in the original container. Only trained personnel
10302 will administer medication away from the school site except for students
10303 who have permission to self-administer emergency medications.

10304

10305 IV. Administration of Emergency Medication

10306 A. Epinephrine

10307 1. Schools may purchase and maintain a supply of epinephrine
10308 auto-injectors to use when a student is having an anaphylactic
10309 reaction. The medication shall be kept in a locked, secure
10310 location accessible only to trained personnel.

10311 2. The School Board shall adopt a protocol, developed by a
10312 licensed physician, for the administration of epinephrine in
10313 emergency situations.

10314 3. Only school personnel who are trained to recognize an
10315 anaphylactic reaction and certified to administer an
10316 epinephrine auto-injector or a person who is authorized by an
10317 authorized health care practitioner shall be permitted to
10318 administer this medication; however, the auto-injector may
10319 be given to a student who is authorized to self-administer an
10320 epinephrine auto-injector.

10321 4. Under the provisions of Florida Statutes, the District and
10322 trained and certified personnel, or an uncertified person who

10323 administers an epinephrine auto-injector under the
10324 authorization of an authorized health care provider shall not
10325 be liable for any injury resulting from the administration of
10326 an auto-injector provided that school personnel were trained
10327 or authorized as provided by law, followed the established
10328 protocol and believed that the student was having an
10329 anaphylactic reaction.

10330 B. Opioid Antagonist Naloxone (“Narcan”). The School Board
10331 recognizes that the opioid epidemic is a public health crisis and
10332 access to opioid-related overdose reversal medication can be life-
10333 saving. The following protocols for the administration of Narcan in
10334 emergency situations are adopted to assist a person at risk of
10335 experiencing an opioid-related overdose.

10336 1. Definitions

10337 a. Drug overdose: an acute medical condition, including,
10338 but not limited to, severe physical illness, coma, mania,
10339 hysteria or death, which is the result of consumption
10340 or use of one or more controlled substances causing an
10341 adverse reaction.

10342 b. Naloxone (Narcan): is a medication that may be
10343 obtained pursuant to state law, and used to treat

10344 individuals who are experiencing, or may be
10345 experiencing, an opioid related overdose.

10346 c. Opioids are illegal drugs including, but not limited to,
10347 heroin, as well as prescription medications used to
10348 treat pain such as morphine, codeine, methadone,
10349 oxycodone (OxyContin, Percodan, Percocet),
10350 hydrocodone (Vicodin), fentanyl, hydromorphone
10351 (Dilaudid), and buprenorphine.

10352 2. The Superintendent/Director shall adopt Administrative
10353 Guidelines governing the procurement, maintenance and use
10354 of Narcan at school, for use in emergency situations and
10355 emergency notification requirements. The
10356 Superintendent/Director will consult with a licensed health
10357 professional when developing Administrative Guidelines.

10358 3. The Administrative Guidelines shall:

10359 a. Specify the individuals (by position) employed by the
10360 School Board who may, in accordance with law,
10361 procure Narcan;

10362 b. Include the physician-established protocol(s), as
10363 required by law;

10364 c. Identify the location(s) in each school building where
10365 Narcan shall be stored;

- 10366 d. Specify the conditions under which Narcan must be
10367 stored, replaced, and disposed of;
- 10368 e. Specify the individuals (by position) employed by or
10369 under contract with the School Board, in addition to a
10370 licensed school nurse, who are authorized to access
10371 and use Narcan in emergency situations;
- 10372 f. Specify the training that Board employees or
10373 contractors must complete before being authorized to
10374 access and administer Narcan; and
- 10375 g. Specify that the assistance from an emergency medical
10376 service provider (911) must be requested as soon as
10377 practicable before or after Narcan is administered.
- 10378 4. To the extent provided by law, the Board, its members,
10379 employees and contractors shall not be liable civilly for acts
10380 or omissions associated with procuring, maintaining,
10381 accessing, or using Narcan in emergency situations as
10382 prescribed by this policy and any administrative guidelines.
- 10383 5. Delegation of Responsibility
- 10384 a. The school nurse shall provide and annually renew
10385 standing order of Narcan to students, staff members or
10386 other individuals believed or suspected to be
10387 experiencing an opioid overdose on school grounds or

10388 at a school-sponsored activity, at which the school
10389 nurse or any other individual properly trained to
10390 administer Narcan is present as permitted by this
10391 policy. The standing order shall include at least the
10392 following information:

- 10393 i. Type of Naloxone
- 10394 ii. Date of issuance
- 10395 iii. Dosage
- 10396 iv. Signature of the school nurse

10397 b. The standing order shall be maintained in the nurse's
10398 office and copies of the standing order shall be kept in
10399 each location where Narcan is stored.

10400 6. Acquisition, Storage and Disposal

10401 a. The school nurse(s) shall obtain sufficient supplies of
10402 Narcan pursuant to the standing order in the same
10403 manner as other medical supplies are acquired for the
10404 school health program.

10405 b. The school nurse or designee shall regularly inventory
10406 and refresh Narcan stocks, and maintain records
10407 thereof, in accordance with Administrative Guidelines,
10408 manufacturer's recommendations and any applicable
10409 Department of Health guidelines.

10410 c. Narcan shall be safely stored in accordance with the
10411 drug manufacturer's instructions in the school nurse's
10412 office or their location(s) designated by the school
10413 nurse that is only accessible by the individuals'
10414 authorized to administer Narcan.

10415 7. Training

10416 a. School nurses shall be trained in the use of Narcan by
10417 the Department of Health

10418 b. School Departments are encouraged to send other staff
10419 to be trained, including but not limited to coaches,
10420 guidance counselors, teachers, etc.

10421 c. Training for designated staff shall occur annually prior
10422 to the beginning of each school year and throughout
10423 the year, as needed.

10424 8. Parent Notification

10425 a. Prior notice to the parents of a student of the
10426 administration of Narcan is not required.

10427 b. If Narcan has been administered to a student,
10428 immediately following the administration, the school
10429 shall provide notice to the parent/guardian of the
10430 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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5.621

PSYCHOTROPIC MEDICATION

Students shall be subject to the FSUS Student Code of Conduct, as approved by
the School Board.

10468

10469 **ADDITIONAL REFERENCE:**

10470 **The Board Approved Student Code of Conduct**

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10494 **FLORIDA STATE UNIVERSITY SCHOOLS**

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I. Administering Medical Marijuana to Qualified Students on District Property

**HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: NEW**

**5.622
MEDICAL MARIJUANA**

10507 A. The Board strives to comply with state law to honor families' private
10508 medical decisions while ensuring a learning environment free of
10509 disruption. To accomplish these goals, as a general rule, prescription
10510 medication, including medical marijuana, should be administered at
10511 home. Prescription medications, including medical marijuana,
10512 should only be administered on FSUS property during school hours
10513 when administration cannot reasonably be accomplished outside of
10514 school hours. The primary caregiver should administer the medical
10515 marijuana/low THC cannabis at home whenever possible to
10516 qualified students/patients who require the use of medical
10517 marijuana/low THC cannabis for a qualifying medical condition.

10518

10519 B. In those limited circumstances when it is medically necessary,
10520 administration of medical marijuana to qualified students on FSUS
10521 property shall be in accordance with this policy. Administration of
10522 all other prescription and nonprescription medications to students
10523 on FSUS property during school hours shall be in accordance with
10524 applicable law and Board policy concerning the administration of
10525 medications to students.

10526

10527 C. Medical marijuana/low THC cannabis cannot be administered to a
10528 qualifying student/patient while aboard a school bus or at a school-
10529 sponsored event.

10530

10531 D. This policy conveys no right to any student or to the student's
10532 parents/guardians or other caregiver to demand access to any
10533 general or particular location on FSUS property, a school bus or at a
10534 school-sponsored event to administer medical marijuana/low THC
10535 cannabis.

10536

10537 E. If the federal government indicates that the district’s federal funds
10538 are jeopardized by this policy, or asks the District to cease and desist
10539 the implementation of this policy, the Board declares that this policy
10540 shall be suspended immediately and that the administration of any
10541 form of medical marijuana/low THC cannabis to qualified students
10542 on school property shall not be permitted. FSUS will comply with
10543 any federal guidance and/or directives related to this policy. FSUS
10544 shall post notice of such policy suspension and prohibition in a
10545 conspicuous place on its website.

10546
10547 F. Definitions - For purposes of this policy, the following definitions
10548 shall apply per Florida Statute:

10549
10550 1. “Student” means an individual enrolled in FSUS, K through
10551 12th grade who are subject to compulsory school attendance,
10552 as well as students with disabilities 18 through 21 years of age
10553 that are still enrolled in FSUS.

10554
10555 2. “Qualified student/patient” means a student/patient who is
10556 a resident of this state who has been added to the medical
10557 marijuana/low THC cannabis use registry by a qualified
10558 physician to receive marijuana or a marijuana delivery device
10559 for a medical use and who has a qualified patient
10560 identification card and for whom the administration of
10561 medical marijuana cannot reasonably be accomplished
10562 outside of school hours.

10563
10564 3. “Primary caregiver” or “caregiver” must be 21 years of age or
10565 older and a resident of this state who has agreed to assist with
10566 a qualified patient’s medical use of marijuana, has a caregiver

10567 identification card and meets the requirements set forth in F.S.
10568 381.986(6).

10569
10570 4. "Designated location" means a location identified by FSUS in
10571 its sole discretion on school grounds, such as the nurse's office
10572 ~~or a building administrator's office~~. School administration
10573 determines, in its sole discretion, the location of
10574 administration of a permissible form of medical
10575 marijuana/low THC cannabis that do not create risk of
10576 disruption to the educational environment or exposure to
10577 other students.

10578
10579 5. "Qualified physician" means an individual who holds an
10580 active, unrestricted license as an allopathic physician under
10581 chapter 458 or as an osteopathic physician under chapter 459
10582 and is in compliance with the physician education
10583 requirements set forth in F.S. 381.986(3).

10584
10585 6. "Permissible form of medical marijuana/low
10586 THC/cannabinoid products" means non-smokeable/non-
10587 inhalable products such as oils, tinctures, edible products or
10588 lotions that can be administered and fully ingested or
10589 absorbed in a short period of time. Due to the potential for
10590 misuse, vapors, patches or other forms of administration that
10591 continue to deliver medical marijuana to a student while at
10592 school are not permitted.

10593 II. Permissible administration of medical marijuana to a qualified student on
10594 school district property.

10595

10596 A. School nurses or health care personnel or school administration staff
10597 are not allowed to administer, store/hold or transport the medical
10598 marijuana/low THC cannabis in any form and it will not be stored
10599 on any FSUS property, including school grounds, at any time.

10600

10601 B. A student's parent/guardian or caregiver may administer the
10602 permissible form of medical marijuana to the qualified
10603 student/patient on FSUS property in the designated location if all of
10604 the following criteria are met:

10605

10606 1. A copy of the student's valid registration form for medical
10607 marijuana must be provided to FSUS. The authorization for
10608 medical marijuana/low THC cannabis use for qualified
10609 students at school form must be submitted to the
10610 principal/designee every school year, and when there are any
10611 changes to the medication and the type of preparation (i.e.,
10612 oils, tablet). The completed form shall include the type,
10613 amount, time to be administered, possible side effects and any
10614 special instructions regarding the medication.

10615

10616 2. A written statement signed by the qualified student's
10617 parent/guardian must be on file which assumes all
10618 responsibility for ensuring the administering individual is
10619 qualified to perform the task, assumes all responsibility for
10620 the administration, maintenance and use under state and
10621 federal law, and releases FSUS from liability for any injury
10622 arising out of the administration of medical marijuana on
10623 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.

10654 D. Student possession, use, distribution, sale or being under the
10655 influence of medical marijuana inconsistent with this policy may be
10656 considered a violation of Board policy concerning drug and alcohol
10657 use by students or other Board policy and may subject the student to
10658 disciplinary consequences, including suspension and/or expulsion,
10659 in accordance with applicable Board policy.

10660

10661 E. Permission to administer medical marijuana/low THC cannabis to a
10662 qualified student/patient may be limited or revoked if the qualified
10663 student/patient or the student's caregiver violate this policy or
10664 demonstrate an inability to responsibly follow this policy's
10665 parameters.

10666

10667 F. At no time shall the qualifying student/patient have the medical
10668 marijuana/low THC cannabis in their possession except during the
10669 administration process, through dispensation by the designated
10670 primary caregiver, per the FSUS implementation plan.

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10672

10673 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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10676 **LAW(S) IMPLEMENTED:** **381.88, 381.885, 768.13, 1000.21, 1001.43,**
10677 **1002.20, 1002.22, 1006.062, F.S.**

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10681 **HISTORY:** **ADOPTED: 1/14/2020**
10682 **REVISION DATE(S):**
10683 **FORMERLY: NEW**

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STUDENT RECORDS

10713 School Board rules and procedures for maintaining student records shall be
10714 consistent with Florida Statutes, including the "Parents' Bill of Rights", State Board

10715 of Education rules, and federal laws relating to Family Educational Rights and
10716 Privacy Act and Privacy Rights of Parents and Students. The Director shall be
10717 responsible for interpreting this rule and the school principal shall be responsible
10718 for controlling and supervising student records, following all rules on student
10719 records, and interpreting rules on student records to the school staff, students, and
10720 the community.

10721

10722 1) Procedures on student records shall be approved by the School Board and
10723 contained in the *Student Educational Records Manual*. Included shall be
10724 provisions of the Family Educational Rights and Privacy Act requirements
10725 relating to the surveying of students, the collecting of information from
10726 students for marketing purposes, and certain nonemergency medical
10727 examinations.

10728

10729 2) Parents, as defined by law, and students shall be notified annually of their
10730 rights regarding education records.

10731

10732 3) FSUS shall not collect or retain information including biometric information
10733 restricted by §100.2.222, F. S.

10734 4) The District acknowledges important information relating to a minor child
10735 should not be withheld inadvertently or purposefully, from the parent,
10736 including information relating to the minor child's health, well-being, and
10737 education, while the minor child is in the custody of the school district.

10738 5) Parents have the right to access and review all school records related to the
10739 minor child including but not limited to, the right to access school safety and
10740 discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.

