FLORIDA STATE UNIVERSITY SCHOOLS

BOARD POLICY HANDBOOK

2025 Academic Year

FLORIDA STATE UNIVERSITY SCHOOLS

POLICY HANDBOOK

As of March 18, 2025

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL

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RECORD OF CHANGES TO BOARD RULES NOTES:
The following symbols are used with certain policies to indicate special information about the policy.

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

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

SCHOOL PHILOSOPHY

CHAPTER 1.0

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL PHILOSOPHY
CHAPTER 1.0

1.10
SCHOOL PHILOSOPHY

I. FSUS Vision

Excellence is Our Standard

II. 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.

III. FSUS Core Beliefs

A. Students learn and make good decisions when they are engaged in the learning process and have appropriate opportunities for success.

B. Having a safe and caring environment promotes student learning.

C. A student's self-esteem is enhanced by fostering mutual respect and collegiality among and between students and staff.

D. Teamwork and communication are essential elements of a successful school system.

E. Collaborative research and reasoned inquiry enables us to advance knowledge and contribute to best practices in education.

F. The educational experience will enable students to be successful in life's pursuits.

G. Each student is a valued individual with unique academic, social, creative, physical, and emotional needs.

REFERENCED MATERIALS: FSUS Strategic Plan

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

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

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 1.01

BOARD GOVERNANCE AND ORGANIZATION

CHAPTER 2.0

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

2.10*

SCOPE OF THE SCHOOL

I. 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.

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.; 1002.32 F.S.
LAWS IMPLEMENTED: 1001.32; 1001.33; 1001.43, F.S.

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

FLORIDA STATE UNIVERSITY SCHOOLS
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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.

I. 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.

II. 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.

III. 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.

ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

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

2.18

RESPECT AND CIVILITY IN SCHOOLS AND DISTRICT OFFICES

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

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

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

IV. Pursuant to this policy, when an individual is directed to leave, the site administrator or designee shall inform the person that he/she may be

subject to prosecution under Florida law. If an individual refuses to leave upon request or returns before the applicable period of time, the site administrator or designee may notify law enforcement officials. An incident report should be completed for the situations and submitted to the Executive Director/Superintendent.

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

VI. Expected Level of Behavior

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

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

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

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

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

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

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

D. Damaging or destroying school or Board property.

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

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

VIII. Parent Recourse

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

X. Authority of School Personnel

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

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

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

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

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

5. uses loud or offensive language; and/or

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

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

XII. Authority to Deal with Persons who are Verbally Abusive

A. 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.

B. 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.

C. 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.

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.43, F.S.

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

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
GOVERNANCE AND ORGANIZATION
CHAPTER 2.0

2.20

RESPONSIBILITIES AND AUTHORITY OF THE BOARD

I. 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.

II. The School Board operates in accordance with state law and regulations and is responsible for organization and operation of Florida State University Schools.

III. 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.

IV. 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;

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

F. Represent the entire community without fear or favor.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

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

FLORIDA STATE UNIVERSITY SCHOOLS
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GOVERNANCE AND ORGANIZATION
CHAPTER 2.0

2.201

CONFLICT OF INTEREST

I. Purpose.

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

II. Definitions.

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

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

2. A Compensation Arrangement with any entity or individual with which FSUS has a contractual, pecuniary, or other arrangement; or

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

B. A Financial Interest need not be held as of the date of discussion or action by the Board; rather, it is sufficient, for purposes of this Policy, if, as of the date of discussion or action by the Board, the Interested Person intends, or understands it to be more probable than not, that he or she will acquire a Financial Interest at any time during the pendency of the proposed transaction or arrangement that is the subject of discussion or action by the Board.

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

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

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

F. Conflict of Interest. With respect to a matter for discussion or action by the Board, any circumstance under which a Board member, by

virtue of a Financial Interest or Other Interest, may be influenced, or may appear to be influenced, either in whole or in part by any purpose or motive other than the success and well-being of FSUS and the achievement of its mission and purposes.

III. Disclosure of Financial or Other Interest.

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

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

2. The Board member shall verbally inform the Board of the existence, nature and extent of the Board member's Financial or Other Interest during the Board meeting in advance of such discussion or action by the Board. A written memorandum disclosing the nature of the conflict shall then be filed within 15 days after the oral disclosure with the person responsible for recording the minutes of the meeting and shall be incorporated into the minutes of the meeting at which the oral disclosure was made. Any such memorandum shall become a public

record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of this written memorandum.

B. Any and all disclosures shall be made a formal part of the minutes of the Board.

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

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

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

V. Determination of Conflict of Interest.

A. Where a Board member has disclosed a Financial or Other Interest but has not voluntarily recused himself or herself from discussion of or action upon the proposed transaction or arrangement, the Board shall, prior to commencing its discussion or taking action, determine

whether the Financial or Other Interest creates a Conflict of Interest, as defined above. The Interested Person shall not participate in any discussions or vote related to this determination, except to the extent necessary to fully explain the Financial or Other Interest and the manner in which the proposed transaction or arrangement to be discussed or acted upon by the Board may or will bear upon or relate to the Financial or Other Interest.

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

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

   a) The Board member or the Board member's spouse, domestic partner or child has in no way participated in the determination of the bid specifications or the determination of the lowest or best bidder;

   b) The Board member or the Board member's spouse, domestic partner or child has in no way used or attempted to use the Board member's influence to persuade FSUS or any personnel thereof to enter such a contract other than by the mere submission of the bid; and

   c) The Board member, prior to or at the time of the submission of the bid, has filed a statement with the Commission on Ethics, disclosing the Board member's interest, or the interest of the Board member's spouse, domestic partner or child, and the nature of the intended transaction or arrangement.

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

3. The business entity involved is the only source of supply and there is full disclosure by the Board member of his or her interest in the business entity to the Board prior to the purchase, rental, sale, leasing, or other business being transacted.

4. The total amount of the transactions in the aggregate between the business entity and the FSUS does not exceed $500 per calendar year.

5. The fact that a Board member is a stockholder, officer, or director of a bank will not bar such bank from qualifying as a depository of funds, provided it appears in the records of the Organization that the Board has determined that such Board member has not favored such bank over other qualified banks.

6. The Board member purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with the FSUS.

VI. Procedures Upon Determination of Conflict of Interest.

A. Exclusion from Discussion and Vote. In circumstances where the Board has determined that a Conflict of Interest exists, the Board member shall not participate in any discussion or vote regarding the transaction or arrangement at issue.

B. Action by Board. With respect to any transaction or arrangement with regard to which the Board has determined that a Conflict of Interest exists, the Board shall discuss such transaction or arrangement as

appropriate, but shall not formally approve such transaction or arrangement unless and until the non-interested members of the Board have decided, by majority vote, that the transaction or arrangement is in the best interests of, and for the benefit of, the FSUS, and is fair and reasonable thereto in all respects.

VII. Annual Disclosure and Acknowledgement:

A. Within 30 days of a new member's appointment and prior to the September meeting of the Board for existing members, each member of the Board shall complete and sign an Annual Disclosure and Acknowledgement certifying to all of the following:

1. Nature and extent of any Financial or Other Interests;

2. he or she has read, understands and has agreed to comply with this Policy;

3. he or she understands that this Policy governs his or her membership on the Board;

4. he or she understands that this Policy applies to all committees having board-delegated powers; and

5. he or she understands that Florida State University Schools, Inc., is a tax-exempt organization and a statutorily created developmental research school and charter school and, in order to maintain these statuses, Florida State University Schools, Inc., must continuously engage primarily in activities which accomplish its mission and purposes.

B. Any member of the Board who fails to sign such a statement shall be prohibited from participating in discussion or action undertaken by the Board.

C. Any member of the Board who refuses to sign such a statement after the first meeting of the Board shall be removed from Board membership.

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

IX. Other Prohibited Conflicts of Interest.

A. Prohibition on Solicitation or Acceptance of Gifts. Pursuant to Section 112.313(2), Florida Statutes, no member of the Board shall solicit or accept anything of value to the Board member, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the Board member would be influenced thereby.

B. Prohibition on Doing Business with the Organization. Pursuant to Section 112.313(3), Florida Statutes, no employee of the Organization acting in his or her official capacity as a purchasing agent, or Board Member acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own Organization from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a Board Member or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own Organization.