10741 6) The individual records of children enrolled in the Voluntary Prekindergarten
10742 Education Program shall be maintained as confidential records exempt from
10743 the public records law as required by Florida Statutes.

10744

- 10745 7) A school may release a student's education records to partners to an
10746 interagency agreement among the Department of Juvenile Justice, the school,
10747 law enforcement authorities and other signatory agencies as allowed by law.
10748
- 10749 8) Student information that is confidential and exempt shall not be released
10750 except when authorized by §100.2.222, F. S
- 10751
- 10752 9) District, upon receiving a written request for another school, public or private,
10753 within or out of State, shall transfer within three (3) school days the records of
10754 the student.
- 10755
- 10756 a) The records to be transferred shall include:
- 10757 i) Category A and B (including disciplinary records with respect to
10758 suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.
- 10759 ii) Verified reports of serious or recurrent behavior patterns, including
10760 threat assessment evaluations and intervention services; and
- 10761 iii) Psychological evaluations, including therapeutic treatment plans and
10762 therapy or progress notes created or maintained by School District or
10763 charter school staff, as appropriate.
- 10764 10) Reporting of student database information shall comply with these safeguards.
10765
- 10766 a) Data reported to the Florida Department of Education shall not disclose a
10767 student's name or identity unless required by Florida Statutes;
- 10768 b) Data shall not be stored in a single file or released in such a manner that a
10769 complete student profile can be reported unless specified by Florida
10770 Statutes; and
- 10771 c) Data shall be protected from unauthorized use at all times.
10772
- 10773 11) Social security numbers may be collected from students

- 10774 a) To be used as student identification numbers as allowed by §1008.386, F.S.
10775 until the Department of Education has issued a student identification
10776 number;
10777 b) To facilitate the processing of student scholarships, college admission and
10778 other applications; and
10779 c) For other purposes when consent of the parent or adult student is granted.

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10782 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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10784 **LAW(S) IMPLEMENTED:** 119.07(1), 119.071, 1001.43, 1001.52, 1002.22,
10785 1002.221, 1002.222, 1002.72, 1003.25, 1008.386, F.S.,
10786 20 USC §1232g (34 CFR PART 98)
10787 P.L. 103-382 (34 CFR PART 99)

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10789 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0955

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10791 **HISTORY:** **ADOPTED:**

10792 **REVISION DATE(S): 12/9/14; 9/13/22**

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DIRECTORY INFORMATION

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10810 Students' parent(s), as defined by Florida Statutes, shall be notified annually in the
10811 *Code of Student Conduct* that the School Board may release "directory information"
10812 to the general public.

- 10813
10814 I. Directory information includes the following data about a student:
10815
10816 A. Name;
10817 B. Address;
10818 C. Telephone number, if listed;
10819 D. Participation in officially recognized activities and sports;
10820 E. Weight and height, if an athletic team member;
10821 F. Name of the most recent previous school or program attended;
10822 G. Dates of attendance at schools in the District and degrees and honors
10823 received; and,
10824 H. Date and place of birth.

10825 II. Information described in subsections I.A., D., E., F., and G. herein may be
10826 published routinely by the School Board in conjunction with press releases
10827 about school activities, honor roll announcements, athletic events, and
10828 other school-related activities.

10829
10830 III. Directory information shall not be published when the student's parent(s)
10831 submits written notification to the principal within thirty (30) days of
10832 distribution of the *Code of Student Conduct*. Failure to submit the required
10833 notification form shall be deemed a waiver of any right to preclude release
10834 of such directory information pursuant to Florida Statutes or federal laws.

10835
10836 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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10839 **LAW(S) IMPLEMENTED:** **1000.21, 1001.43, 1002.22, 1002.222, F.S.**
10840 **20 USC 1232g**

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HISTORY:
ADOPTED:
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FORMERLY: 4.16

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PARENT ACCESS TO INFORMATION

10882 Students shall be subject to the FSUS Student Code of Conduct, as approved by
10883 the School Board.

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10886 **ADDITIONAL REFERENCE:**

10887 **The Board Approved Student Code of Conduct**

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HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY:

5.72
LEGAL NAME

10920 When a parent, legal guardian or any other person seeks to enroll a student under
10921 a name other than the legal name, or seeks to change the name of a student already
10922 enrolled, the parent or other person shall be informed that the name of the student
10923 as recorded on the birth certificate or other supporting evidence, as provided by
10924 law, will be used on all official records until such time as a certified copy of a final
10925 court order verifying a legal change is received.

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10927 **STATUTORY AUTHORITY:** **1001.41; 1001.42, F. S.**

10928 **LAWS IMPLEMENTED:** **1001.43; 1003.21, F. S.**

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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:
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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:
ADOPTED:
REVISION DATE(S): 7/9/09
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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:
ADOPTED:
REVISION DATE(S): 7/9/09
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FSUS HEALTH AND SCIENCE PROGRAM DRUG AND ALCOHOL POLICY

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Purpose

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This policy is established as an addendum to the Florida State University Schools

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Drug and Alcohol Policy as outlined in the Student Code of Conduct. This policy

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addendum is established to ensure compliance with Tallahassee Memorial

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Hospital, Capital Regional Medical Center and Westminster Oaks Nursing Home

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Drug-Free Workplace policy. FSUS has a longstanding commitment to provide a

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safe, quality-oriented and productive clinical work environment consistent with

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the standards of the medical community in which the program operates. Alcohol

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and drug abuse poses a threat to the health and safety of patients, students, faculty,

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and to the security of the medical facilities in which students perform their clinical

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experiences. For these reasons, Florida State University Schools Health Science

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program is committed to the prevention of drug and alcohol use and abuse and

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shall maintain a zero tolerance policy.

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Scope

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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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Substance Abuse Awareness

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Illegal drug use and alcohol misuse have many serious adverse health and safety

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consequences. Information about those consequences and sources of help for drug

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or alcohol problems is available through the FSUS guidance department.

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Rules

11097 I. Whenever students are working in a clinical or lab area, are present on
11098 medical facility premises or are performing Health Science program related
11099 activities (including volunteer events off campus) they are prohibited from:

11100 a. Using, possessing, buying, selling, manufacturing or dispensing an
11101 illegal drug (to include possession of drug paraphernalia).

11102 b. Being under the influence of alcohol or an illegal drug as defined in this
11103 policy.

11104 c. Possessing or consuming alcohol.

11105 II. The presence of any detectable amount of any illegal drug or illegal
11106 controlled substance in a Health Science program student's body system is
11107 prohibited.

11108
11109 III. FSUS will also not allow students to perform their duties while taking
11110 prescribed drugs that are adversely affecting their ability to safely and effectively
11111 perform their clinical duties. Students that are not on the FSUS campus, operating
11112 in a clinical environment, and are required to have prescription medication with
11113 them must carry it in the container labeled by a licensed pharmacist or be prepared
11114 to produce it if asked.

11115

11116 IV. Any illegal drugs or drug paraphernalia will be turned over to an
11117 appropriate law enforcement agency and may result in criminal prosecution.

11118

11119 **Required Testing**

11120 All Health Science Students must pass a drug test before beginning of each clinical
11121 semester. The administration of all drug testing will be the responsibility of FSUS
11122 and the Health Science program staff. Refusal to submit to testing will result in
11123 immediate expulsion from the FSUS Health Science program.

11124 All Health Science Students may be asked, on a random basis, to pass a drug test
11125 during the clinical semester. The administration of all drug testing will be the
11126 responsibility of FSUS and the Health Science Program staff. Refusal to submit to
11127 testing will result in immediate expulsion from the FSUS Health Science program.

11128

11129 **Collection and Testing Procedures**

11130 Students subject to drug testing will do so in the FSUS Clinic where they will be
11131 directed to provide urine specimens to the school nurse. Students will be allowed
11132 to provide specimens in private unless they appear to be submitting altered,
11133 adulterated or substitute specimens. Collected specimens will be sent to a federally
11134 certified laboratory and tested for evidence of marijuana, cocaine, opiates,
11135 amphetamines, PCP, benzodiazepines, methadone, methaqualone and
11136 propoxphane use. (Where indicated, specimens may be tested for other illegal
11137 drugs.) The laboratory will screen all specimens and confirm all positive screens.
11138 There FSUS school nurse will be responsible to maintain a chain of custody from
11139 the time specimens are collected through testing and storage.

11140

11141 **Consequences**

11142 Students who refuse to cooperate in required tests or who use, possess, buy, sell,
11143 manufacture or dispense an illegal drug in violation of this policy will be
11144 immediately expelled from the FSUS Health Science program.

11145

11146 **Confidentiality**

11147 Information and records relating to positive test results, drug and alcohol
11148 dependencies, and legitimate medical explanations provided to the Health Science
11149 Program will be kept confidential to the extent required by law and maintained in
11150 secure files. The results of all drug test screening is considered privileged and
11151 confidential information. If the student is under eighteen years of age such results
11152 will be made available to their parent or legal guardian.

11153

11154 **Definitions**

11155 “Illegal drug” means a substance whose use or possession is controlled by federal
11156 law but that is not being used or possessed under the supervision of a licensed
11157 health care professional. (Controlled substances are listed in the Code of Federal
11158 Regulation Schedule, Tittle 1, sections I-V of 21 C.F.R. Part 1308 @
11159 www.deadiversion.usdoj.gov/21cfr/cfr/2108cfrt.htm)

11160

11161 “Refuse to cooperate” means to obstruct the collection or testing process; to
11162 submit an altered, adulterated or substitute sample; to fail to show up for a
11163 scheduled test; to refuse to complete the requested drug testing forms; or to fail to
11164 promptly provide specimen(s) for testing when directed to do so, without a valid
11165 medical basis for the failure.

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11167 “Under the influence of alcohol” means an alcohol concentration equal to or
11168 greater than .04, or actions, appearance, speech or bodily odors that reasonably
11169 cause an instructor to conclude that a student is impaired because of alcohol use.

11170

11171 “Under the influence of drugs” means a confirmed positive test result for illegal
11172 drug use per this policy. In addition, it means the misuse of legal drugs
11173 (prescription and possibly OTC) when there is not a valid prescription from a
11174 physician for the lawful use of a drug in the course of medical treatment
11175 (containers must include the patient’s name, the name of the substance,
11176 quantity/amount to be taken and the period of authorization).

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11179 **Enforcement**

11180 The Administration of Florida State University Schools and the Health Science
11181 Program Medical Director are responsible for policy interpretation, administration
11182 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.

11267 VI. The Director shall develop procedures for implementing the foreign
11268 exchange student program.

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11271 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

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11274 **LAW(S) IMPLEMENTED:** 1001.43, 1006.07

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11277 **HISTORY:** **ADOPTED:** _____

11278 **REVISION DATE(S):** _____

11279 **FORMERLY:** NEW

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**CONTROLLED OPEN ENROLLMENT POLICY RELATING TO
NON-TRADITIONAL STUDENTS**

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I. Up to four percent (4%) of the number of students enrolled at Florida State University School each year may be accepted for admission, on a first come first served basis for non-traditional students, for the limited purpose of engaging in interscholastic extracurricular student athletic activities. Non-traditional students include, but are not limited to, home education students and Florida Virtual School students. This policy may be known as the Controlled Open Enrollment Policy Relating to Non-Traditional Students.

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II. To be eligible to participate in interscholastic extracurricular student activities, a non-traditional student who is a home education student must:

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(a). Be actively making substantial progress with home school education;

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(b). Demonstrate such progress to the Superintendent or Principal;

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(c). Annually demonstrate educational progress at a level commensurate with his or her ability to the Superintendent or Principal in accord with section 1002.41(1)(f), Florida Statutes.

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III. To seek admission under this provision and be eligible to participate in interscholastic extracurricular student activities, a non-traditional student must:

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(a) Submit an essay to the Superintendent or Principal indicating why participation in interscholastic extracurricular student athletic activities will assist in the growth or development of the student, or

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(b) Meet with the Superintendent or Principal and discuss how participation in interscholastic extracurricular student activities will assist in the growth or development of the student.

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IV. The non-traditional student must meet the same residency requirements and other standards of acceptance as other students of Florida High.

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V. The non-traditional student must meet the same standards of behavior as required of other students, and is subject to the Code of Student Conduct.

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VI. Any insurance provided by school districts for participants in extracurricular activities shall cover the participating non-traditional

11337 student. If there is an additional premium for such coverage, the
11338 participating non-traditional student shall pay said premium.

11339 VII. The admission of a non-traditional student under this policy shall not be
11340 used for the purpose of obtaining state full-time equivalent funding, and
11341 the admitted non-traditional student shall not be present in the school
11342 classroom on a regular basis for the purpose of receiving educational
11343 instruction. Further, a student admitted under this policy shall be
11344 deemed to be attending school pursuant to Florida High School Athletic
11345 Association Bylaw 9.2.1.1.

11346 Admission to Florida High under this limited policy shall constitute a
11347 demonstration of good cause.

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11350 **STATUTORY AUTHORITY:**

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11353 **LAW(S) IMPLEMENTED:**

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11356 **HISTORY:**

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ADOPTED: _____

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HUMAN RESOURCES

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FOR POLICIES NOT LISTED, REFER TO FLORIDA STATE UNIVERSITY
POLICIES AT
www.fsu.edu

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EMPLOYMENT OF PERSONNEL

11400 I. All personnel shall be appointed or reappointed as prescribed by Florida
11401 Statutes and in conformance with applicable State Board of Education rules
11402 and Florida State University policies and procedures.

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11404 II. The School must follow appropriate employment procedures governing the
11405 recruitment, screening, selection, appointment and employment of all
11406 personnel consistent with Florida Statutes, State Board of Education rules,
11407 federal requirements and Florida State University policies and procedures.

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11410 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

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11412 **LAW(S) IMPLEMENTED:** 1001.42, 1001.43, 1012.22,
11413 1012.27, 1012.32, 1012.335, 1012.39, F.S.

11414

11415 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0502, 6A-1.064, 6A-4.0081,
11416 6A-4.0082, 6A-4.0083

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11418 **HISTORY:**
11419 **ADOPTED:** 1/10/12
11420 **REVISION DATE(S):** _____
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11431 **NONCERTIFIED INSTRUCTIONAL PERSONNEL**

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11434 Persons who possess expert skill in or knowledge of a particular subject or talent
11435 but who do not hold a Florida teaching certificate constitute an invaluable
11436 community resource for the education of the students in the District. Such persons
11437 may serve as nonpaid volunteers or as a paid member of the instructional staff to
11438 render instructional service in the individual's field of specialty but shall not be
11439 required to hold a Florida teaching certificate. Policies concerning noncertificated
11440 instructional personnel shall be as follows:

11441

11442 I. Employment Procedures

11443 Procedures shall be the same as those followed for certificated personnel,
11444 except that noncertificated personnel shall not be entitled to a contract as
11445 prescribed by State Board of Education rules. The supervisor
11446 recommending the appointment must explain the circumstances that
11447 necessitate employing a noncertificated instructional person. A copy of
11448 such material shall be placed in the employee's personnel file.

11449

11450 II. Personnel Records

11451 The records of noncertificated personnel shall contain the same kinds of
11452 information that would be contained in the record of a regular member of
11453 the instructional staff. In lieu of a certificate and transcripts there shall be
11454 complete, detailed and certified documentation attesting to the individual's
11455 expertise in the area for which he/she is employed. The record shall also
11456 contain a statement of the specific instructional duties assigned to be
11457 performed and evaluations of performance of such duties.

11458

11459 III. Salary

11460 Noncertificated persons shall be paid according to the terms set forth in the
11461 salary schedule.

11462

11463 IV. Assignment, Suspension, and Dismissal

11464 Noncertificated instructional personnel may not be assigned to any
11465 teaching duties other than those for which specifically employed. They
11466 shall remain employed only as long as the need exists. At any time during

11467 the employment of a noncertificated instructional person there is an
11468 indication that he/she is not carrying out his/her duties as assigned,
11469 he/she shall be suspended from that duty immediately and further action,
11470 including dismissal, shall be recommended by the Superintendent.
11471

11472 V. Assessment of Performance

11473 The performance of each noncertificated person shall be assessed against
11474 his/her specifically assigned duties. The supervisor recommending the
11475 appointment of these personnel shall monitor performance and provide a
11476 written evaluation at least once each school term using the teacher
11477 evaluation form.
11478

11479 VI. Student Welfare

11480 Each noncertificated instructional person shall, prior to assuming his/her
11481 duties, be instructed as to his/her responsibilities in regard to the health,
11482 safety, and welfare of students. If assigned duties require knowledge of
11483 rules, regulations or policies of a special nature, the written statement of
11484 duties assigned shall include the duty to be familiar with such material.
11485

11486 VII. Instructional Practices and Policies

11487 Prior to assuming their duties all noncertificated instructional personnel
11488 shall be advised of the state, District, and school policies relevant to
11489 instructional responsibilities.
11490
11491

11492 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

11493 **LAW(S) IMPLEMENTED:** 1001.43, 1012.42, 1012.55, F.S.

11494 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0502
11495

11496
11497 **HISTORY:** **ADOPTED: 12/14/21**

11498 **REVISION DATE(S):**

11499 **FORMERLY: NEW**
11500

11501 **FLORIDA STATE UNIVERSITY SCHOOLS**

11502 **FLORIDA STATE UNIVERSITY SCHOOLS**

11503 **POLICY MANUAL**

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11505 CHAPTER 6.0

11506 6.144*

11507
11508 **EDUCATIONAL PARAPROFESSIONALS AND AIDES**
11509

11510 Aides and paraprofessionals are persons assigned by the School Board to assist an
11511 instructional staff member(s) in performing his/her instructional or professional duties or
11512 responsibilities. A paraprofessional has additional responsibilities consistent with the
11513 requirements of the federal Every Student Succeeds Act (ESSA).
11514

11515 I. The conditions of employment of an aide or paraprofessional shall include the
11516 following:
11517

11518 A. An aide shall have a high school diploma or hold a high school equivalency
11519 diploma issued pursuant to State Board of Education rules.
11520

11521 B. A paraprofessional shall meet one of the following requirements:
11522

11523 1. Hold an associate's or higher degree;
11524

11525 2. Two (2) years of study at an institution of higher education; or
11526

11527 3. A rigorous state or local assessment of knowledge of and the ability
11528 to assist in instruction in reading, writing, and mathematics or
11529 reading readiness, writing readiness, or mathematics readiness.
11530

11531 C. Be at least eighteen (18) years of age.
11532

11533 D. Results of fingerprints taken by Leon County School District must be received by the FSUS
11534 Human Resource Office. The fingerprints will be processed by the Florida Department of
11535 Law Enforcement and the Federal Bureau of Investigation.
11536

- 11537 E. The principal shall ensure that the aide or paraprofessional assigned to the
11538 school possesses a clear understanding of state and Board rules relating to
11539 his or her responsibilities and to the safety, welfare, and health of students.
11540 It shall be the principal and the instructional staff member's responsibility
11541 to ascertain that an aide or paraprofessional possesses the necessary
11542 knowledge about rules to perform duties of a special nature in a proper and
11543 reasonable manner.
- 11544 II. It shall be the principal's responsibility to assure the School Board and the Director
11545 that each aide or paraprofessional possesses a clear understanding of all state and
11546 Board instructional practices and rules relevant to his/her responsibilities if he/she
11547 is expected to assist a teacher in promoting learning activities. When an aide is
11548 assigned duties requiring knowledge of instructional practices and policies or
11549 providing prescribed physical care for students of a specialized nature, it is the
11550 instructional staff member's responsibility to ascertain in advance whether the aide
11551 possesses the necessary knowledge and skills.
11552
- 11553 III. The aide or paraprofessional shall complete a period of supervised practice when
11554 assigned to a new instructional staff member or assigned a type of duty which
11555 he/she has not previously performed. The length of such supervised practice may
11556 vary depending upon previous experiences of the aide or paraprofessional. A
11557 record shall be maintained in each school to show the length, nature, and inclusive
11558 dates of each supervised practice assignment for each aide or paraprofessional.
11559
11560
- 11561 IV. An education paraprofessional may administer or proctor statewide standardized
11562 assessments or assessments associated with Florida Approved Courses in
11563 accordance with Florida Statutes and State Board of Education rules.
11564 Paraprofessionals must complete required training prior to performing these tasks.
11565
- 11566 V. An aide or paraprofessional shall not perform any of the following:
11567 A. Establish instructional objectives;

- 11568 B. Render decisions regarding the relevancy of certain activities or procedures
 11569 to achieve instructional objectives;
 11570 C. Make decisions regarding the appropriateness of training materials for accomplishing
 11571 instructional objectives; and,
 11572 D. Evaluate a student’s attainment of instructional objectives unless clear and
 11573 objective criteria such as a specific achievement standard on an objective
 11574 test are defined.
 11575
 11576 VI. The principal and instructional staff members who are assigned aides or
 11577 paraprofessional personnel shall be responsible for assigning duties which are
 11578 consistent with Florida Statutes, State Board of Education rules, School Board
 11579 rules, and other controlling regulations.

11580
 11581 **STATUTORY AUTHORITY:** **1001.41, 1012.22, 1012.23, F.S.**

11582
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 11584 **LAW(S) IMPLEMENTED:** **1001.43, 1008.24, 1012.22, 1012.32, 1012.37, F.S.**
 11585 **34 CFR 200**

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 11588 **STATE BOARD OF EDUCATION RULE(S):** **6A-1.070, 6B-1.006**

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 11591 **HISTORY:** **ADOPTED: _____**
 11592 **REVISION DATE(S): 6/21/16**
 11593 **FORMERLY: _____**
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CHAPTER 6.0

6.145*

SUBSTITUTE TEACHERS

- I. Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties.
- II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by FSUS Human Resources:
 - A. Hold a high school diploma or equivalent and a minimum of sixty (60) semester hours of credit from an accredited college or university or have completed three years of successful experience at FSUS as a teacher aide or instructional assistant based on positive recommendation from the supervising administrator where the services were performed; and
 - B. Have successfully completed a Substitute Training Program provided through FSUS or another school district in Florida; and
 - C. Be at least eighteen (18) years of age;
 - D. Submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI); and
- III. The Director, or designee, shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.
- IV. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board.
- V. Any member of the Florida Retirement System who has been retired for at least one (1) calendar month from any state administered retirement system may be employed as a substitute or hourly teacher on a non-contractual basis.

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VI. A substitute teacher shall hold

- A. A valid Florida Educator’s Certificate or
- B. A valid substitute certificate/document issued by the District or another Florida school district. The substitute certificate/document shall verify satisfaction of requirements specified in section II.
- C. herein.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 121.091, 1001.43, 1012.32, 1012.35, 1012.36, 1012.39, 1012.55, 1012.56, F.S.

HISTORY: ADOPTED: 9/8/15
REVISION DATE(S): _____
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HUMAN RESOURCES

CHAPTER 6.0

6.173

RESPONSIBILITIES OF SCHOOL BUS OPERATORS

- I. School bus operators shall be responsible for adhering to the requirements of federal laws and regulations, Florida Statutes, State Board of Education rules, driving regulations, School Board policies, District safe driver plan and the adopted District job description.
- II. Responsibilities shall include, but not be limited to, the following:
 - A. To maintain an appropriate Florida driver's license.
 - B. To refrain from driving with an expired, suspended or revoked license.
 - C. To complete annual school bus operator training.
 - D. To participate in the substance abuse testing and alcohol detection program required by 49 CFR 382 and 49 CFR 391.
 - E. To refrain from using a cellular telephone or other wireless communications device while actively driving a bus.
 - F. To maintain order and discipline on the bus.

- 11712 G. To instruct students, teachers, and chaperones who are being
 11713 transported on field and activity trips regarding the locations and
 11714 proper use of school bus emergency exits prior to each trip.
 11715
- 11716 H. To perform a complete interior inspection of the bus after each run
 11717 and trip to ensure that no students remain on the bus.
 11718
- 11719 I. To ensure that no one is on the bus while refueling.
 11720
- 11721 J. To avoid unnecessary idling of the bus while in the vicinity of
 11722 students.
 11723
- 11724 K. To adhere to the requirements for the reduction of heavy-duty
 11725 idling.
 11726
- 11727 III. Failure to fulfill the responsibilities of a school bus operator may result in
 11728 disciplinary action up to and including dismissal.
 11729

11730 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

11731 **LAW(S) IMPLEMENTED:** 316.305, 322.57, 1001.42, 1001.43, 1012.45, F.S.
 11732 49 CFR 382, 49 CFR 391

11733 **STATE BOARD OF EDUCATION RULE(S):** 6A-3.0141, 6A-3.0171

11734 **DEPARTMENT OF ENVIRONMENTAL**
 11735 **PROTECTION RULE(S):** 62-285.420

11736
 11737 **HISTORY:** ADOPTED: 11/12/13
 11738 REVISION DATE(S): _____
 11739 FORMERLY: NEW
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11741 **FLORIDA STATE UNIVERSITY SCHOOLS**

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6.18*

**CONTRACTS: INSTRUCTIONAL AND FACULTY ADMINISTRATIVE
PERSONNEL**

1. Any person employed as a member of the instructional staff shall hold a valid Florida Educator Certificate or professional license except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the School adopted job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with Florida State University as provided by law. Any member of the instructional or administrative staff who is willfully absent from duty without leave shall forfeit compensation for the time absent, and his/her contract shall be subject to cancellation.

ae Contracts with Instructional Staff

- I. Each member of the instructional staff shall receive a contract in accordance with the provisions of law. The contracts shall be in accordance with the duly adopted salary schedule(s) of the School and shall be for a definite term of service.
- II. A probationary contract for one (1) school year shall be awarded upon initial employment in the District regardless of previous employment in the District, in another district or in another state.

b. Contracts with Administrative Staff

- i. Each member of the Faculty administrative staff shall be given a written contract in accordance with Florida State University policies and procedures.

11775

11776 STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

11777

11778 LAW(S) IMPLEMENTED: 120.57, 1001.43, 1011.60, 1012.22,
11779 1012.32, 1012.33, 1012.335, 1012.56, F.S.

11780

11781 STATE BOARD OF EDUCATION RULE(S): 6A-1.0502, 6A-1.064

11782

11783 **HISTORY: Approved for 2nd Reading on 1/10/12**

11784 ADOPTED: 2/14/12

11785 REVISION DATE(S): _____

11786 FORMERLY:

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FLORIDA STATE UNIVERSITY SCHOOLS
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6.20*

**CERTIFICATION OF ADMINISTRATIVE AND
INSTRUCTIONAL PERSONNEL**

No person shall be employed or continued in employment if he/she does not hold or is ineligible to hold a Florida Educator’s Certificate, a local certificate, or a certificate issued by a Florida School District that has a reciprocal agreement with the School District or holds a professional license. However, a person may be employed under emergency conditions, pursuant to Florida Statutes, or may qualify as noncertificated instructional personnel pursuant to School Board rules. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his/her certificate and each certificate reissuance or renewal in the District office as soon as the Department of Education issues the new validity period on the certificate.

- I. The Director shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.
 - A. If an individual employed by FSUS does not achieve a passing score on any subtest of the general knowledge examination, FSUS must provide information regarding the availability of state-level and district level supports and instruction to assist in achieving a passing score.
 - B. Information must include state-level test information guides, school district test preparation resources and preparation courses offered.

11837 II. An individual nominated for an instructional position shall be properly
11838 certificated, be eligible for certification, meet conditions prescribed in State
11839 Board of Education rules or qualify for employment or re-employment as a
11840 non-degreed vocational education or adult education teacher based on
11841 School Board rules.

11842 III. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of
11843 temporary instructors, teachers of adult education, non-degreed teachers of
11844 career education, adjunct educators, career specialists, and experts in the
11845 field, each school district will establish the minimal qualifications for the
11846 issuance of FSUS certificates. Such certificates establish eligibility for
11847 employment, but do not confer a right to employment.

11848 A. The School Board defines an adjunct educator as a teacher who has
11849 expertise in the subject area to be taught. A teacher shall be
11850 considered to have expertise in the subject area to be taught if the
11851 teacher demonstrates sufficient subject area mastery through
11852 passage of a subject area test. The district is permitted to issue
11853 adjunct certificates to qualified applicants.