C. Conflicting Employment or Contractual Relationship. Pursuant to Section 112.313(7), Florida Statutes, no Board member shall have or hold any employment or contractual relationship with any business entity or any agency doing business with the Organization; nor shall a Board member have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her duties as a Board member or that would impede the full and faithful discharge of his or her duties as a Board member.

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

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

X. Period Reviews.

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

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and are the result of arm's length bargaining.

2. Whether transactions or arrangements entered into by the FSUS conform to the FSUS's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further its mission and purposes and do not result in personal inurement, impermissible private benefit or in an excess benefit transaction.

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

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

HISTORY:

ADOPTED: 2/11/25

REVISION DATES: None

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2.211
EVALUATION OF DIRECTOR

I. The School Board and Director of Florida State University Schools, recognize the need to review the Director's performance annually. This evaluation serves to assist both the Board and the Director in the proper discharge of their responsibilities and to enable the Board to provide the FSUS with the best possible leadership. This review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Director. The intent of the evaluation is to:

A. Arrive at certain conclusions as to the effectiveness of the Director in achieving the objectives of the district and fulfilling school vision and mission.

B. Communicate those conclusions to the Director while providing counsel and direction to them.

C. Enhance the working relationship between the Board, College, and Director of Florida State University Schools.

D. Promote the professional learning and growth of the Director to enhance district operations.

E. Guide decisions relative to continued employment and compensation of the Director.

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

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

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

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

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

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

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

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

STATUTORY AUTHORITY: 1012.34 F.S.

HISTORY: NEW
ADOPTED: 3/18/25
REVISION DATE(S):

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2.22*

BOARD OF DIRECTORS' MEETINGS

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

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

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

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

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

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

a) Regular, special, and emergency meetings of the Board of Directors shall be held in a school meeting room, unless otherwise noticed. When such a meeting is scheduled or re-scheduled at a location other than the regular meeting place, the Director or designee shall take such action to give public notice as required by Florida Statutes.

b) All Board meetings shall be conducted in accordance with Robert's Rules of Order.

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

d) A vote shall be unanimous if all members audibly vote "yes" or otherwise indicate an affirmative vote.

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

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

b) Members of the public shall have an opportunity to address the School Board at a public meeting regarding any proposition before the Board. Speakers shall adhere to the rules established by the Board in accordance with Florida Statutes. Persons who desire to speak before the Board may call or email the Board Clerk at least 24 hours prior to the scheduled start time of the Board meeting to advise of their intent to address the Board and, if applicable, the particular agenda item to which they wish to speak. Each speaker shall complete a Speaker Appearance Form, which is available on the school's website and at the Board meeting. The Speaker Appearance Form must be submitted before the Board meeting. The Board Clerk shall keep an accurate and complete list of persons who wish to address the Board. Written comments may be provided to the Board, but must be submitted before the start of the Board meeting. Such comments shall be sent to the Board Clerk. Timely written comments will not be read during the Board meeting, but the Board Clerk will provide written comments to the Board prior to the Board meeting. Written comments not received prior to the Board meeting are not considered timely and will be considered at the next regularly scheduled Board meeting. Matters involving day-to-day school operations, student discipline other than expulsion, grades, or personnel issues are typically not within the purview of the Board. Each statement made by a participant shall be limited to three (3) minutes duration, unless extended by the Presiding Officer. Persons will be recognized in the order in which the

requests were received. A person may not yield his or her time to another speaker.

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

II. Agendas

A. The Director shall be responsible for setting the agenda for meetings of the Board in consultation with the Board Chair.

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

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

D. 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

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2.23*

SCHOOL BOARD RULES

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

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

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

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

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

3. The Director or designee shall file immediately in his/her office a copy of any new rule, rule amendment, or repeal of rule adopted by the School Board; policy handbooks shall be amended accordingly.

4. Such rules shall become effective upon adoption by the School Board unless a time certain date is specified therein.

B. Any person substantially affected by an existing School Board rule may petition the Division of Administrative Hearings, Florida Department of Administration, to conduct a hearing on the rule validity pursuant to Florida Statutes. Any hearing examiner's decision that is adverse to the School Board may, upon the School Board's appeal, be judicially reviewed. Any hearing examiner's decision that is adverse to the person substantially affected may, upon that person's appeal, be judicially reviewed.

C. The School Board may determine that the public health, safety, or welfare is endangered and that immediate action is required to protect the public interest. When this occurs, the School Board, at any meeting in which a quorum is present, may adopt emergency rules, without complying with the waiting period as provided in subsection (1) herein for public hearings and other similar requirements. The Director or designee shall properly record the effective date for any such emergency rule. Any emergency rule

shall not be valid in excess of ninety (90) days from the adoption or effective date.

D. A copy of the compiled rules shall be available for inspection in the Director or designee's office, the Administrative Staff's office, and in the library at the school.

E. Copies of the School Board rules shall be assigned to various positions within the school as determined by the Director or designee.

1. A copy of any rule change shall be made available by the Director or designee to each holder of the compilation who shall be responsible for entering all changes immediately upon receipt.

2. A copy of the School Board rules manual shall be available to all staff members either in the Administrative Staff's office or school library. The school Administrative Staff shall keep the compilation current.

3. The Administrative Staff shall inform his/her staff members of the location of the School Board rules and any changes.

STATUTORY AUTHORITY: 1001.41, 1001.42 F.S.

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

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

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2.24

COLLECTIVE BARGAINING AGREEMENTS

Any provision of a collective bargaining agreement which is ratified by the School Board and affects collective bargaining members shall prevail over any School Board policy conflicting with the agreement. The School Board policy shall be deemed to be amended during the term of the agreement. If such agreement expires prior to ratification of a subsequent agreement, the provisions of the expired agreement shall be in effect until ratification of a subsequent agreement or approval by the legislative body by a Resolution of Impasse.

STATUTORY AUTHORITY: 1001.41, 1001.42 F.S.

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

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

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.

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

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

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

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

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

II. An approval process.

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

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

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

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

VI. Reporting Procedures

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

HISTORY:
ADOPTED: 12/13/16
REVISION DATE(S): 12/12/17
FORMERLY: 2.14

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2.261

FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT

I. FSUS administration is encouraged to strengthen family involvement and family empowerment in the school. FSUS administration will coordinate and integrate parental involvement strategies with school improvement, Title I, Title II, Title IV, Title VI, Community Involvement Programs, Business Partnerships, and other community involvement activities.

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

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

B. Responsible parenting is promoted and supported.

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

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

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

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

III. FSUS administration will communicate parental choices and responsibilities to parents.

IV. FSUS administration will provide professional development opportunities for staff members to enhance understanding of effective parent involvement strategies through the School's professional development plan.

V. FSUS administration will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this policy:

A. To determine the effectiveness in increasing parent participation;

B. To identify barriers to greater parent participation; and

C. To report the findings to the State Board of Education.

VI. FSUS administration will use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, the parent involvement policies.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 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
REVISION DATE(S):
FORMERLY:

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2.27

SPECIAL COMMITTEES OF THE BOARD

I. 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.

II. 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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2.28

SCHEDULE FOR LEGAL ADVERTISEMENTS

I. 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.

II. 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.

III. 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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2.40

LEGAL COUNSEL - BOARD

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

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

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

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

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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):
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2.50

SCHOOL BOARD PARTICIPATION IN ACTIVITIES

I. 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.

A. 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.

B. 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.

C. 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

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2.60*+

PROGRAM OF AWARDS

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

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

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

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

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

B. The criteria for awards granted at individual schools shall be established by the administrative and the instructional staff, and shall be submitted in writing to the Director or designee.

1. The criteria for awards distributed at the School level shall be developed by the Director or designee with the assistance of representatives of the supervisory, administrative, instructional, and non-instructional staffs.

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 1012.22, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 2.03

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2.70

PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

I. Policy Against Discrimination

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

B. Pursuant to 1002.32(4), a lab school may establish and implement an admissions process that is designed to result in a representative

sample of public school enrollment based on gender, race, socioeconomic status, and academic ability.

C. The School Board prohibits retaliation by any District personnel against a person for reporting, filing or being a witness in a discrimination (including harassment) charge, complaint, investigation or lawsuit associate or in connection with this policy.

D. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity (Professional Standards), Student Support Services or the Equity Coordinator at each school/district office.

E. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

1. For Employee – FSU's Office of Equity, Diversity and Inclusion (Michelle Douglas, 850-644-7950)

2. For Students – Student Support Services at (245-3700)

3. Job applicants with disabilities requesting accommodations under the American with Disabilities Act (ADA) may contact FSU Human Resources at (850-645-1458)

4. Current School District employees with disabilities requesting accommodations under the ADA may contact FSU Human Resources at (850-645-1458)

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

A. The FSUS School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is

the FSUS Board's commitment to equal opportunities and the prohibition of discriminatory practices. The FSUS Board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The FSUS Board will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

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

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

IV. Definitions

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

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

1. An employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an

individual's participation in unwelcome sexual conduct (quid pro quo)

2. Any unwanted or unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access.

3. Reports of sexual assault, dating violence, domestic violence and stalking, as defined in the federal Violence Against Women Act do not need to meet the description of severe, pervasive and objectively offensive.

C. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment

or academic benefits, or services, honors, programs, or activities available at or through the school.

D. Types of conduct which are prohibited at FSUS and which may constitute sexual harassment include, but are not limited to

1. Graphic verbal comments about an individual's body or appearance.

2. Sexual jokes, notes, stories, drawings, pictures or gestures.

3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.

4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.

5. Spreading sexual rumors.

6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.

7. Cornering or blocking normal movements.

8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

V. Definition of Other Forms of Prohibited Harassment

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race (including ant-Semitism), color,

religion, gender, national or ethnic origin, age, disability, marital status, sexual orientation, political or religious beliefs, citizenship, pregnancy or genetic information or any other distinguishing physical or personality characteristic protected by law and that

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;

2. Has the purpose or effect of interfering with an individual's work or academic performance; or

3. Otherwise, adversely affects an individual's employment or academic performance.

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

1. Epithets, slurs or negative stereotyping; or

2. Threatening, intimidating or hostile acts, such as physical acts of aggression against a person or his property; or

3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school or District office premises or circulated in the workplace or academic environment.

V. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, color, national or ethnic origin, religion, age, disability, political

or religious beliefs, pregnancy or any other distinguishing physical or personality characteristics by an employee, volunteer, agent or student of FSUS should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment should be reported within sixty (60) days of alleged occurrence. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator. The formal complaint must be resolved according to the federal regulations and FSUS processes that specifically apply to such formal complaints; and

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

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

4. If the complaint is against the District's District's Title IX Coordinator , the Director, or other member of the School Board, the complaint may be filed with the School Board Attorney.

C. Procedures for Processing Complaints of Harassment

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

a. Upon receipt of the written complaint by the FSUS District's Title IX Coordinator , the FSUS District's Title IX Coordinator shall appoint an investigator to conduct an investigation of the allegations in the complaint. The investigation may be conducted by school personnel or a third party designated by FSUS. The investigation will be conducted within thirty (30) days. The investigator shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused,

or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the FSUS as to District's Title IX Coordinator whether there is reasonable cause to believe a violation of the FSUS's antidiscrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to the District's Title IX Coordinator along with the summary and recommendation.

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

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

d. If the District's Title IX Coordinator or School Board Attorney determines there is reasonable cause to

believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. The District's Title IX Coordinator or School Board Attorney shall then forward the investigatory file, reasonable cause 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 occurred.

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

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

h. Penalties for Confirmed Discrimination or Harassment

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

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

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

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

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

VI. Sexual Harassment Prohibited by Title IX

A. Definitions

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

2. Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by Title IX against a respondent and requesting that the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX grievance process noted below is followed.

3. Program or Activity includes locations, events or circumstances over which the School Board excises substantial control over both the respondent and the context in which the sexual harassment occurs.

4. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by Title IX.

5. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measured are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational

environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of parts of campus, and other similar measures. Any supportive measures provided to the complainant or respondent are maintained as confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

B. Title IX Complaint (Grievance) Process

1. Any person may report sex discrimination prohibited by Title IX, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

2. Complainants and respondents are treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

3. The Title IX Coordinator promptly contacts the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

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

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

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

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

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

9. Any Title IX Coordinator, investigator, decision-maker, or any person who facilitates an informal resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

10. Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment prohibited by Title IX, the scope of the School's education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, and how to serve impartially, including by avoiding pre-judgment of the facts at issue, conflicts of interest, and bias. Decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

11. A finding of responsibility may result in disciplinary action up to and including expulsion for students or dismissal of employees.

12. The standard of evidence used to determine responsibility is preponderance of the evidence.

13. This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

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

f. informs the parties of any provisions in the School Board's code of conduct or the superintendent's Standards of Student Conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

g. If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations is provided to the parties whose identities are known.

16. Dismissal of formal complaints

a. A formal complaint or any allegations therein must be dismissed if the conduct alleged in the complaint would not constitute sexual harassment prohibited by Title IX even if proved; or did not occur in the School's education program or activity; or did not occur against a person in the United States.

b. Such a dismissal does not preclude action under another provision of the School Board's code of conduct.

c. A formal complaint or any allegations therein may be dismissed if at any time during the investigation: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the School Board; or specific circumstances prevent the School Board from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

17. Investigation of formal complaint

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

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

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

d. The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The choice or presence of advisor for either the complainant for respondent is not limited in any meeting or grievance proceeding.

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

f. The investigator provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10

days to submit a written response, which the investigator will consider prior to completion of the investigative report.

g. The investigator creates an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, sends to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

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

18. Determination regarding responsibility

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

b. The written determination must include:

(1) identification of the allegations potentially constituting sexual harassment prohibited by Title IX;

(2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence; findings of fact supporting the determination;

(3) conclusions regarding the application of the School Board's code of conduct to the facts;

(4) a statement of, and rationale for, the result as to each allegation including a determination regarding responsibility, any disciplinary sanctions the School Board imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School Board's education program or activity will be provided to the complainant; and the procedures and permissible bases for the complainant and respondent to appeal.

c. The decision-maker must provide the written determination regarding responsibility to the parties simultaneously.

d. The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

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

19. Appeals

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

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

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

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

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

c. As to all appeals, the Title IX Coordinator

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

(2) ensures that the decision-maker for the appeal is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and ensures that the decision-maker for the appeal complies with the standards set forth in Title IX and this policy.

d. The appeal decision-maker

(1) gives both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

(2) reviews the evidence gathered by the investigator, the investigator's report, and the decision-maker's written decision;

(3) issues a written decision describing the result of the appeal and the rationale for the result; and provides the written decision simultaneously to both parties and the Title IX Coordinator.

20. Timelines

a. The investigative report will be provided to the parties within 35 days from the date the formal complaint is filed.

b. A decision will be issued within 10 working days from the date the investigative report is submitted to the decision-maker.

c. Either party may appeal within 5 working days from the date the written determination regarding responsibility is given to the parties.

d. Any appeal will be resolved with 15 calendar days from the filing of the appeal.

e. If the parties agree to an informal resolution process, these deadlines are tolled from the time one party requests an informal resolution process until either the time the other party responds, if that party does not agree to the informal resolution process, or until either party withdraws from the informal resolution processed.

f. Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; disciplinary processes required by law or School Board policy; or the need for language assistance or accommodation of disabilities.

VII. Informal Resolution Process

A. At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the parties may participate in an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. When one party requests an informal resolution process, the other party must respond to the request within 3 days. The informal resolution process must be completed within 10 days of the agreement to participate in the process.

B. The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

1. The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the grievance process with respect to the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. The parties, voluntarily and in writing, consent to the informal resolution process; and

3. The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

C. If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the document and receive a copy, and forward it to the title IX Coordinator. If the matter is not resolved, the formal complaint process is resumed.

D. Parties cannot be required to participate in an informal resolution process.

E. An informal resolution process is not offered unless a formal complaint is filed.

VIII. Training

A. Training is mandatory for all school-based Title IX Coordinators, investigators, decision-makers, hearing officers, and appeals decision-makers.