11854 B. Adjunct certificate holders should be used primarily to enhance the
11855 diversity of course offerings offered to all students.

11856 C. Adjunct teaching certificates issued for full time teaching positions
11857 are valid for no more than three (3) years and are nonrenewable.

11858
11859 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

11860
11861 **LAW(S) IMPLEMENTED:** 1001.43, 1011.60, 1012.24,
11862 1012.54, 1012.55, 1012.56, 1012.57, F.S.

11863 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0501, 6A-1.0502, 6A-1.0503

11864
11865 **HISTORY:** **ADOPTED: 1/14/2020**
11866 **REVISION DATE(S): _____**
11867 **FORMERLY:**

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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: 4/1409

REVISION DATE(S): 3/5/09, 11/12/13

FORMERLY: NEW

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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

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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.

12000 B. Information related to the alleged misconduct shall be considered
12001 confidential until the investigation is concluded with a finding to
12002 proceed or not to proceed with disciplinary action or charges and the
12003 subject of the complaint has been notified of the finding.

12004

12005 C. The Director shall report alleged misconduct to the Department of
12006 Education as required by Florida Statutes.

12007

12008 III. **Legally Sufficient Complaint**

12009

12010 The Director shall file any legally sufficient complaint with the Department
12011 of Education within thirty (30) days after the date the District became aware
12012 of the subject matter of the complaint. A complaint is considered to be
12013 legally sufficient if it contains ultimate facts that show that an instructional
12014 or administrative employee has committed a violation as provided in
12015 1012.795, F.S., and defined by State Board of Education rule.

12016

12017 IV. **Resignation or Retirement in Lieu of Termination**

12018

12019 If an instructional or administrative employee resigns or retires in lieu of
12020 termination for misconduct that affects the health, safety or welfare of a
12021 student, the Director shall report the misconduct to the Department of
12022 Education as required.

12023

12024 V. **Employment Reference**

12025

12026 A representative of FSUS shall not provide an employment reference or
12027 discuss the performance of an employee with a prospective employer in an
12028 educational setting without disclosing the person's misconduct that
12029 affected the health, safety or welfare of a student. An FSUS official shall not

12030 enter into any confidentiality agreement regarding terminated or dismissed
12031 personnel or personnel who resigned or retired in lieu of termination.

12032

12033 VI. **Notification**

12034

12035 The policies and procedures for reporting alleged misconduct by
12036 employees that affects the health, safety or welfare of a student shall be
12037 posted in a prominent place at FSUS and on the FSUS website. The notice
12038 shall include the name of the person to whom the report is made and the
12039 consequences for misconduct.

12040

12041 VII. **Protection from Liability**

12042

12043 A. Any individual who reports in good faith any act of child abuse,
12044 abandonment or neglect to the Department of Children and Family
12045 Services or any law enforcement agency shall be immune from any
12046 civil or criminal liability that might result from such action.

12047

12048 B. Any member of FSUS who discloses information about a current or
12049 former employee to a prospective employer, at the employee's
12050 request or at the prospective employer's request, shall be immune
12051 from civil liability for such disclosure as provided by Florida Statute.

12052

12053 VIII. **False or Incorrect Report**

12054

12055 The Director, a Board member or any school administrator shall not sign
12056 and/or transmit any report regarding employee misconduct to a state
12057 official that he/she knows to be false or incorrect. An individual who
12058 knowingly makes a false or incorrect report shall be subject to disciplinary
12059 action as prescribed by Florida Statute.

12060 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

12061

12062 **LAW(S) IMPLEMENTED:** 39.203, 112.313, 119.071, 768.095, 1001.42, 1006.061,
12063 1012.01, 1012.22, 1012.27, 1012.795, 1012.796, F.S.

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12067 **STATE BOARD OF EDUCATION RULE(S):** 6B-1.001, 6B-1.006

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12095 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:

ADOPTED: 4/14/09

REVISION DATE(S): 3/5/09, 2/12/13, 11/12/13

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
HUMAN RESOURCES
CHAPTER 6.0**

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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

12126 other than a minor traffic violation within forty-eight (48) hours after the
12127 final judgment.

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12129 IV. It is the duty of all employees to report to the Director any misconduct by
12130 any FSUS employee that affects the health and safety of a student in
12131 accordance with FSUS policy.

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12133 V. When handling sealed and expunged records disclosed under this rule,
12134 school districts shall comply with the confidentiality provisions of Sections
12135 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

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12139 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

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12142 **LAW(S) IMPLEMENTED:** 877.13, 943.0585, 943.059, 1001.41, 1001.42,
12143 1001.43, 1006.145, 1012.22, 1012.27, 1012.465, F.S.

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12146 **STATE BOARD OF EDUCATION RULE(S):** 6B-1.006(5)

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12161 **FLORIDA STATE UNIVERSITY SCHOOLS**

HISTORY:
ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09
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

12227 receive the final salary warrant when all reports are current and officially
12228 checked.

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12231 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

12232 **LAW(S) IMPLEMENTED:** 1001.43, 1012.22, 1012.53, F.S.

12233 **HISTORY:**

12234 **ADOPTED:** 9/13/22

12235 **REVISION DATE(S):** _____

12236 **FORMERLY:**

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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.

- 12286 VIII. The written report of the assessment shall be reviewed with the employee
12287 and discussed with him/her by the person who made the assessment.
- 12288 IX. An employee may respond to an assessment in the manner provided by
12289 law or other approved procedures.
- 12290 X. To the extent this policy conflicts with any terms of the Collective
12291 Bargaining Agreement regarding assessment of employees, the terms of the
12292 Collective Bargaining Agreement shall apply.

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12295 **STATUTORY AUTHORITY:** 1001.41, 1012.22, 1012.23, F.S.

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12298 **LAW(S) IMPLEMENTED:** 1001.43, 1008.22, 1008.36, 1012.22, 1012.27, 1012.34, F.S.

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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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6.41*

INSTRUCTIONAL EMPLOYEE PERFORMANCE CRITERIA

- I. The Director or designee shall develop and present, for School Board approval, instructional employee performance criteria and/or measures. Such performance criteria and/or measures shall be consistent with statutory requirements but may include additional elements as deemed appropriate. Student performance data shall be used in the evaluation of instructional personnel.
- II. Instructional personnel shall be informed of the criteria for assessment including the use of student performance data and indicators of student learning growth.
- III. The Director shall submit the instructional performance appraisal system to the Department of Education for approval.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.
LAW(S) IMPLEMENTED: 1001.43, 1008.22, 1008.36, 1012.22,
1012.27, 1012.34, F.S.
STATE BOARD OF EDUCATION RULE(S): 6A-5.030, 6A-5.0411

**HISTORY:
ADOPTED: 12/9/14, 9/8/15
REVISION DATE(S): 12-12-17
FORMERLY: NEW**

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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

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AIDS, BLOODBORNE PATHOGENS, AND ENVIRONMENTAL HAZARDS

The Board shall adopt appropriate procedures and guidelines consistent with federal and state regulations regarding the training and methods of handling and ameliorating the potential risks of exposure to bloodborne pathogens, other communicable diseases, and environmental hazards, such as asbestos, lead in drinking water, and radon gas.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.22, 1012.23, F.S.
LAW(S) IMPLEMENTED: 381.0098, 1001.43, 1012.27, 1013.12, F.S.
STATE DEPARTMENT OF HEALTH RULE(S): 64E-16

HISTORY:
ADOPTED: 7/8/14
REVISION DATE(S):
FORMERLY: NEW

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STAFF TRAINING

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- 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.

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- 2) The Director is to provide appropriate training to all employees and volunteers of the District.

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- 3) Training for employees should minimally include:

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a) Identifying and reporting child abuse and neglect;

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b) All nondiscrimination provisions;

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c) Sexual harassment guidelines;

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d) Handling hazardous materials and toxic substances including bloodborne pathogens, chemicals, and petroleum products;

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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*;

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f) Suicide awareness and prevention; and

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g) Other topics as deemed appropriate by the Director or required by law, rule, or other governing provision.

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- 4) The Director shall annually provide the Board a report of the type of training provided employees and volunteers.

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STATUTORY AUTHORITY:

1001.41, 1012.22, 1012.23,

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1013.12, F.S.

12453 **LAW(S) IMPLEMENTED:** 1001.43, 1006.07, 1012.22, 1012.27,
12454 1012.38, 1012.583, 1012.98, 1012.985, F.S.

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12457 **HISTORY:** **ADOPTED:** _____

12458 **REVISION DATE(S): 12/12/17**

12459 **FORMERLY: NEW**

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6.91*

FACULTY SALARY SCHEDULES

- i. All faculty personnel shall be paid in accordance with salary schedules as adopted by the School Board.

- ii. All salary schedules and their implementation shall comply with the requirements of Florida Statutes.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1011.60, 1012.22, 1012.27, 1012.55, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.052

HISTORY: ADOPTED: 1/10/12

REVISION DATE(S): _____

FORMERLY:

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BUSINESS SERVICES

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REFER TO FLORIDA STATE UNIVERSITY POLICIES AT
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FLORIDA STATE UNIVERSITY SCHOOLS
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BUSINESS RESOURCES
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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.

12576 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
12577 **LAW(S) IMPLEMENTED:** 1001.43, 1008.385, 1010.01, 1010.04,
12578 1011.01 - 1011.18, F.S.
12579 **STATE BOARD OF EDUCATION RULES:** 6A-1.002, 6A-1.004, 6A-1.006,
12580 6A-1.007, 6A-1.0071
12581 **HISTORY:**
12582 **ADOPTED:** 1/10/12
12583 **REVISION DATE(S):** _____
12584 **FORMERLY:**
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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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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:
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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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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.

12738 VI. Funds shall be collected and expended in compliance with United States
12739 Department of Agriculture and State Department of Agriculture and
12740 Consumer Services rules.

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12742 VII. The Board shall annually adopt prices charged to students and adults who
12743 participate in the food services program.

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12745 VIII. The Director shall develop written procedures for conducting the District's
12746 food service program.

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12748 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

12749 **LAW(S) IMPLEMENTED:** 570.981, 1001.43; 1010.05, 1010.20, F.S.

12750 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.001, 6A-1.085, 6A-1.087,
12751 6A-1.091

12752 **STATE DEPARTMENT OF AGRICULTURE**

12753 **AND CONSUMER SERVICES RULE(S):** 5P-1.003

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12756 **HISTORY:** **ADOPTED:** _____

12757 **REVISION DATE(S):** 1/8/2013

12758 **FORMERLY:**

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**FLORIDA STATE UNIVERSITY SCHOOLS
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7.38

FACSIMILIE SIGNATURE

- I. In accordance with Florida Statutes, the Director and the chairperson of the Board, after filing with the Department of State, his/her manual signature certified by him/her under oath, may execute or cause to be executed with a facsimile signature in lieu of his/her manual signature
 - A. Any public security as permitted by Florida Statutes.
 - B. Any instrument of payment.
 - C. Any official order, proclamation, instrument of conveyance, or resolution, provided, however, that the same has been authorized by said Board and such authorization be reflected in the minutes thereof.
 - D. Contracts with school personnel.
- II. Definitions as used in this policy are as follows:
 - A. *Public security* means a bond, note, certificates of indebtedness, or other obligation for the payment of money, issued by the Board.
 - B. *Instrument of payment* means a check, draft, warrant, or order for the payment, delivery, or transfer of funds.

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12799 C. *Instrument of conveyance* means an instrument conveying any interest
12800 in real property.

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12802 D. *Facsimile signature* means a reproduction by engraving, imprinting,
12803 stamping, or other means of the manual signature of an authorized
12804 officer.

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12806 III. The vice-chairperson shall have no authority to sign warrants or school
12807 documents except when he/she is required to assume the duties of the
12808 chairperson, in which case, he/she shall be legally empowered to sign
12809 warrants and other legal documents as the chairperson would be
12810 empowered to sign.

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12814 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

12815 **LAW(S) IMPLEMENTED:** 116.34, 1001.43, F.S.

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12818 **HISTORY:** ADOPTED: 9/8/15

12819 REVISION DATE(S): _____

12820 FORMERLY:

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12826 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
BUSINESS RESOURCES
CHAPTER 7.0

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.

- 12859 D. Causing the School to pay excessive prices or fees where justification
12860 is not documented.
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- 12862 E. Unauthorized destruction, theft, tampering or removal of records,
12863 furniture, fixtures or equipment.
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- 12865 F. Using School equipment or work time for any outside private
12866 business activity.
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- 12868 IV. Any perceived fraud that is detected or suspected by any staff member or
12869 other person shall be reported immediately to Human Resource Office for
12870 guidance as to whether pursuit of an investigation is warranted. The
12871 obligation to report fraud includes instances where an employee knew or
12872 should have known that an incident of fraud occurred. Any investigation
12873 required shall be conducted without regard to the suspected wrongdoer's
12874 length of service, position/title, or relationship. Investigations shall be
12875 conducted in a confidential manner. Violation of this policy may result in
12876 disciplinary action, termination of employment, termination of contract or
12877 legal action.
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- 12879 V. The Director or designee shall develop procedures to implement this policy.
12880 Procedures shall include but not be limited to
- 12881
- 12882 A. Employee notification and education;
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- 12884 B. Self-assessment of risk of fraud;
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- 12886 C. Reporting suspected or detected fraud;
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- 12888 D. Investigation of fraud;
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- 12890 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

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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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AUXILIARY SERVICES

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

12997 it deems necessary and appropriate to address safety and security in
12998 the School.

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13000 **STATUTORY AUTHORITY:** 1001.42(6), F.S.

13001 **LAWS IMPLEMENTED:** 316.614; 985.401, 1006.062(3), 1006.07, F.S.

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HISTORY:
ADOPTED:
REVISION DATE(S): 2/9/10; 9/13/22
FORMERLY: 8-10

FLORIDA STATE UNIVERSITY SCHOOLS

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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:
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FORMERLY: 8.20

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:

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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

13194 his designee shall be present during the questioning of students by SRO's
13195 concerning crimes committed. If a student is arrested and/or taken into
13196 custody, the SRO and school personnel shall utilize best efforts to
13197 immediately notify the parent/guardian. The SRO's shall use best efforts
13198 to comply with the policies set forth by FSUS and procedures established
13199 by administration.

13200 V. Student OFF campus incidents:

13201 The SRO shall not routinely conduct investigations or question students as
13202 to off campus incidents or crimes while serving as an SRO on school
13203 property. Other sheriff deputies or law enforcement shall be utilized for
13204 this function unless impracticable.

13205 VI. On a yearly basis, the SRO's and appropriate school administration shall
13206 meet for an "in-service" to discuss the role of the SRO in the schools and
13207 to familiarize the SRO's with School Board policy and administrative
13208 procedures.

13209 VII. The Director is responsible for notifying the Office of Safe Schools, and the
13210 Board Chair immediately after, but no later than seventy-two (72) hours
13211 after, the occurrence of the following:

- 13212 A. A safe-school officer is dismissed for misconduct or disciplined; or
13213 B. A safe-school officer discharges his/her firearm in the exercise of
13214 his/her duties other than for training purposes.

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13216 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.
13217 **LAW(S) IMPLEMENTED:** 1001.42, 1006.12
13218 **STATE BOARD OF EDUCATION RULE(S):** 6A-1.0018

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13220 **HISTORY:** **ADOPTED: 12/14/21**
13221 **REVISION DATE(S):**
13222 **FORMERLY: NEW**

13223 **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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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

- 13315 2. The school has been unable to contact the student's parent or
13316 guardian, or such parent, guardian or responsible adult designated
13317 by the parent or guardian is not available to provide the
13318 transportation;
- 13319 3. Proper adult supervision of the student is available at the location to
13320 which the student is being transported;
- 13321 4. If the school has been unable to contact the parent or guardian prior
13322 to the transportation, the school continues to attempt to contact the
13323 parent or guardian until the school is able to notify the parent or
13324 guardian of the transportation and the circumstances.
- 13325 5. When the transportation is in connection with a school function or
13326 event in which the school has undertaken to participate and
- 13327 ▪ The function is a single event which is not part of a scheduled
13328 series or sequence of events to the same location, such as, but
13329 not limited to, a field trip, recreational outing, a competitive
13330 or cooperative event, or an event connected to an educational
13331 program; and
 - 13332 ▪ Transportation is not available, as a practical matter, using a
13333 school bus or school board passenger car; and
 - 13334 ▪ Each student's parent or guardian is notified in writing about
13335 the transportation arrangement and gives written consent
13336 before a student is transported in a private vehicle.
- 13337 6. When a student is so disruptive to the classroom and school that they
13338 must be removed by the Dean of students or by law enforcement and
13339 taken to a parent or guardian, the following precautions must be
13340 taken:
- 13341 ▪ An adult escort will accompany the adult driver.
 - 13342 ▪ Care must be taken to ensure the safety of the student, escort
13343 and driver.

- 13344 ▪ Parents must have given consent and recognize the severity
13345 of the discipline problem.
- 13346 7. When Board employees are required to use their own vehicle to
13347 perform duties of employment and such duties include the
13348 occasional transportation of students.
- 13349 3. Any private vehicles used to transport students under this policy shall be
13350 currently registered in the state of Florida, be insured for personal injury
13351 protection and property damage liability in at least the minimum amounts
13352 required by law, and be in good working order. A person wishing to
13353 transport students in a private vehicle will request approval by submitting
13354 his/her driver's license, vehicle registration and insurance I.D. card, to the
13355 principal in a reasonable amount of time before the planned travel. The
13356 principal will examine the driver's license, vehicle registration and
13357 insurance card, and may, in his or her discretion, give approval for the
13358 transportation of students in the private vehicles as requested. A student
13359 who is transported to any activity in a private vehicle approved under this
13360 Policy shall return from the activity in the same vehicle, unless the student
13361 is released to his/her parents.
- 13362 4. A driver who is transporting students under the provisions of this policy
13363 shall adhere to Florida laws and regulations related to driving including the
13364 Florida Ban on Texting While Driving Law.
- 13365 5. Student transportation in private vehicles may only be authorized for trips
13366 within the state of Florida. When transportation is authorized in a private
13367 vehicle, students may only be transported in designated seating positions
13368 and shall be required to use the occupant crash protection system provided
13369 by the vehicle manufacturer.
- 13370 6. Employees will be covered by the Board's liability program when they are
13371 transporting students as part of their assigned or related duties. Benefits
13372 due from private vehicle insurance will be primary, except for workers'
13373 compensation, in accordance with state law.

13374 7. Notwithstanding any other provision of this policy, in an emergency
13375 situation, which constitutes an imminent threat to student health or safety,
13376 school personnel may take whatever action is necessary under the
13377 circumstances to protect students.

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13380 **STATUTORY AUTHORITY:** 1001.42, 1001.43 F.S.

13381 **LAWS IMPLEMENTED:** 316.305, 1000.21, 1006.21, 1006.22, 1006.24, F.S.

13382 **STATE BOARD OF EDUCATION RULE:** 6A-3.017

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13403 **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.

13435 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

13436 **LAW(S) IMPLEMENTED:** 316.003, 316.614, 316.6145, 316.6146,

13437 1001.43, 1006.21, 1006.22, F.S.

13438 **STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

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13441 **HISTORY: NEW**

13442 **ADOPTED: _____**

13443 **REVISION DATE(S): _____**

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13462 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
AUXILIARY SERVICES
CHAPTER 8.0

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

13494 shall not assume any financial responsibility for purchases or contract for repairs unless
13495 prior approval is obtained from the Director or designee.

13496

13497 IV. The transportation supervisor shall determine that all equipment is
13498 inspected at regular intervals.

13499

13500 V. Under no conditions shall equipment be repaired by a private shop or
13501 private individual without approval of the Director or transportation
13502 supervisor.

13503

13504 VI. The person who is assigned a vehicle on a full time basis shall be
13505 responsible for delivering the vehicle for inspection as prescribed by the
13506 transportation supervisor.

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13508 VII. The operator of any vehicle with a gross vehicle weight rating of 8,500
13509 pounds and with a heavy-duty diesel engine shall adhere to the
13510 requirements for the reduction of heavy-duty idling.

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13512 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

13513 **LAW(S) IMPLEMENTED:** 316.305, 1001.43, 1006.21, 1006.22, F.S.

13514 **STATE BOARD OF EDUCATION RULE(S):** 6A-3.0171

13515 **DEPARTMENT OF ENVIRONMENTAL**

13516 **PROTECTION RULE(S):** 62-285.420

13517 **HISTORY:** ADOPTED: 11/12/13

13518 REVISION DATE(S): _____

13519 FORMERLY: NEW

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13521 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS

POLICY MANUAL

AUXILIARY SERVICES

CHAPTER 8.0

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.

13554 6) School food and nutrition service funds shall not be considered or treated as
13555 internal funds of the local school, but shall be a part of the District school funds.
13556 School food and nutrition service funds shall be subject to all the requirements
13557 applicable to the District fund such as budgeting, accounting, reporting, and
13558 purchasing and such additional requirements as set forth in the written
13559 procedures manual authorized in this policy.

13560 7) USDA commodities shall be acquired, stored, and utilized in accordance with
13561 United States Department of Agriculture and related State Department of
13562 Agriculture and Consumer Services rules.

13563 8) The Director or designee shall develop a written procedures manual to govern
13564 school food and nutritional services programs.

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13566
13567 **STATUTORY AUTHORITY:** **1001.41, 1001.42, F.S.**

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13570 **LAW(S) IMPLEMENTED:** **1001.43, 1006.06, 1006.0605, F.S.**

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13573 **STATE DEPARTMENT OF AGRICULTURE**
13574 **AND CONSUMER SERVICES RULE(S):** **5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005**

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13576 **HISTORY:** **ADOPTED: _____**
13577 **REVISION DATE(S): 1/8/2013**
13578 **FORMERLY: NEW**

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13584 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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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
POLICY MANUAL
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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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13655 **STATE DEPARTMENT OF AGRICULTURE**

13656 **AND CONSUMER SERVICES RULE(S):**

5P-1.004

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13659 **HISTORY:**

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REVISION DATE(S): 1/8/2013

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13681 **FLORIDA STATE UNIVERSITY SCHOOLS**

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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

13745 The use of the network shall be consistent with the mission, goals, policies, and
13746 priorities of FSUS Leon. Successful participation in the network requires that
13747 its users regard it as a shared resource and that members conduct themselves
13748 in a responsible, ethical, and legal manner while using the network.

13749

13750 A. Any use of the network for illegal, inappropriate, or obscene purposes, or
13751 in support of such activities, will not be tolerated. FSUS Leon will maintain
13752 compliance with the requirements of the Elementary and Secondary
13753 Education Act (ESEA) and the Children's Internet Protection Act (CIPA).

13754

13755 **Examples of prohibited activities and unacceptable uses of the network**
13756 **include, but are not limited to:**

- 13757 **I.** Uses that violates the Code of Conduct;
- 13758 **II.** Violating the conditions of The Code of Ethics and Principles of
13759 Professional Conduct of the Education Profession of Florida dealing
13760 with student's rights to privacy, employee rights to privacy, or
13761 violating any other section of the Code;
- 13762 **III.** Using, accessing, visiting, downloading, or transmitting
13763 inappropriate material, messages or images such as pornography,
13764 profanity or obscenity;
- 13765 **IV.** Reposting personal communications without the author's consent;
- 13766 **V.** Use of another individual's account or providing individual account
13767 information to another person;
- 13768 **VI.** Copying, sending (uploading) or receiving (downloading)
13769 commercial software in violation of copyright law or other copyright
13770 protection of trademarked material;
- 13771 **VII.** Using the network for financial gain or for any commercial or illegal
13772 activity;
- 13773 **VIII.** Using the network for political advertisement or political activity;

- 13774 IX. Attempting to send or sending anonymous messages of any kind or
13775 pretending to be someone else while sending a message;
- 13776 X. Attempting to access, modify, harm or destroy another user's data
13777 on the network;
- 13778 XI. Taking any actions that affect the ability of the District to retrieve or
13779 retain any information contained on the computer equipment, in the
13780 data network system or acting to modify any software or any data
13781 without specific written permission;
- 13782 XII. Sending any student identifying information, via e-mail, or over the
13783 network system, must be done using encryption and/or password
13784 protection.
- 13785 XIII. Creating and/or forwarding advertisements chain letters, mass
13786 mailings, get rich quick schemes, and pyramid schemes to individual
13787 mailboxes and/or mailing lists;
- 13788 XIV. Gambling or conducting any illegal activity;
- 13789 XV. Posting personal views on social, political, religious or other
13790 nonbusiness related matters;
- 13791 XVI. Communications that are harassing, hostile, insulting, ridiculing,
13792 attacking or defaming others
- 13793 XVII. Sexting shall be prohibited. All acts of alleged sexting shall be
13794 reported to the appropriate legal authority. Refer to FSUS Leon
13795 Board Policy and Student Code of Conduct.
- 13796
- 13797 XVIII. Attempting to subvert, defeat or disable installed web or network
13798 access filters, workstation security software, antivirus software or
13799 other features, network firewalls or other measures in place to
13800 secure the school district's technology resources.
- 13801 XIX. Users of unauthorized methods of access to FSUS technology
13802 resources such as modems and virtual private networks (VPN's).

- 13803 XX. Use of remote access software or services to access remote
13804 computer networks, workstations or servers from the district
13805 system.
- 13806 XXI. Attempting to transmit damaging agents (e.g., computer viruses,
13807 Trojan horses, worms) or otherwise willfully damaging or
13808 disrupting any computer facility, software, or data.
- 13809 XXII. Attempting to interfere with the normal operation of computers,
13810 terminals, peripherals, or networks.
- 13811 XXIII. Usage invades the privacy of others.
- 13812 XXIV. Use or experimentation with software or hardware without written
13813 approval from the Technology Director.
- 13814 XXV. Willfully publishing, storing, displaying, transmitting, playing, or
13815 editing material that is obscene, threatening, profane, prurient,
13816 sexually suggestive or otherwise inappropriate.
- 13817 XXVI. Changing, deleting or modifying Internet browser settings
13818 including hiding or deleting Internet history or records of Internet
13819 use.
- 13820 XXVII. Use of the system for an unauthorized purpose.
- 13821 XXVIII. Broadcasting a WiFi signal or operating a personal Hotspots
13822 from personal devices.
- 13823 XXIX. Students shall not perform any kind of maintenance, repair,
13824 configuration or installation services on District owned devices
13825 unless otherwise authorized by the IT Director.

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D. Websites & Posting of Information

- 13828 A. All web sites representing any FSUS Leon employee pursuant to their
13829 official role and duties must have their web site hosted on a school district
13830 authorized file server. File server space, and technical assistance are
13831 provided to school district employees to facilitate posting of school

13832 business-related web pages. Using free or paid outside web servers for
13833 public dissemination of school business is not permitted.

13834

13835 **E. Social Media**

13836 A. FSUS recognizes the use of social media for communication and e-learning;
13837 however, only those networks sponsored by FSUS Leon may be used for
13838 classroom instruction or school sponsored activities without prior written
13839 approval of the Director.

13840 B. Students may not access social media platforms during classroom time,
13841 except when expressly directed by a teacher for an educational purpose.

13842 C. TikTok, or any successor platforms, may not be used on all district- or
13843 school-owned devices, or on any device (including privately owned)
13844 connected to district- or school-provided internet.

13845 D. TikTok, or any successor platforms, may not be used to communicate or to
13846 promote any school district, school, school-sponsored club, extracurricular
13847 organization, or athletic team.

13848

13849 **F. Monitoring & Retention of Data**

13850 A. FSUS Leon business conducted by e-mail must be done using the e-mail
13851 account that the Florida State University supplies. When an employee
13852 conducts official business of Florida State University Schools via e-mail, the
13853 employee must retain a copy of the e-mail including attachments in paper
13854 form or store these documents electronically on district owned equipment
13855 in accordance with the Florida Public Records law.

13856 B. Minor personal use of e-mail and the internet by school district employees
13857 is acceptable, but should not interfere or conflict with school business and
13858 or duties.