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

IX. Recordkeeping

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

1. Each investigation of allegations of sexual harassment prohibited by Title IX including any determination regarding responsibility and any audio or audiovisual recording or transcript, if any, required under the Title IX regulations, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the school's education program or activity.

2. Any Appeal and the result therefrom;

3. Any informal resolution and the result therefrom; and

4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

5. For each response required under 34 C.F.R. §106.44, the School Board must create, and maintain for a period of seven (7) years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment prohibited by Title IX. In each instance, the School Board will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its education program or activity. If the School Board does not provide a complainant with supportive measures, then it will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

X. Retaliation Prohibited

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

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

a. 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.

b. 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.

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

d. The accused may request, within ten (10) days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Director. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given

an opportunity to meet with the Director and the 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 must within ten (10) days of receipt of the notice prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

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

f. After providing the opportunity for an informal hearing as referenced in section V.B.1.h., the Director shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within ten (10) days of the informal hearing be forwarded to the accused and the complainant, and a copy of the notice will be filed with and maintained in the office of the FSUS District's Title IX Coordinator and FSUS Human Resources.

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

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

2. Complaints against School Board Members or against the Director

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

b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Board Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have.

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

LAWS IMPLEMENTED: 112.51, 119.07, 760.01 ET SEQ. 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 108, 34 CFR 200.43(C),P.L. 110-233

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

2.80

REPORTING CHILD ABUSE

I. Definitions

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

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

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

or religious organization who thereby does not provide specific medical treatment for a child shall not, for that reason alone, be considered a negligent parent or legal custodian.

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

II. Prohibition Against Child Abuse, Abandonment or Neglect

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

III. Notification of Responsibility

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

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

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

3. Instructions for calling 911 for emergencies.

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

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

IV. Requirements for Reporting Child Abuse, Abandonment or Neglect

B. Florida Statute extends the requirement for reporting to include the following:

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

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

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

4. School teacher or other school official or personnel;

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

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

C. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. The teacher or staff member may also contact

the principal, a school designee, district office or support person to let them know the case has been reported, and for their own documentation and protection file a District County Schools Child Abuse Incident Referral Report.

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

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

E. Complaint Against FSUS Employee, Volunteer or Agent

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

proceedings.

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

F. When a report of child abuse, neglect or abandonment has been made to the Department of Children and Family Services or law enforcement agencies, a teacher, staff member, volunteer or agent should not take it upon himself/herself to interview the child, talk with the suspected abuser, discuss the allegations with other potential witnesses or otherwise investigate the case. Nor should a teacher, staff member, volunteer or agent divulge information relating to the complaint to persons other than school officials, the Child Protection Team, the Department of Children and Family Services, law enforcement, the State Attorney or other court designee. If a parent, caregiver, or legal guardian desires information related to a complaint of child abuse, that person should be directed to contact the Department of Children and Family Services and/or the applicable local law enforcement agency.

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

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

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

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

HISTORY:
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REVISION DATE(S): 6/21/16
FORMERLY:

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

2.90

TOBACCO AND NICOTINE USE ON SCHOOL CAMPUS

I. Purpose

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

II. Applicability of Policy

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

III. Definitions

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

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

B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes but is not limited to devices manufactured, marketed, or sold

as e-cigarettes, e-cigars, e-pipes, vape pens, similar devices, or under any other product name or descriptor. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to, e-liquids, e-juice, cartridges, or pods.

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

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

IV. General Policy Statement

A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, chargers and other e-cigarette paraphernalia (including but not limited to batteries, mouthpieces, heating elements and cartridges) or lighters at any time on school property or at any school related or school-sponsored event.

B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, chargers and other e-cigarette paraphernalia (including but not limited to batteries, mouthpieces, heating elements and cartridges) or lighters at any time

on school property or at any school related or school-sponsored events. This includes products or paraphernalia displaying industry brands.

V. Exception to this Policy

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

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

VI. Notification of Policy and Implementation

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

A. Appropriate signage will be posted in a manner and location on all District property that adequately notifies employees, students, parents, visitors, and the public of this policy.

B. Written notice to students and parents/guardians in student handbooks and orientations.

C. Written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment.

D. Reminder announcements of this policy at school and District events, as appropriate.

E. Written notice of the prohibition as provided in this policy in contracts with outside groups who use the school buildings and other facilities.

VII. Tobacco Promotion Prohibited

A. Tobacco advertising is prohibited on school grounds, in all school-sponsored publications, on District vehicles and buses, and at all school-sponsored events. It is a violation of this policy for any person to promote tobacco products on the school property or at any school related or school sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.

B. Acceptance of Tobacco Industry Gifts is prohibited. The Policy prohibits the district from soliciting or accepting gifts, contributions, materials, or curricula from the tobacco industry.

VIII. Educational and Cessation Programs for Students and Employees

A. Prevention Education for Students. The administration will consult with the Safe Schools Department and other appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean, and inviting school environment. The administration will ensure that students in grades K-12 receive tobacco prevention education using sequential, age appropriate, current, accurate, evidenced based curricula and a skills-based approach (involving students in active "hands on" learning experiences).

B. Cessation Support Programs for Students. The administration may consult with the Safe Schools Department, the Florida Tobacco

Prevention Program (www.tobaccopreventiontraining.org), the Leon County Health Department, Employee Wellness in Risk & Benefits Management, the American Lung Association and other appropriate health organizations as needed to provide students and employees with information and access to support systems, tobacco use cessation programs, and services to encourage them to abstain from the use of tobacco products.

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

IX. Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

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

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

C. Family members, volunteers, or visitors. Family members, volunteers or visitors who violate the policy must immediately discontinue using the tobacco product or electronic cigarette, or leave the premises. Law enforcement officers may be contacted to escort

the person off the premises if the person refuses to leave the school property when requested to do so by District personnel.

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

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

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

HISTORY:

ADOPTED:

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FORMERLY: 2.0

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

2.95*+

WELLNESS PROGRAM

I. 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.

II. 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.

III. 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.

IV. 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.

V. Policy

Local Wellness Policy Advisory Committee/Healthy School Team

1.1 Mission

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

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

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

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

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

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

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

1.2 Membership

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

1. Parents. A member (parent) of the PTSA from the FSU campus or an advisory member for the FSU Campus)

2. Students. High school students

3. School Food Service. Employee of the contracted school food service provider food service staff

4. School Board. A member of the school board

5. School Administrator. School principal

6. School Nurse. Physical Education/Health Education (Need to fix font to make is same as other text in document)

7. PE/health educator. Local Health Professional

8. Community member who works in the health/well-being field

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

C. Nutrition Guidelines for all Foods and Beverages Available during the School Day

2.1. School Meals Program

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

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

C. School meals will include a variety of nutrient-dense foods, including lean protein, whole grains, fruits, vegetables, and low-fat or non-fat milk.

D. School menus will be planned with input from students, family members, and other school personnel and should take into account students' cultural norms and preferences. Food pricing strategies and food marketing programs will be designed and used to encourage students to purchase nutritious meals.

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

F. School food service employees will use food preparation techniques to provide meals that are lower in saturated fat, sodium, and sugar and free of artificial trans-fat.

G. The contracted school food service provider will provide culinary training to foodservice associates. Training will include the use of standardized recipes and food presentation.

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

2.2 Competitive Foods

A. 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.

B. 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.

C. 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.

D. 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.

E. 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).

F. 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

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

B. 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.

C. 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.

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

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

F. The contracted school food service provider will utilize menu planning and food merchandising to promote healthy and balanced meal choices. The contracted school food service provider will utilize Smarter Lunchroom techniques to promote healthy choices. A variety of appealing entrée options will be accompanied by a variety of fruits, vegetables, and milk choices. Colorful cafeteria signs will promote the selection of healthful food items to create a reimbursable meal. Food service staff will encourage students to select a balanced meal. Food service associates will receive annual customer service training, which will be documented in accordance with professional standards training requirements.

2.4 Food Safety

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

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

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

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

2.5 Nutrition Education

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

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

C. 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.

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

2. 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

A. Physical Activity during the School Day

1. 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.

2. 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.

B. Physical Activity Before and After School

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

C. Physical Education Classes

1. 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.

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

3. 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.

D. Creating a Positive Environment for Physical Activity

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

5.0 Other School Based Activities to Promote Student Wellness

A. Food Sold for Fundraising Activities. 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.

B. Healthy Classroom Parties and Celebrations. The Florida State University Schools recognize that classroom parties and celebrations are a tradition at school. School staff and parents are encouraged to include1-3 healthy food offerings, as defined in this policy, at school

parties and events to support a healthy environment throughout the district.

C. Food Sold for Concessions. During athletic and other afterschool events on campus, concessions will offer 1-3 options that are fruit, vegetable, or whole grain.

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

A. Professional Development

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

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

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

7.0 Policy Implementation

A. 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.

B. 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.

1. Frequency: Once every 3 years

2. 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.

C. Health and Safety Compliance

1. 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.

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

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.

D. Policy Review. The Wellness Policy will be reviewed and revised annually.

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

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

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

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

E. Informing/Updating the Public. The approved Wellness Plan may be found on the school website. The most updated version of the policy and most recent triennial assessment will always be available on the

school website for the public to view. Public input is also encouraged during the advisory board meetings. Any individual who expresses interest in the Wellness Policy Advisory Committee/Healthy School Team is welcome to attend the wellness policy planning meetings. To be included, individuals may contact the school nurse.

F. Wellness Leadership. The wellness policy leadership will communicate with other school officials to ensure each school complies with the policy.

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

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 AGRICULTUREAND CONSUMER SERVICES RULE(S): 5P-1.001, 5P-1.002, 5P-1.003

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REVISION DATE(S): 10-11-12; 1/8/2013**;** 6/11/24

FORMERLY: 1.03

SCHOOL ADMINISTRATION

CHAPTER 3.0

FLORIDA STATE UNIVERSITY SCHOOLS

POLICY MANUAL

SCHOOL ADMINISTRATION

CHAPTER 3.0

3.10

ADMINISTRATIVE ORGANIZATION

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F. S.

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

ADOPTED: 12/8/09

REVISION DATES:

FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS
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 who may be contemplating suicide, to respond to a threat or attempted suicide. The Executive Director/Superintendent will develop an intervention plan for in-school suicide attempts, out of school suicide attempts and an

appropriate re-entry process, including a re-entry meeting to discuss the development of a safety plan and additional interventions or supports.

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

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

VI. The Principal, or designee, shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to a school-based mental health services provider to

perform either the C-SSRS or SAFE-T suicide risk assessment prior to determining whether the student requires an involuntary examination (Baker Act).

STATUTORY AUTHORITY: 1001.41, 1001.42, F. S.

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

ADOPTED: 9/13/2022

REVISION DATES:

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, eligibility determination, or provision of ESE services) where a parent has documented that such audio recording is necessary for that parent to meaningfully participate in the meeting; to understand the IEP process and/or his/her child's IEP; or is otherwise necessary to implement other parental rights under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act,

as amended. Authorized exceptions to the general prohibition against the audio recording of a parent-staff meeting will typically involve situations when a parent has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process or the relevant planning of the student's education.

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

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

C. For purposes of the recording of IEP Team meetings, a recording is defined as the capture of voices, and other ambient sound electronically, digitally, or by any other means for the purpose of

retrieval and review. Recording, moving visual images at an IEP meeting is strictly prohibited.

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

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

LAW(S) IMPLEMENTED: 34 C.F.R. 300.322 and 300.501; 316.305, 847.0141, 1003.57 F.S.

ADOPTED: 9/13/22
REVISION DATES:
FORMERLY: NEW

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3.18
SCHOOL CALENDAR

I. Annually the Director or designee shall establish a school year calendar committee.

II. 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.

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

IV. 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

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.

I. 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.

II. 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.

III. Free and Reduced Waivers

Those who qualify for the Free or Reduced Price Meals Program may be eligible for a waiver of the activity fee. In order to be eligible for the waiver of activity fees, the Application for Free and Reduced Lunch must be received prior to October 1st by the Lunchroom Manager each school year. Free and Reduced Lunch Applications for students admitted after the first day of school must be received by the Lunchroom Manager within 30 calendar days of admission. Activity fees for students who qualify for the wavier but who do not meet the application deadline will be due in full. The Free and Reduced Lunch application is included in the orientation packet or may be obtained from the FSUS website.

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

IV. Extra-curricular Activities

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

V. Partial Year Fee Schedules

Activity fees will be prorated for new students who attend for less than a full school year. For each part of a quarter that the new student attends FSUS, they must pay ¼ of the activity fee. There are no refunds, nor are fees

prorated due to withdrawal except when the withdrawal is made within 30 calendar days of admission.

ADDITIONAL REFERENCE: ACTIVITY FEE PAYMENT PROCEDURE

STATUTORY AUTHORITY: 1002.32 F.S.

ADOPTED: 4/14/09

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

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3.191
OUTSTANDING FEES

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

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

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3.20A

RESPONSIBILITIES OF ADMINISTRATIVE PERSONNEL

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

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3.21

DIRECTIVES, PROCEDURES AND ADMINISTRATIVE MANUALS

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

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3.22*

OPENING AND CLOSING OF SCHOOL

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

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

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

LAWS IMPLEMENTED: 1001.42, 1001.43, F.S.

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

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

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3.23
EMERGENCIES

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

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

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

During times of general public emergency, the Director is authorized to use appropriate available resources in cooperation with other agencies to alleviate the emergency.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.33, 100.43, F.S.

HISTORY:

ADOPTED:

REVISION DATE(S): 12/8/09

FORMERLY: 2.07

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3.25

AUTOMATIC EXTERNAL DEFIBRILLATORS

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

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

HISTORY:

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FORMERLY: NEW

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3.30

RESPONSIBILITIES OF PRINCIPAL

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

HISTORY:
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REVISION DATE(S):
FORMERLY: 2.08

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3.40+
SAFE AND SECUE SCHOOLS

I. Introduction

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

II. Orderly Environment

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

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

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

C. Any person on the school campus not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. The school safety specialist shall keep a log of such incidents, which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any

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

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

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

III. Emergency Response Agencies

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

A. Emergency Response Agency: Florida State University Police Dept. (FSUPD). Type of Emergency: All Dangerous Situations

IV. Safety, Security and Emergency Plans

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

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

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

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

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

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

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

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

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

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

V. Threat Management

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

students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes.

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

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

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

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

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

d. Assist School Based Threat Management Teams at FSUS Leon.

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.

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

   e. Parental Notification

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

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

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

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

v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or

guardian upon the plan's finalization and anytime the SSMP is substantially revised.

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

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

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

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

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

8. To the extent practical and feasible, upon the student's transfer to a different school, the threat management team must verify that any intervention services provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken. Through the DTMC, FSUS Leon District must ensure that all threat management teams in the FSUS Leon District report to the DOE office on the team's activities during the previous year. The FSUS Leon District School Safety Specialist must ensure timely reporting of all required information. The report will contain all data or information required by Florida Law.

VI. Safety Procedures

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

B. A safety program shall be established consistent with the provisions of Policy 8.10. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.

C. Emergency evacuation drills (Fire, hurricane, tornado, active shooter/hostage situation, other natural disaster, and school bus)

shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each Administrative Staff, site administrator or transportation official is responsible for:

1. Developing and posting emergency evacuation routes and procedures;

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

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

4. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency evacuation drill to the FSUS Leon District School Safety Specialist for review.

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

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

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

VII. Safety - Violence Prevention

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

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

VIII. Security

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

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

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

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

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

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

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

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

6. Deficiencies relating to safe-school officer coverage must be resolved by the next school day. FSU Police have complete oversight of providing officer coverage and will coordinate with the school safety specialist.

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

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

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

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

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

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

H. Security trailers may be located on school property.

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

IX. Mental Health

A. The School Board shall identify a mental health coordinator for the FSUS Leon District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and

implementation of student mental health policies, procedures, responsibilities, and reporting.