13859 C. FSUS Leon reserves the right to monitor and/or retrieve the contents of e-
13860 mail messages for legitimate reasons such as, but not limited to, ensuring

13861 the integrity of the system, complying with investigations of wrongful acts,
13862 or recovering from a system failure.

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13864 **G. No Expectation of Privacy**

13865 a. Students and visitors have no expectation of privacy in their use of the FSUS
13866 system.

13867

13868 **H. Security & Enforcement**

13869 A. Some material on the network might not be considered to be of educational
13870 value in the context of the school setting. In addition, some material,
13871 individual contacts, or communications may not be suitable for school-aged
13872 children. The District views information retrieval from the network in the
13873 same capacity as information retrieval from reference materials identified
13874 by schools. Specifically, Florida State University Schools supports
13875 information retrieval from the network which enhances the research and
13876 inquiry of the learner and which faculty and staff direct.

13877 1. To the extent practical, FSUS Leon will use technology protection
13878 measures to filter or block access to material that is not appropriate
13879 for students, taking into consideration the subject matter and the age
13880 of the students served at the school. Each student's access to use of
13881 the network will be under the teacher's direction and monitored as a
13882 regular instructional activity.

13883 2. To the extent practical, FSUS Leon will use technology protection
13884 measures to prevent hacking or unauthorized access by students to
13885 data or information that they should not have access to, and to
13886 prohibit other unlawful online activities by students.

13887 3. Subject to staff supervision, technology protection measures may be
13888 disabled for adults or, in the case of minors, minimized only for bona
13889 fide research or other lawful purposes.

- 13890 4. To the extent practical, prevent access to websites, web or mobile
13891 applications, or software that do not protect against the disclosure
13892 use or dissemination of students' personal information in
13893 accordance with Florida Administrative rules; and
- 13894 5. Prohibit students from accessing social media platforms, except
13895 when expressly directed by a teacher for an educational purpose.
- 13896 6. Procedures for disabling or otherwise modifying any technology
13897 protection measures shall be the responsibility of the IT Director or
13898 designated representatives.
- 13899 B. In order to ensure confidentiality of secure information and to maintain
13900 network security, FSUS Leon also requires that employees' and students'
13901 passwords remain confidential. Therefore,
13902
- 13903 1. Employees must:
- 13904 a. Change passwords at least four (4) times a year, or whenever the
13905 employee feels his or her password may have been compromised;
- 13906 b. Use passwords that contain a combination of 3 of the following:
13907 (lower case letter, upper case letter, number, special character) and
13908 that are difficult to guess;
- 13909 c. Type in passwords at each log in.
13910
- 13911 2. Students may be required to:
- 13912 a. Change passwords at least four (4) times a year, or whenever the
13913 student feels his or her password may have been compromised;
- 13914 b. Use passwords that contain a combination of 3 of the following:
13915 (lower case letter, upper case letter, number, special character) and
13916 that are difficult to guess;
- 13917 c. Type in passwords at each log in.
13918

13919 3. Employees and Students are prohibited from sharing passwords and
13920 must not set passwords to an automatic log in mode.

13921

13922 a. It may become necessary to know employee or student passwords
13923 for maintenance purposes. Only authorized computer maintenance
13924 personnel will be allowed to know passwords. Upon completion of
13925 the maintenance activity, the user may need to change his or her
13926 password.

13927

13928 b. Any student shall be exempt from accessing the internet upon
13929 request in writing from the parents, as defined by Florida Statutes,
13930 to the principal. The request for exemption shall expire at the end of
13931 each school year. It shall be the responsibility of the parent to renew
13932 the request yearly.

13933

13934 C. Students who violate any procedures in this policy may be denied access
13935 to FSUS Leon computing or technology resources and may be subject to
13936 disciplinary action, including possible expulsion. Alleged violations will
13937 be subject to the FSUS Leon disciplinary procedures.

13938 D. Employees that Fail to adhere to this policy may result in suspension or
13939 revocation of the offender's privilege of access to the network and other
13940 disciplinary action up to and including termination of the employee.

13941

13942 **STATUTORY AUTHORITY:** [1001.41, 1001.42, F.S](#)

13943 **LAW(S) IMPLEMENTED:**

13944 **STATE BOARD OF EDUCATION RULE(S)** [1001.02, 1003.02 F.S.](#)

13945 [Rule 6A-1.0957, 6A-1.0955](#)

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13947 **HISTORY:** **ADOPTED: 2/11/14**

13948 **REVISION DATE(S): 12/5/23**

13949 **FORMERLY: NEW**

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13951 **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,

13981 documents created should be saved to removable media such as
13982 flash drives or to a cloud storage location.

13983 C. Students who choose to bring their personal devices may use the
13984 “FSUS-student” filtered wireless public network while on campus.
13985 When logging onto the “FSUS-student” wireless network, students
13986 will be required to accept the district’s Acceptable Use Policy (AUP)
13987 for network access. All FSUS networks are filtered for the safety of
13988 users in compliance with CIPA requirements. Any attempt to
13989 circumvent safety filters or “hack” FSUS technology and/or FSUS
13990 platforms, programs, and software in any way is expressly
13991 prohibited. Nevertheless, caregivers are advised that a determined
13992 user may be able to gain access to services on the Internet that they
13993 and/or their caregivers may find inappropriate, offensive,
13994 objectionable, or controversial. Caregivers assume this risk by
13995 allowing their child to participate in the BYOD program.

13996 D. Non-wireless access to the district’s network, such as through
13997 Ethernet cable, by personal devices is prohibited. Know that users
13998 have a limited right to, nor should they have an expectation of,
13999 privacy in the content of their personal files and records of their
14000 online activity while on the district’s network. Access to the “FSUS-
14001 student” network is a privilege and administrators and faculty may
14002 review files and messages at any time to maintain system integrity
14003 and ensure that the users are acting responsibly. If reasonable belief
14004 exists that a student has violated the terms of this agreement, or
14005 other district policy, the student's device may be inspected and/or
14006 confiscated. Subsequent or additional disciplinary action involving
14007 misuse of technology may extend to loss of technology privileges
14008 and/or further action per the FSUS Student Code of Conduct.

14009 E. Personal devices can only be used in approved areas and students
14010 must comply with staff directives regarding the use of technology

14011 devices. Using functions on electronic devices in any manner that
14012 disrupts the educational environment or violates the AUP will be
14013 subject to disciplinary action. Audio or image recording, whether
14014 through picture or video, without prior consent of the individuals
14015 being recorded is prohibited; written parental consent is required for
14016 publication.

14017 F. Students bring personal devices to school at their own risk. FSUS will
14018 not be held responsible if a device is lost, stolen or misplaced,
14019 including those that have been confiscated. Moreover, FSUS will not
14020 be responsible for technical support of personal devices, beyond
14021 providing necessary district specific connectivity and login
14022 information.

14023

14024 III. Required Use of Personal Devices

14025 Use of personal devices is never a requirement and will not impact student grades.
14026 In instances where a device is required for an assignment, students without a
14027 device of their own will be provided one by FSUS for use on campus.

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14030 **STATUTORY AUTHORITY:**
14031 **LAW(S) IMPLEMENTED:**
14032 **STATE BOARD OF EDUCATION RULE(S)**

14033

14034 **HISTORY:**

ADOPTED: 12/8/15
REVISION DATE(S):
FORMERLY: NEW

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14042 **FLORIDA STATE UNIVERSITY SCHOOLS**

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FLORIDA STATE UNIVERSITY SCHOOLS
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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.

14073 b. Life-cycle costs shall be determined prior to construction or
14074 renovation of buildings or replacement of major equipment.

14075 c. Equipment to reduce energy consumption and/or costs shall be
14076 utilized where economically feasible.

14077

14078 4) Recycling Program

14079 a. The District shall engage in a recycling program that shall include as
14080 many reusable materials as is practical and economically feasible.

14081 b. Each school shall annually report all recycled materials as required
14082 by law.

14083

14084 5) Incentives

14085 a. The District shall pursue incentive programs offered by utility
14086 companies and other energy providers

14087 b. Cost savings shall be used to further resource conservation at school
14088 sites.

14089 c. An incentive program may be developed to reward schools for
14090 resource conservation when cost savings can be attributed to
14091 reduced resource consumption and/or energy savings at the
14092 particular schools.

14093

14094 6) Staff Training

14095 Training shall be provided for school and District staff. Training shall
14096 include methods of resource conservation at the worksite, curriculum
14097 components and instructional strategies.

14098

14099 7) Effectiveness of Program

14100 Prior and current consumption of energy and other resources shall be
14101 determined and used as a baseline for the assessment of curriculum,
14102 procedures, equipment, maintenance strategies and facilities design that

14103 are implemented in the resource conservation program. The effectiveness
14104 of the program shall be evaluated and modifications shall be made based
14105 on the analysis of cost savings and utilization of resources.

14106

14107

14108 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

14109 **LAW(S) IMPLEMENTED:** 403.7032, 1001.43, 1013.23, 1013.44, F.S.

14110 **STATE BOARD OF EDUCATION RULE(S)** 6A-2.0010

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14112 **HISTORY:** **ADOPTED:** _____

14113 **REVISION DATE(S):** _____

14114 **FORMERLY: NEW**

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14121 **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:

REVISION DATES:

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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):

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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. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The Director shall be responsible for safeguarding the school property, facilities and equipment, enforcing and informing groups of School Board rules, executing proper forms, and collecting payments.

Use of School Property Without Charge. The Director may authorize the use of school facilities without charge, except as may be required for supervision or clean-up. School facilities may be made available to:

- National youth groups (e.g., scout groups) operating under the sponsorship of a county organization provided the group is properly supervised. District use agreements may be executed with the community organization for all schools or for an individual school.
- The Supervisor of Elections for voting precincts in any election provided the election does not interfere with the school’s operation.
- Any governmental or community agency when specifically approved by the School Board as being in the public interest.

Use of Facilities with a Charge. The Director may permit the use of school facilities by a civic, religious or other organization for non-school sponsored activities on a specific, temporary or short-term basis. The following conditions shall apply:

- 14254 • The payment of the fee shall be in accordance with the fee policy set forth
14255 below.
- 14256 • School Board approval, upon the Director's recommendations shall be
14257 required for repetitious use for a period of more than six (6) months.
- 14258 • Sufficient supervision and adequate custodial service of the school facility
14259 shall be determined by the Director.
- 14260 • The use of the cafeteria shall require permission from the Director. The use
14261 of school food service facilities shall require that the kitchen be operated by
14262 a food service employee(s) or School Board employee.

14263 **Fees.** If the facility or equipment is being used for commercial or private gain and
14264 an admission or attendance fee is being charged, a rental fee will be charged for
14265 the use of the facility and equipment. The amount of rental fee will be based on a
14266 schedule of fees approved by the Board upon recommendation of the Director.

14267 **Payment of Required Fees.** Fees as specified above shall be paid in advance for
14268 use of facilities. Full reimbursement for custodial, supervisory and other required
14269 services or for damages to the facility, furnishings or equipment shall be paid
14270 within ten (10) days of billing. Checks shall be made payable to the individual
14271 school.

14272 **Liability and Insurance Coverage.** Each organization utilizing school facilities for
14273 non-school sponsored activities shall:

- 14274 • Agree to hold the School Board harmless from any liability which may
14275 accrue to the School Board as a result of use.
- 14276 • Provide general liability insurance coverage in the amount of at least one
14277 million dollars (\$1,000,000.00) naming the School Board as an additional
14278 insured; and
- 14279 • Execute a form of indemnity agreement as prescribed by the Director.

14280 **Prohibited Uses of School Facilities.** School property, facilities and equipment
14281 shall not be used for the following purposes:

- 14282 • Programs involving any form of gambling, alcohol or illegal activity;

- 14283 • Private teaching for personal gain, unless specifically approved in advance
- 14284 by the School Board;
- 14285 • Programs in violation of Florida Statutes or School Board rules.

14286 **Special Provisions.** The following special provisions shall apply:

- 14287 • Restrooms shall be made available for all organizations using the
- 14288 school facilities.
- 14289 • Any school or community event sponsor or vendor who uses
- 14290 school facilities shall notify the local public health unit not less
- 14291 than three (3) days prior to a scheduled school carnival, fair or
- 14292 other celebration involving the sale or preparation of food or
- 14293 beverages.
- 14294 • If a Director has a request from a group, he may require this
- 14295 group to present their request to be included in an agenda for a
- 14296 regular School Board meeting for consideration by the School
- 14297 Board.

14298 **Appeals to the Board of Directors.** A person who feels his/her organization was

14299 improperly denied use of school facilities or that an improper charge or fee was

14300 assessed may file a written appeal with the Board of Directors for resolution.

14301

14302 **STATUTORY AUTHORIZATION: ss. 1001.41, 1001.42, Fla. Stat.**

14303 **LAWS IMPLEMENTED: ss. 106.15, 5090.032, 509.232, 1001.33, 1001.43, 1001.51,**

14304 **1013.10, Fla. Stat**

14305 **ADOPTED:**

14306 **REVISION DATE(S):**

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14313 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL**

SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9

9.40

ADVERTISING IN SCHOOLS

School facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political or other non-school agency; or individual organization; nor shall School employees or students be employed in such a manner. Advertising on school buses shall be prohibited. The following are exceptions:

1. School officials, with the Director's approval may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.
2. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the Director for classroom use to determine whether the film or material contains undesirable propaganda.
3. The Director may announce or authorize to be announced any lecture or community activity of particular educational merit.
4. Demonstrations of educational materials and equipment shall be permitted with Director's approval.

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5. Schools may utilize athletic facilities for commercial advertising to support school programs. The Director shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

STATUTORY AUTHORITY: s. 1001.42, Fla. Stat.

LAWS IMPLEMENTED: s. 1001.43, Fla. Stat.

ADOPTED:

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

9.50

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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14446 FLORIDA STATE UNIVERSITY SCHOOLS
14447 ADMINISTRATIVE PROCEDURE

14448

14449 **TITLE: HEAD LICE**

14450 **PROCEDURE NUMBER: E-10**

14451 **RELATED TO POLICY CHAPTER: 5**

14452 **POLICY NUMBER: N/A**

14453 **PURPOSE:** To ensure that students are free from head lice and nits.