B. The mental health coordinator shall be responsible for:

1. Working with the Office of Safe Schools;

2. Maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;

3. Facilitating the implementation of FSUS Leon mental health policies relating to the respective duties and responsibilities of FSUS Leon's Board, the superintendent, and school principals;

4. Coordinating the staffing and training of threat management teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;

5. Coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and

6. Annually review the FSUS Leon policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the Superintendent/Director and the FSUS Leon School Board.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

HISTORY:

ADOPTED:

REVISION DATE(S): 11/12/13, 1/14/2020, 1/10/23; 12/5/23

FORMERLY: 8.11

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3.41

DISRUPTIONS AT BOARD FUNCTIONS

I. 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.

A. 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.

B. 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:

3.42

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

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

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

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

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

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

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

2. Students and/or adults in possession of alcoholic beverages may be sent back and/or other appropriate action taken.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

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3.47

ANIMALS ON CAMPUS

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

I. The presence of the animal(s) is directly related to the core curriculum and significantly contributes to the core curriculum instructional program(s) and the principal has approved the presence of the animal(s) on campus. The principal shall notify the director of all approval. The following procedures will be followed once approved:

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

   B. The length of time the animal may be on campus is specifically designated.

   C. Animal(s) are housed and cared for in a humane manner.

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

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

   F. If personal pets are brought to the school when it is acting as a shelter, the pets should be under the care of appropriate Florida Department of Health and Leon County Emergency Management staff within their approved service vehicle.

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

HISTORY:
ADOPTED: 11/12/24
REVISION DATE(S):
FORMERLY: NEW

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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;

C. Retrieving objects;

D. Assisting with mobility or balance;

E. Pulling a wheelchair;

F. Alerting an individual to the presence of allergens;

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

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

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

J. Alerting and protecting a person having a seizure; and

K. Performing other specific tasks.

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

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

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

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

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

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

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

B. Standards of behavior for the service animal;

C. Required accommodation documentation;

D. Required health certification for the animal;

E. Transportation of the service animal;

F. Emergency procedures; and

G. Orientation for school personnel and students.

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

HISTORY:

ADOPTED: 1/10/12

REVISION DATE(S): 6/21/16

FORMERLY: NEW

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3.50

PUBLIC INFORMATION AND INSPECTION OF RECORDS

I. 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.

A. 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).

1. 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;

d) Appraisals, offers, and counter offers relating to purchase of real property pursuant to Florida Statutes;

e) Legal records prepared by an attorney exclusively for civil or criminal litigation pursuant to Florida Statutes,

and litigation files regarding employees while the case is active;

f) A complaint of misconduct filed with the District against a District employee and information obtained in the investigation until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding;

g) Data processing software obtained under a licensing agreement, which prevents its disclosure, and data processing software designated by the Director as "sensitive" pursuant to Florida Statutes;

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 119.07(3); 447.605, 1001.43, 1002.22, 1002.221, 1008.24, 1012.31, 1013.14, F.S. 34CFR 99; P.L. 103-382, 104-191

HISTORY:

ADOPTED:

REVISION DATE(S): 11/12/13; 12/9/14

FORMERLY: 2.09

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3.51

COPYING OF PUBLIC RECORDS

I. 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.

II. The Director or designee shall charge audio, video, and other materials at rates as established.

III. Copies shall be made by the appropriate staff members and reproduced at a time, which does not interfere with the normal work duty.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

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3.52

COPYRIGHTED MATERIALS

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

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

B. 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.

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

D. 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

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3.60

FLAG DISPLAY AND PLEDGE

I. The pledge of allegiance to the flag shall be recited at the beginning of each school day in Florida State University Schools.

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

III. 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.

IV. 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:
ADOPTED: 12/13/16
REVISION DATE(S):
FORMERLY: 2.12

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3.61
A MOMENT OF SILENCE

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 1003.45, F.S.

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

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3.62

RELIGIOUS FREEDOMS

I. 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.

II. 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.

III. 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.

IV. 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.

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

HISTORY: PAEC 2009 Model Rule
REVISED:
ADOPTED:

3.63

EQUAL ACCESS FOR NON-CURRICULUM RELATED STUDENT MEETINGS

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

II. Students shall be permitted to meet during the non-instructional time of the individual students involved in the meeting, including before school, after school, during lunch or other non-instructional times. However, no student shall be present at a meeting at a time when he or she has a class or is required by school rules to be elsewhere, unless permission from the classroom teacher is obtained. This includes any time during which the school requires the particular student or all students to be off school property and outside the school building.

III. All meetings shall be student-initiated and open to all students in the school. All student attendance at a meeting shall be voluntary.

IV. No meeting may include any activity that is unlawful or that materially and substantially interferes with the orderly conduct of educational activities within the school.

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

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

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

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

A. The room in which they wish to meet and the time during which they will meet;

B. The name of one student who will serve as the contact between the group and the school authorities;

C. The faculty member who will be present; and

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

X. If students wish to meet on a continuing basis as a non-curricular student club, they must file a written application with the school principal in order to

seek recognition of the club at school. The application shall be completed on a form as prescribed by the district and shall include:

A. Name of the proposed club;

B. Name of one student who will serve as the contact between the club and school authorities;

C. Brief statement of the club's purpose and goals;

D. Name of faculty member who has agreed to be the club's school liaison and attend meetings;

E. Name of any organization outside the school which is affiliated with the proposed club;

F. Draft of the proposed club by-laws;

G. In order to establish that there is student interest in the club, a statement certifying that at least five (5) students at the school have committed to join the new club and actively participate in its programs and that the club will operate with at least five (5) members on an ongoing basis;

H. Room in which the students wish to meet;

I. Time during which they plan to meet.

XI. The application must be signed by the student organizer(s) and the proposed faculty liaison. The principal shall approve the request if it meets the requirements of this policy and shall notify the student contact of his or her approval or, if it does not meet the requirements of this policy, his or her reason for disapproval within two (2) days of the submission of the request. Once approved, the non-curricular student club may continue meetings for the remainder of the school year, unless the club subsequently violates School Board policies. **All non-curricular student clubs shall be**

required to file with the school principal an annual Club Recognition Renewal form as prescribed by the Board. The renewal of the non-curricular student club recognition status shall be completed within thirty (30) days of the beginning of each school year.

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

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

REVISION:

ADOPTED:

3.64

STUDENT DISTRIBUTION/POSTING OF LITERATURE AND MATERIALS

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

I. Student Distribution of Materials

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

B. If the material is approved, the student will be allowed to distribute such material before and after school and during non-instructional

time. Distribution locations on campus shall be designated by the principal and may include, among others, any entrance and exit to the school and places near the cafeteria.

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

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

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

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

G. As used in this policy, the terms ‘libelous or slanderous” are collectively referred to as “defamation.” Slander refers to the spoken word and libel refers to a statement recorded in writing. Defamatory language is language which tends to adversely affect one’s reputation. This may result from attacking the individual’s honesty, integrity, virtue, virginity, sanity or the like. Defamatory language

may be directed toward an individual or toward a group that is so small that it is clear to the listener or reader as to those individuals being defamed.

H. As used in this policy, the term ”invade personal rights of privacy” includes the disclosure or communication of any information regarding the private life of another student or individual including, among other things, any information from confidential student records, information regarding sensitive family or personal matters and other such personally identifiable information that is not considered to be in the public domain.

I. As used in this policy, the term “infringes on the rights of other students” means defamatory expressions against another individual or toward a group that is so small that it is clear to the listener or reader as to those individuals being defamed.

J. As used in this policy, the term “non-instructional time” means before or after school hours, between classes, and during lunch or recess times.

K. Any concern about decisions regarding distribution or lack thereof may be promptly appealed to the Director whose decision shall be final.

II. Student Posting of Materials

A. Materials originating from non-district sources for posting shall not be displayed without the authorization of the principal or his designee, in accordance with the standards of this policy and the law. The principal shall designate an area in the school for the posting of materials by students which may be reasonably accessible to the students. Once materials have been authorized for posting, the school shall affix the following legend to the materials: **“STUDENT**

SPONSORED MATERIALS --- Not Endorsed or Sponsored by the School. Authorized for posting through [date]." In order to provide adequate space and a fair opportunity for the posting of materials by students those materials authorized for posting shall remain posted for a period not to exceed fifteen (15) school days or through the date of any event that is advertised by the posted material.

B. Any concern about decisions regarding posting of materials or lack thereof may be promptly appealed to the Director whose decision shall be final.

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

LAWS IMPLEMENTED: ss. 1001.33, 1001.41(5), 1012.28, Fla. Stat.

HISTORY:
REVISION:
ADOPTED:

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3.65

ABSENCE FOR RELIGIOUS INSTRUCTION

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

A. The class period chosen and approved by the principal is not a period during which the student is scheduled to attend class.

B. Transportation to and from religious instruction is the complete responsibility of the religious institution or parents or guardian of the student.

C. The parents or guardian of the student agree in writing to release and indemnify the School Board and its agents and employees from and against any claim for injury or death occurring while the student is absent from school in order to attend religious instruction.

D. The religious institution maintains weekly attendance records and makes them available to the school attended by each student. The religious institution phones, each day, the parents/guardians of students who are absent that day.

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

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

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

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

LAWS IMPLEMENTED: s. 1003.21, Fla. Stat.

REVISION:

ADOPTED:

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3.68+

CRIMINAL BACKGROUND SCREENING

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

I. Initial Employment and Current Employees

A. For policies related to employment or current employees, please refer to Florida State University human resource policies.

II. Contractors and Other Vendors

A. Contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level two (2) screening requirements as described in Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with a school or the School Board. Each vendor, individual contractor or employee of a contractor as described in this section must provide verification that he/she has met the level two (2) screening requirements prior to accessing a school campus and provide evidence of compliance with Florida Statute Section 448.095 (evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number).

B. An employee or contractor of an employer who offers a high school student internship(s) must meet level 2 background screening

requirements if he/she has direct, unsupervised access to the student intern(s).

C. Leon County or other districts issue a state identification badge that is valid for five (5) years to a contractor who meets level 2 screening requirements. The recipient of the badge shall be responsible for paying a fee established by the Department of Education. The badge shall bear the picture of the contractor and must be visible at all times the contractor is on school grounds.

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

E. A non-instructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present.

F. Contractual personnel must also meet the level two (2) screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the district of which their prints were originally submitted.

G. Each person under contract as described in sections III(a). and III(b). must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. The individual shall also be responsible for returning the badge within forty-eight (48) hours to the district that issued the badge. If it is found that a person under contract does not meet the level two (2) requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals. A

person who is working with an intern will not be allowed to continue in an unsupervised situation.

H. The following non-instructional contractors shall be exempt from level 2 screening:

1. A contractor who is under direct, line of sight supervision of a District employee or contractor who has met level 2 screening requirements;

2. A contractor who is required by law to undergo level 2 screening for licensure, certification, employment, or other purpose and provides appropriate documentation;

3. A law enforcement officer who is assigned or dispatched to school grounds;

4. An employee or medical director of a licensed ambulance provider who is providing services;

5. A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or

6. A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.

I. A non-instructional contractor, as described in section III(i), who is exempt from level 2 screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and the National Sex Offender Public Registry maintained by the U.S. Department of Justice. The District shall conduct the registry search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the District shall notify

the vendor, individual or entity under contract within three (3) business days.

J. The Director shall develop procedures to implement this policy.

III. Work Site with No Students Present.

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

1. Inappropriate sexual conduct including, but not limited to prostitution, solicitation of prostitution, sexual battery, sexual relations with a minor, possession or sale of pornography involving minors, computer pornography or obscene literature.

2. Sale of controlled substances.

3. Any crime or offense enumerated in 435.04, Florida Statutes.

4. Possession of a gun or weapon on FSUS property or use of weapon in the commission of a violent crime.

5. Knowingly falsifying or altering employment application, paperwork, district forms or other documents or certificates.

6. Conviction of any felony as noted in 435.04, Florida Statutes.

STATUTORY AUTHORITY: 1001.41~~,~~ 435.04, 1012.797 F.S.

LAWS IMPLEMENTED: 288.061, 448.095, 1001.43,1003.496, 1012.32,1012.465, 1012.467, 1012.468, F.S.

HISTORY:

ADOPTED:

REVISION DATE(S): 11/12/13, 9/13/22

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3.70

AGENTS, SOLICITORS AND SALESPERSONS

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

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

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

LAW(S) IMPLEMENTED: 230.23(4); 230.23005(2), F.S.

HISTORY:
ADOPTED: 5/23/01
REVISION DATE(S):
FORMERLY: NEW

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3.701

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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3.80
SCHOOL VOLUNTEERS

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

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

1. The Director shall issue directives concerning school volunteers as may be deemed necessary.

2. A school volunteer shall be accorded the same protection of Florida Statutes as accorded to certified instructional personnel provided the school volunteer:

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

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

3. A school volunteer will be subject to the school's security clearance policy.

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

HISTORY:
ADOPTED: 8/15/2001
REVISION DATE(S): 10/9/12; 11/18/14
FORMERLY: NEW

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CHAPTER 4.0

4.10*+

THE CURRICULUM

I. The District curriculum shall be determined by

A. Students' needs as determined by studies, assessments and surveys;

B. Continuous evaluation of curriculum effectiveness in meeting students' needs in the District;

C. Florida Statutes, State Board of Education rules, and the School Board; and

D. Florida Department of Education developed and School Board approved Florida curriculum frameworks, State Student Performance Standards and course descriptions.

II. The Director may appoint such committees and special study groups as may be necessary to assist in determining the educational needs of the District.

III. The Director shall designate an appropriate staff member who is responsible for the development and coordination of the total curriculum of the District.

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

A. Elementary Level Curriculum - reading, language arts, social studies, science, health, physical education, music, art, mathematics, character education, and such other disciplines that may be

considered necessary to a comprehensive elementary school program. The curriculum shall include instruction in study and work habits, critical thinking skills, health and hygiene, citizenship, career orientation, the establishment of purposes, and the development of and morality;

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

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

D. Library instruction and counseling services shall be provided.

1. Character education shall include instruction on the development of leadership, interpersonal, organization, and research skills; workplace ethics and law; conflict resolution; skills that enable students to become resilient and self-motivated; and skills which assist students to become employed.

2. A program of student government, student publications, drama, music, social activities, and athletics shall be provided for the development of well-rounded citizens.

E. A student's progression from one grade to another shall be determined, in part, upon proficiency in reading, writing, science, and mathematics.

V. The responsibility and right of an instructional staff member to present information of a controversial nature is hereby recognized. The teacher shall not present controversial material or issues which are not directly or closely related to the subject area being taught. In presenting controversial materials on an issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusions.

VI. A course description shall be presented for School Board approval before any course or unit in the objective study of the Bible or a comparative study of religion, as provided in Florida Statutes, is initiated in any school. The description shall detail the purpose of the course, the materials to be used, grade location, length of the course, and credit value. No teacher shall present or permit to be presented any material which ridicules any religious sect, belief, or faith.

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

VIII. It shall be the responsibility of the school to make students aware of the dangers and consequences of sexually transmitted diseases. The manner, scope, and levels at which this information will be presented shall be determined by the Director or designee in consultation with instructional

supervisors and principal(s). Prior to initiating any such unit of instruction, the proposed program, the materials to be used, and other essential information shall be presented to the School Board for approval. When any questionable information is to be viewed by mixed groups, the sexes may be separated for presentation of materials.

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

X. The Director or designee shall review curriculum frameworks which are prepared and distributed by the Florida Department of Education and related to AIDS education. If the curriculum frameworks are inconsistent with locally determined curriculum for AIDS education or are not reflective of local values and concerns, the Director shall advise the School Board and provide recommendations for instructional activities.

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

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

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

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

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

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

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

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

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

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

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

HISTORY:

ADOPTED:

REVISION DATE(S): 12/9/14

FORMERLY: 3.02

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4.11*+

PUPIL PROGRESSION PLAN

I. 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): 1/14/2020
FORMERLY: 3.01

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4.113

ACADEMIC ACCELERATION

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

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

1. Whole grade promotion;

2. Midyear promotion;

3. Virtual instruction;

4. Subject matter acceleration;

5. Advanced academic courses;

6. Credit Acceleration Program;

7. Enrichment programs; and

8. Early high school graduation.

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

1. Accelerated learning options including early graduation;

2. Eligibility requirements;

3. Referral process and relevant deadlines

4. Appeals process; and

5. Performance contracts for students who are referred by their parents.

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

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

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

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

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

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

I. The School shall establish procedures for the implementation of academic acceleration. The eligibility requirements, data sources to

be used for evaluation, composition of the evaluation committee and methods of monitoring accelerated students shall be included in the procedures.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

ADOPTED: 1/8/2013
REVISION DATE(S): 11/12/13
FORMERLY: NEW

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4.115

GRADE FORGIVENESS

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

I. Required Courses

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

II. Elective Courses

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

III. Middle Grades Students

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

IV. Grade Point Average

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

V. Student Records

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

VI. Notification

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

HISTORY:
ADOPTED: 12/13/16
REVISION DATE(S):
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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4.12

EXCEPTIONAL STUDENT EDUCATION

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

A. Upon recommendation of the Director, the Board shall annually adopt a plan for the provision of exceptional student education programs for all exceptional students.