14454

14455 **RESPONSIBILITY:** School Nurse/Teachers/Staff/Clinic Staff

14456

14457 **PROCEDURES:**

14458 1. The school nurse shall conduct training programs so that all staff members
14459 will be knowledgeable in the identification of head lice and nits.

14460

14461 2. Students suspected of having head lice and/or nits shall be sent to the
14462 school nurse. The school nurse will notify the parent/legal guardian of the
14463 suspected head lice and/or nits. Students with nits can return to class at
14464 the discretion of the school nurse. Students with live lice will be isolated
14465 until parent pick-up. The parent/legal guardian will be furnished
14466 directions for the treatment of head lice and care of personal items. The
14467 parent will be required to submit proof of treatment or medical certification
14468 and will need to be re-examined by the school nurse to validate no live lice
14469 exist. After clearance, the student will be allowed to return to class.

14470

14471 • The school nurse may examine the child to verify continuing freedom from
14472 head lice and nits.

14473

14474 **STATUTORY AUTHORITY:** 1001.41, 1003.22, 1006.062 F.S.

14475 **ADDITIONAL RESOURCES:**

14476 American Academy of Pediatrics, *School Health: Policy and Practice* , 6th Edition,
14477 Page 34-35.

14478

14479 Scott P. Gilner & Johannessen, W. (2004). The nit rating scale. *Journal of School*
14480 *Health*. 74(2). 108-110.

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DATE ISSUED: June 2009

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REVISION DATE:

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14505 **FLORIDA STATE UNIVERSITY SCHOOLS**

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**FLORIDA STATE UNIVERSITY SCHOOLS
ADMINISTRATIVE PROCEDURE**

TITLE: USE OF AUTOMATIC EXTERNAL DEFIBRILLATORS

PROCEDURE NUMBER: E-561A

RELATED TO POLICY CHAPTER: 5

POLICY NUMBER: 5.61A

PURPOSE: Established procedure for use of Automatic External Defibrillators (AED) at school and FHSAA contests in which Florida State University Schools (FSUS) is participating.

RESPONSIBILITY: School Nurse/Teachers/Staff/Clinic Staff

Upon Arrival at the Scene

A. Initial assessment:

2. Ensure EMS/Fire Rescue has been dispatched.
1. Ensure scene safety - make sure victim is not lying in water or touching any other electrically conductive material, and if necessary move the victim and dry the victim's chest.
2. Determine that the victim is unconscious.
3. Determine absence of respirations.
4. Determine absence of pulse.

B. Initiate CPR - observe universal precautions by body substance isolation.

C. Attach the AED as soon as possible.

5. DO NOT USE ON PATIENTS WHO WEIGHT LESS THAN 90 POUNDS.
1. DO NOT USE ON PATIENTS UNDER 8 YEARS OF AGE.
2. Stop CPR and analyze the rhythm (some units will require pressing the "analyze" button).

- 14536 3. If shockable rhythm is determined by the AED, the unit will charge.
- 14537 D. With the unit charged, and when shock is indicated (1st shock):
- 14538 4. Verbally and visually clear the area and when safe, discharge the
- 14539 AED.
- 14540 1. Following the discharge, the unit will analyze the rhythm again
- 14541 (some units will require pressing the “analyze” button). Do not
- 14542 initiate CPR.
- 14543 2. If a shockable rhythm is determined by the AED, the unit will
- 14544 automatically re-charge.
- 14545 E. When a second (2nd) or additional shock is indicated, and with the unit charged:
- 14546 3. Verbally and visually clear the area and when safe, discharge the
- 14547 AED.
- 14548 A. Following the discharge, check for a pulse and if absent, press to
- 14549 analyze the rhythm again. Do not initiate CPR.
- 14550 B. If a shockable rhythm is determined by the AED, the unit will re-
- 14551 charge.
- 14552 F. Following the third (3rd) shock/discharge, check for a pulse and signs of
- 14553 circulation if absent, initiate CPR.
- 14554 G. After one (1) minute of CPR, repeat sequence beginning at D.3 and follow voice
- 14555 prompt of the AED device.
- 14556 H. If at any time the AED does not detect a shockable rhythm and the patient is
- 14557 without a pulse, maintain CPR and re-analyze with the AED at one-minute
- 14558 intervals. Follow the voice prompts that the AED provides.
- 14559 I. If at any time the AED is dropped or falls, the unit will be placed out of service
- 14560 and the supervisor will be advised. The supervisor will then advise the AED
- 14561 Coordinator. (If at any time the AED is found to be damaged or operating
- 14562 incorrectly, the AED unit will immediately be taken out of service).
- 14563 If the patient regains a pulse continue to provide supportive care with one or
- 14564 more of the following:
- 14565 (a) Utilize proper airway control and ventilation management.

14566 (b) Place the patient in the recovery position.

14567 (c) Maintain the airway if vomiting occurs.

14568

14569 **ON-SCENE COORDINATION WITH FIRE RESCUE/EMS:**

14570 B. Once on scene, paramedic units will have primary patient care authority.

14571 C. Upon arrival, give paramedic's a quick verbal report. This should include
14572 the patient status, care provided and the number of shocks and results.

14573 D. Rescue personnel may elect to continue the use of the AED for additional
14574 shocks. In most cases, the AED may be removed and a rescue monitor
14575 attached if the patient has regained a spontaneous rhythm or is ready for
14576 transport.

14577 E. Rescue personnel should consider the shocks delivered by the AED as part
14578 of their protocols.

14579 • After ALS transport of patient, FSUS personnel are responsible to ensure
14580 that the AED is placed back in service.

14581 F. AED service maintenance must include:

14582 1. charged battery (self-check)

14583 2. replacement of used pads (within date)

14584 3. replacement of razors

14585 4. replacement of CPR mask and/or bag-valve mask ("ambu" bag)

14586

14587 **DOCUMENTATION:**

14588 When the AED is used, the following information, shall be included in the incident
14589 report documenting the incident to be kept in the clinic files:

14590 A. Address of the incident.

14591 B. Response time to scene.

14592 C. Patient status upon arrival at scene.

14593 D. Care provided

14594 E. Patient status/outcome at the time patient care authority was turned
14595 over to medic unit.

14596

14597 **AED INSPECTIONS:**

14598 • Use Checklist – The school nurse will be responsible for ensuring the AED
14599 is ready for use. Checklist:

14600 1. Turn AED on to check audio and indicator signals.

14601 A. Check for patient monitor cables and defibrillator pads and spare
14602 pads.

14603 B. Check the presence and condition of accessories and supplies.

14604 C. If any component fails to function properly, immediately take the
14605 AED out of service and report the problem to a supervisor.

14606 D. Restore missing supplies.

14607 E. Carefully inspect the battery, looking for structural integrity. Report
14608 any problems to a supervisor. (If at any time the AED or battery is
14609 found to be damaged or operating incorrectly, the AED unit will
14610 immediately be taken out of service).

14611 • Quarterly Inspections – will be conducted by the school nurse. This
14612 inspection will entail checking the unit for the following.

14613 1. Inspect for general mechanical integrity.

14614 ○ Check for patient monitor cables and defibrillator pads.

14615 ○ Check cables for damage, cuts, or bare wires, etc. Replace if damage
14616 is noted. Do not use damaged cables.

14617 ○ Check quality of displays.

14618 ○ Check audio and indicator signals.

14619 ○ Check the presence and condition of accessories and supplies:

14620

14621 a. Check for spare defibrillator electrode pads.

14622 i. Check for latex gloves, one way pocket face mask.

14623 ii. Check for spare razors.

14624 ○ If any component fails to function properly, immediately take the
14625 AED out of service and report the problem to a supervisor.

14626 8. Restore missing supplies.

14627

14628 **TRAINING:**

14629 Only FSUS members who have successfully completed American Hearts
14630 Healthcare Provider CPR course will be qualified to use the AED. CPR and AED
14631 Skills Review and Proficiency Demonstrations are required for course completion.

14632

14633 **RECORDS:**

14634 The following documents shall be maintained at FSUS members authorized to use
14635 the AED and will be posted with the unit/s:

14636 *Name of individual.

14637 *Date of initial AED authorization.

14638 *Current level of first responder training or emergency medical
14639 (EMT) status including any certification expiration dates.

14640 *Dates and scores of annual AED review and proficiency
14641 demonstrations.

14642 *Dates and scores of bi-annual CPR review and proficiency
14643 demonstrations.

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14648 **STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

14649 **LAWS IMPLEMENTED:** 1001.41, 1001.43, 1002.33(9)(k)4, F.S.

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14653 **DATE ISSUED: June 2009**

14654 **REVISION DATE:**

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FLORIDA STATE UNIVERSITY SCHOOLS

14686 **FLORIDA STATE UNIVERSITY SCHOOLS**
14687 **ADMINISTRATIVE PROCEDURE**

14688
14689 **TITLE: MEDICINE ADMINISTRATION**

14690 **PROCEDURE NUMBER: E-562**

14691 **RELATED TO POLICY CHAPTER: 5**

14692 **POLICY NUMBER: 5.62*+**

14693 **PURPOSE:** The safe administration of prescription medication to K-12 students,
14694 during school hours.

14695
14696 **RESPONSIBILITY:** School Nurse

14697
14698 **PROCEDURES:**

14699 1. The school nurse is designated to administer or supervise others in the
14700 administration of medication to students. Others are described as follows:

14701
14702 • Licensed personnel employed to serve students (Registered Nurse,
14703 Licensed Practical Nurse, Advanced Registered Nurse Practitioner or other
14704 authorized licensed personnel).

14705
14706 • Unlicensed Assistive Personnel (School Health Assistant) who provide
14707 patient care services under the supervision of the school nurse.

14708
14709 • Other Designated School Personnel, such as health employees of the
14710 Leon County Health Department.

14711
14712 2. All Unlicensed Assistive Personnel and Other Designated School Personnel
14713 who shall administer or supervise the administration of medications to students
14714 shall be required to:

14716 (a) Attend regular Medication Administration Training under the
14717 direction of the office of Health and Nursing Services by a Registered Nurse or
14718 other licensed personnel authorized by state statutes to train on medication
14719 administration.

14720

14721 (b) Document training in the personnel files and renew every two years.

14722

14723 (c) Attend child specific training for administration of medicines, as
14724 indicated. This includes injections, nebulizers, gastric tubes, administration of
14725 emergency seizure medicines (i.e. Diastat), and medical testing and monitoring
14726 required of students with diabetes.

14727

14728 (d) Be certified in CPR/First Aid.

14729

14730 3. Instructional staff and other designated school personnel who administer or
14731 supervise the administration of medications to students on an occasional basis for
14732 field trips and special occasions shall be required to:

14733

14734 (a) Attend regular Medication Administration Training under the
14735 direction of the office of Health and Nursing Services by a Registered Nurse or
14736 other licensed personnel authorized by state statutes to train on medication
14737 administration.

14738

14739 (b) Document training in the personnel files and renew every two years.

14740

14741 (c) Attend child specific training for administration of medicines, as
14742 indicated. This includes injections, nebulizers, gastric tubes, administration of
14743 emergency seizure medicines (i.e. Diastat), and medical testing and monitoring
14744 required of students with diabetes.

14745 Intravenous medications shall only be given by a licensed medical professional
14746 with child specific training, and only in situations when administration of the
14747 medication is the only option to keep the student in school.

14748

14749 Names of all school personnel authorized and trained to administer medication
14750 shall be posted in the school clinic.

14751

14752 Only medications required during school hours or during authorized field trips
14753 shall be brought to school. Medication shall include ONLY FDA (Federal Drug
14754 Administration) APPROVED prescription and non-prescription medicine. These
14755 shall include:

14756

14757 Prescriptions given for a specified length of time, such as antibiotics for 10
14758 days, etc.

14759 Medicines given every day, such as for asthma, diabetes, seizures, etc.

14760 Medicines given prn (as needed) for a specific condition (for example:
14761 asthma, migraine headache, allergic condition, etc.)

14762

14763 All medicines the student takes on a regular basis (by mouth, inhaler, injection,
14764 patch, etc.) either daily or "as needed" (prn) shall be listed on the student's
14765 EMERGENCY AND MEDICAL INFORMATION FORM.

14766

14767 **Permission Form for Prescribed Medication.**

14768 The Medication Permission Form is valid only for the current school year. A
14769 separate form shall be on file for **each** prescription medication.

14770

14771 Before any prescription medication shall be administered by school personnel, or
14772 self-administered by a student, the parent or legal guardian of the child shall file
14773 with the school principal a dated, signed permission form authorizing the school
14774 to assist in administration of medication and indicating:

14775 Student's name
14776 (If there is a name discrepancy, the parent/guardian must list each name
14777 used by the student).
14778 Name of medication (trade or generic)
14779 Reason for medication and/or (diagnosis)
14780 Allergies
14781 Dosage to be given
14782 Route of medication, (by mouth, ear drops, nose drops, eye drops, injection,
14783 etc.)
14784 Time medication is to be administered
14785 Beginning and ending date for administration of medication
14786 The amount of liquid or count of pills brought to school.
14787 Name of parent
14788 Phone number of the parent, or legal guardian during school hours
14789 Doctor name and phone number. If a parent or legal guardian can not be
14790 reached in the event a problem should arise, the doctor who prescribed the
14791 medication shall be called.

14792

14793 **Non-prescription Medication.**

14794 The Medication Permission Form is valid only for the current school year. A
14795 separate form shall be on file for **each** non-prescription medication.

14796

14797 Students requiring over-the-counter (OTC) medicine for a temporary medical
14798 condition (i.e. cough and cold medicines, pain relievers, allergy medicines, skin
14799 conditions, etc.) do not need a written health care provider order for the first five
14800 (5) days of medicine administration, although the Medication Permission Form
14801 shall be completed by the parent/guardian. If the non-prescription medicine is
14802 needed for more than five (5) days, a written health care provider's order is
14803 required. Dosage shall not exceed recommended amount printed on the container
14804 and/or package without a written health care provider's order. **Note:** A parent

14805 may not “renew” the medication for another five (5) days; again, written
14806 authorization is required from the health care provider. Only FDA-approved non-
14807 prescription (OTC) medicines will be accepted and administered.

14808

14809 There shall be no changes in the dosage or time medication is administered
14810 without written permission from the prescribing doctor/health care provider.
14811 Only written and signed prescriptions shall be accepted as valid medication
14812 orders. Written and signed prescriptions may be faxed to the school by the health
14813 care provider’s office (doctor, dentist, etc).

14814

14815 Prescription and non-prescription medications shall be transported to and from
14816 school by the parent/legal guardian in an original container and shall be properly
14817 labeled. Over the counter medicines shall be in the original container and labeled
14818 with the student’s name. Medications may not be transported by the student.
14819 Exceptions to this rule, due to special situations or hardships, shall be allowed only
14820 with the site administrator’s written permission. Alternate transportation
14821 arrangements must be obtained for each medication the student may require in
14822 school.

14823

14824 Students shall not carry prescription or non-prescription medicine on their person,
14825 except medication deemed medically necessary by the health care provider.
14826 Medications to be carried and administered by the student shall require the health
14827 care provider’s written authorization and Medication Permission Form signed by
14828 the parent/guardian. The student shall demonstrate responsible behavior
14829 regarding storage and usage of the medicine. The School Health Assistant shall
14830 write “**Student Carries Medicine**” on the Medication Permission Form. Examples
14831 include but are not limited to:

14832

14833 Asthma inhalers (in accordance with Florida Statute 1002.20)

14834 Medicine by topical patch.

14835 EpiPen

14836 Insulin

14837 Glucagon

14838

14839 The following non-prescription medicines shall not require doctor's orders or
14840 Medication Permission Form:

14841

14842 Eye solutions necessary for contact lenses

14843 Sunscreen

14844 • Insect repellents

14845 • Petroleum jelly (Vaseline) for chapped lips

14846 Students shall not share these products.

14847 ALL MEDICINES, ADMINISTRATION AND PREPARATION DEVICES SHALL
14848 BE PROVIDED BY THE PARENT/GUARDIAN FOR THE SPECIFIC STUDENT.

14849

14850 I. Schools shall not maintain a stock of medications for "emergency" use for
14851 headaches, colds, asthma, etc.

14852 II. Schools shall not purchase or maintain nebulizers for the administration of
14853 medication.

14854

14855 **Medication Administration Log.**

14856 The purpose of this log is to document student-specific medication, dose and time.

14857 A separate medication log shall be used for **each** medication. Multiple doses of

14858 the same medication shall be documented on one medication log. A separate form

14859 the Medication Permission Form for Extended Day/Overnight Field Trips, shall

14860 also be used for each medication that a student receives on an extended

14861 day/overnight field trip.

14862

14863 The Medication Administration Log shall include the following:

14864 Student's name

- 14865 Reason for medication/ diagnosis
- 14866 Name of medication (trade or generic)
- 14867 Dose, amount, route, time to be given
- 14868 Amount of liquid and count of pills
- 14869 Date and time medication administrated
- 14870 Signature and title of person assisting with administration of medication

14871

14872 Person responsible for assisting with administering medication shall document
14873 when a student is absent or refuses to take the prescribed dosage and the parent
14874 shall be notified. If a medication error occurs (any incident in which medication
14875 is not given or given incorrectly, as defined by the parent authorization or health
14876 care provider’s order), the parent and site administrator shall be notified and a
14877 Medication Variance Form shall be completed.

14878

14879 **Discarding Medicine**

14880 Parents shall pick up any left over medicine within one week after the course of
14881 the medicine is over. Medicine left at school after this time shall be disposed
14882 according to the Guidelines for Disposal of Medication Procedure.

14883

14884 **Liability**

14885 There shall be no liability for civil damages as the result of administration of such
14886 medication or medical testing where the person administering the medication acts
14887 as a reasonably prudent person would have acted under the same or similar
14888 circumstances.

14889

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14894 **FLORIDA STATE UNIVERSITY SCHOOLS**

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APPENDIX B

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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.

15019 THIS INCLUDES VIDEOS SHOWN BEFORE/AFTER SCHOOL OR FOR CHILDCARE DURING
15020 MEETINGS.

15021

15022 **Video recording of Broadcast Programming Guidelines (taping television programs)**

15023 Everyone involved in off-air videotaping for classroom use should be aware that it is still a very controversial
15024 issue within copyright law. Although falling under the fair use guidelines, use of off-air programming must
15025 also meet these additional guidelines:

- 15026 • The program must be recorded off-air at the same time that it is being broadcast and can be retained
15027 by a non-profit educational institution for a period not to exceed 45 calendar days. At the end of the
15028 retention period, the videotape must be erased or destroyed.
- 15029 • The off-air recording may be used only **once** by an individual teacher in the course of relevant
15030 teaching activities (must meet all fair use guidelines) and repeated only once within the first 10
15031 school days for the purpose of reinforcement of material. After the first 10 school days, the instructor
15032 may only use off-air recordings for evaluative purposes (i.e. deciding whether or not to include the
15033 broadcast in the teaching curriculum). The recording may not be used within the school for other
15034 student exhibition.
- 15035 • Off-air recordings may be made only at the request of an individual teacher and may not be regularly
15036 recorded in the anticipation of a request. **NO BROADCAST PROGRAM MAY BE RECORDED**
15037 **OFF-AIR MORE THAN ONCE AT THE REQUEST OF THE SAME TEACHER REGARDLESS**
15038 **OF THE NUMBER OF TIMES THE PROGRAM MAY BE BROADCAST.**
- 15039 • Off-air recordings do not have to be shown in their entirety, but must be recorded as broadcast (i.e.
15040 not altered from original content).
- 15041 • All recordings must include original copyright notice as recorded.

15042

15043 *In a nutshell:*

15044 III. The taped copy may not be shown more than twice within 10 school days of the taping. After
15045 10 school days, the tape may not be shown to students, but can be used by the instruction for
15046 evaluative purposes.

15047 IV. The taped copy may not be retained longer than 45 calendar days.

15048 V. After 45 calendar days, the tape must be erased or destroyed.

15049

15050 **Specific FSUS Videotape Exhibition Procedures**

- 15051 1. All teachers are required to be familiar with and follow all applicable copyright laws when showing
15052 videotapes in the classroom.
- 15053 2. Videos may be shown *ONLY* if they meet all fair use guidelines or if the school has purchased a
15054 movie licensing agreement that covers the particular video in question.
- 15055 3. All videos must be completely viewed and evaluated by the teacher before being used in the
15056 classroom.
- 15057 4. It is the responsibility of the teacher to use professional judgment when choosing videos for
15058 classroom use. *Teachers are responsible for any video that is shown in their class.* Videos receiving
15059 a movie rating of greater than PG-13 may not be shown at FSUS.

15060

15061 **FSUS Rating Guidelines:**

15062 The following are rating guidelines divided by age level. These guidelines should be followed whenever a
15063 video has a movie industry rating. However, it is understood that some videos may not have a movie industry
15064 rating. In this case, the teacher should use his or her own best judgment and common sense in applying the
15065 guideline rules (*i.e. Franklin's Tooth would be equal to a G rated movie while Human Reproduction should*
15066 *gain prior administrative approval due to sensitive subject matter*). Nevertheless, all copyright and fair use
15067 rules still apply.

15068

15069 Consequently, if the teacher has **ANY** doubt as to the movie's rating, the teacher should complete an
15070 administrative approval request and obtain parental approval prior to students viewing the video. *Please*
15071 *remember, these guidelines also help to limit your exposure to professional liability. Failure to follow these*
15072 *guidelines can expose you to personal liability and may lead to disciplinary action by administration.*

15073

15074 **Elementary Rating Guidelines:**
15075 Videos receiving a PG rating or addressing sensitive topics will need to be approved by administration prior
15076 to student viewing. To obtain approval, teachers should complete and turn in the FSUS Teacher Request
15077 Form for Showing Videos (*Appendix A*). Following administrative approval, teachers will also need to obtain
15078 parental approval prior to student viewing. This should be accomplished using the Parent Permission Form
15079 for Video Viewing (*Appendix B*). Students who do not receive parental approval should be given an alternate
15080 assignment and relocated during the showing of the video. **PG-13 or higher rated movies may NOT be**
15081 **shown in the elementary school.**
15082
15083 **Middle and High School Rating Guidelines:**
15084 Videos receiving a rating higher than PG or addressing sensitive topics (including, but not limited to: sex,
15085 religion, etc.) will need to be approved by administration using the FSUS Teacher Request Form (*Appendix*
15086 *A*). Following administrative approval, teachers will also need to obtain parental approval for students to
15087 view these videos. Parental approval should be obtained using the Parent Permission Form for Video Viewing
15088 (*Appendix B*).
15089
15090 Students who do not receive parental approval should be given an alternate assignment and relocated during
15091 the showing of the video. **Movies receiving ratings greater than PG-13 are NOT permitted to be shown**
15092 **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

15129 **students in this class, meeting current instructional objectives and matching the maturity**
15130 **level of this audience.**

15131 **Signature of Classroom Teacher:** _____ **Date:** _____

15132 **As principal, I hereby give my approval for the above named video to be shown in the class**
15133 **listed above and at the time given.**

15134 **Teacher is required to obtain signed parent consent forms prior to showing this video in class**
15135 **and assign an alternate assignment for those students whose parents do not give written**
15136 **consent. YES** _____ **NO** _____

15137 **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

15285 listen to the material in its entirety and complete the pre-developed checklist (Appendix
15286 B). As a group, the review committee will determine the extent to which the material
15287 supports the curriculum and weigh the merits of the material as a whole against its
15288 alleged faults. The Review Committee will reach a decision as to the appropriateness of
15289 the material and prepare a written report (Appendix C), which will be sent to the principal
15290 within 5 working days. The principal will notify the FSUS Board and director that the
15291 Review Committee has been convened.

15292

15293 6. The principal will send a letter to the objecting party along with a copy of the final
15294 decision report from the Review Committee within 5 working days of receipt of report.
15295 The principal will send a copy of the Review Committee report to the FSUS Board and
15296 director within 5 working days.

15297

15298 **If the objecting party is still dissatisfied with the decision of the Review Committee,**
15299 **they may appeal to the School Board. Failure of the objecting party to send a**
15300 **written appeal to the School Board within 30 days of Review Committee Report**
15301 **receipt will result in a conclusion of the reconsideration process.**

15302

15303 7. The FSUS Board will consider the written appeal of the objecting party and schedule
15304 verbal presentations representing all views on the issues forming the objection. This shall
15305 include the objecting party's and other representative views. The Board will also consider
15306 the decision of the Review Committee and any other appropriate documentation (i.e.
15307 meeting summaries, material reviews, etc.). The decision of the FSUS Board regarding
15308 the appropriateness of a particular instructional material item will be considered final and
15309 binding.

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15311 **Materials, which have been questioned, can only be removed from circulation**
15312 **and/or use in the school district by the recommendation of the FSUS Review**
15313 **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?

15349 After conferring with the appropriate faculty member, what did you understand to be the
15350 intended objective of this material?

15351 _____

15352 What do you believe might be the result of students viewing/reading this material/work?

15353 _____

15354 _____

15355 For what age group would you recommend this material?

15356 _____

15357 What educational value does this material have?

15358 _____

15359 Are you aware of the evaluation of this material by critics or other experts in the field?

15360 _____

15361 _____

15362 What is your desired outcome of this reconsideration process?

15363 _____

15364 _____

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15366 Signature of Complainant _____

15367 Date _____

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Checklist for FSUS Instructional Material Review Committee

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15390

Date _____

15391

Title in Question _____

15392

Copyright Date of Title in Question _____

15393

Author _____

15394

15395

Purpose:

15396

What is the overall purpose of the material?

15397

Is the purpose accomplished? _____ Yes _____ No

15398

15399

Authenticity:

15400

Is the information authored or otherwise sourced? _____ Yes _____ No

15401

What is the reputation and significance of the author and publisher/producer in the field?

15402

Is the material up-to-date? _____ Yes _____ No

15403

Are the information sources well documented? _____ Yes _____ No

15404

Are translations and retelling faithful to the original? _____ Yes _____ No

15405

15406

Appropriateness:

15407

Does the material promote the educational goals and objectives of the curriculum?

15408

_____ Yes _____ No

15409

Is the material appropriate to the level of instruction intended? _____ Yes _____ No

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Revised 01/26/05

15411

Are the illustrations appropriate to the subject and age levels? _____ Yes _____ No

15412

15413

Content:

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Is the content of this material well presented by providing adequate scope, range, depth,

15415

and continuity? _____ Yes _____ No

15416

Does this material present information not otherwise available? _____ Yes _____ No

15417

Does this material give a new dimension or direction to the subject? _____ Yes _____ No

- 15418 Does the material give a realistic picture of life as it is now? _____ Yes _____ No
- 15419 Is factual information part of the story and is it presented accurately? _____ Yes _____ No
- 15420 Are concepts presented appropriate to the ability and maturity of the potential reader?
- 15421 _____ Yes _____ No
- 15422 Do characters speak in a language true to the period and section of the country in which
- 15423 they live? _____ Yes _____ No
- 15424 Is there a preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that
- 15425 would make this material inappropriate for children? _____ Yes _____ No
- 15426 If there is use of offensive language, it is appropriate to the purpose of the text for
- 15427 children? _____ Yes _____ No
- 15428 If there are graphics or photographic reproductions, are they appropriate to the purpose of
- 15429 the text for children? _____ Yes _____ No
- 15430 Does the material give a broader understanding of human behavior without stressing
- 15431 differences of class, race, color, sex, education, religion, or philosophy in any way?
- 15432 _____ Yes _____ No
- 15433 Is the material well written or produced? _____ Yes _____ No
- 15434 Does the material make a significant contribution to the history of literature or ideas?
- 15435 _____ Yes _____ No
- 15436
- 15437

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FSUS Review Committee Final Report Form

15442

Date _____

15443

Title of Challenged Material _____

15444

Author/Producer of Challenged Material _____

15445

Date of Committee Meeting _____

15446

Final Decision of Committee

15447

Rationale

15448

Committee Members Present

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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