B. The annual plan for special programs and procedures for exceptional students shall include: screening procedures; pre-referral activities; referral procedures; eligibility criteria; program placement; program dismissal; and descriptions of program organization and operations.

C. The annual plan for exceptional student education shall be subject to the approval of the State Commissioner of Education.

D. The exceptional student education program shall conform to the provisions adopted by the Board and approved by the Commissioner

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

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

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

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

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

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4.16

HOMEWORK ASSIGNMENTS

I. 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:

A. Meet the needs of the individual student;

B. Be thoroughly explained to the student;

C. Result in learning and not be busywork or a repetition of what the student already knows;

D. Be assigned with sufficient time for a student to obtain any resource that is needed or required;

E. Not be assigned as a disciplinary measure; and

F. 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

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FORMERLY: NEW

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4.17
SUMMER SCHOOL

I. The Board authorizes an annual summer school program. The Director shall determine the building site(s).

II. It shall be the responsibility of the summer school principal to complete payroll and attendance reports and to maintain proper accounts of all funds. Registration fees as determined by the Board shall be charged for students who do not generate state funds.

III. 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:

4.18

ACADEMIC AND CAREER PLANNING

I. Middle grade students shall participate in a career and education planning course during the sixth, seventh or eighth grade. The course must be an approved course identified by the Florida Department of Education. The career-planning portion of the designated course must be internet-based, customizable to each student, and include research-based assessments to assist with determining educational and career options and goals. Career exploration shall be included in the curriculum. The purpose of this course shall be to enable students and parents to develop a personalized academic achievement and career goals for postsecondary experience.

II. The academic and career plan shall include

A. A destination;

B. A major area of interest;

C. A list of courses to meet the requirements of the destination and major area of interest.

D. A detailed explanation of the requirements for earning a high school diploma designation.

E. The requirements for each scholarship in the Florida Bright Futures Scholarships Program

F. The requirements for state university, technical college, and Florida College System institution admission.

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

III. Destinations shall include

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

B. Two (2) year postsecondary degree;

C. Postsecondary career certificate;

D. Immediate employment or entry level military; or

E. A combination of any of these destinations.

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

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

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

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

VIII. The high school principal shall

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

1. Coordinate the use of student achievement strategies;

2. Assist teachers in integrating academic and career curricula, using technology, providing feedback about student achievement and implementing career and technical preparation programs;

3. Coordinate the review of academic plans; and

4. Coordinate the collection and retention of signed academic plans.

B. Implement strategies to improve reading, writing and mathematics skills and eliminate deficiencies in these areas.

C. Ensure that each student shall have an academic advisor if parental involvement is not evident.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 1003.4156, 1003.491,F.S.

HISTORY:

ADOPTED: 7/8/14

REVISION DATE(S): 1/14/2020

FORMERLY: NEW

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4.19*+

PHYSICAL EDUCATION

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

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

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

III. Goals of the physical education program shall include

A. Competency in motor skills and movement patterns;

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

C. Understanding of the benefits of regular participation in physical activity;

D. Regular participation in physical activity;

E. Achievement of a health-enhancing level of physical fitness;

F. Knowledge of safety in physical activities;

G. Knowledge of first aid and cardiopulmonary resuscitation (CPR);

H. Demonstration of responsible personal and social behavior in physical activity;

I. Recognition and acceptance of the differing abilities of people;

J. Recognition of the values of physical activity for health, enjoyment, challenge, self-expression, and social interaction; and

K. Increase in health and wellness.

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

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

STATUTORY AUTHORITY: 1001.41; 1004.42; F.S.

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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4.21+

INSTRUCTIONAL MATERIALS SELECTION

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

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

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

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

C. The consideration of the racial, ethnic, socioeconomic, and cultural diversity of the District,

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

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

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

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

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

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

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

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

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

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

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

X. 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.

ADDITIONAL REFERENCE: FSUS Media Center Handbook

HISTORY:
ADOPTED: 11/10/09
REVISION DATE(S): 11/10/09

4.22

EDUCATIONAL MEDIA MATERIALS SELECTION

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

I. Objectives of Selection - The primary objective of the FSUS Leon educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The FSUS Leon School Board asserts that the responsibility of the media center is to provide:

A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied interest, abilities, and maturity levels of the students being served.

B. Materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

C. A background of information enabling students to make intelligent judgments in their daily life.

D. Materials on opposing sides of controversial issues in order that students may develop, under guidance, the practice of critical analysis of all media.

E. Materials representative of the many religious, ethnic, and cultural groups and their contributions to the heritage and culture of America and the world.

F. A comprehensive collection appropriate for the users of the media center placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality.

II. Legal Responsibility for Selection. The FSUS Leon School Board is legally responsible for all matters relating to the operation of the FSU Leon. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. A parent may limit his or her student's access to materials in the school or classroom library by emailing the media specialist.

III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the student's library record that the student not be allowed to check out certain materials.

IV. Criteria for Selection of Media Materials

A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.

B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and

of the needs of children and youth. Requests from users of the collection, (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.

C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.

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

1. Religion - factual, unbiased material which represents all major religions

2. Ideologies - factual information on any ideology or philosophy that exerts a strong force in society

3. Sex Education - factual information, appropriate for the age group or related to the school curriculum

4. Sex - pornographic, sensational, or titillating materials shall not be included

5. Profanity - the fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material

6. Science - factual information about medical and scientific knowledge, without any biased selection of facts

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

V. Procedures for Selection

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

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

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

3. The library media center collection will:

a. be based on reader interest,

b. support state academic standards and aligned curriculum and

c. support the academic needs of students and faculty.

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

a. Purchase materials which are outstanding and frequently used;

b. Periodically replace worn or missing items;

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

subparagraph 2; and replaced by new and age appropriate materials,

d. Purchase materials in many types of format: digital, e-books, electronic, or print.

e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

5. Weeding is the process of removing materials from the library collection in a systematic, deliberate way, and is an ongoing part of collection management. The CREW Method is the system used to weed the library collection; CREW stands for Continuous Review, Evaluation, and Weeding. The main criteria used in the CREW method are:

M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded (by a truly new edition or by a much better book on the subject)

T = Trivial (of no discernible literary or scientific merit; usually of ephemeral interest at some time in the past)

I = Irrelevant to the needs and interests of your community

E = The material or information may be obtained expeditiously Elsewhere through interlibrary loan, reciprocal borrowing, or in electronic format.

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

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

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

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

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

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

E. The challenged material shall be read and re-evaluated by the committee, considering the specific objections raised. The School-level Review Committee, in carrying out its assigned function, shall:

1. Read, view or listen to the material in its entirety;

2. Check general acceptance of the material by reading reviews and consulting recommended lists;

3. Determine the extent to which the material supports the curriculum;

4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and

5. Forward, within fifteen (15) working days, a written recommendation to the Director.

F. The complainant and the school's media specialist shall be informed in writing concerning the school-level committee's decision to retain or withdraw the challenged material as recommended by the school-level review committee.

G. If the complainant or the media specialist is dissatisfied with the School-level Review Committee's decision, a written appeal may be filed with the FSUS Leon School Board within 15 working days. Failure to do so results in the conclusion of the reconsideration process.

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

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

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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 clarifications of information or explanations of ideas and concepts.

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

1. Generative AI is not a substitute for human creativity, judgement, and creation.

2. Potential violations of IP, Privacy, and District Policy

3. Accuracy, appropriateness, or bias (depending on the nature of the work) may require evaluation and/or review

4. AI must not be used to learn passwords, confidential, proprietary or sensitive district data.

5. AI must not be used to upload employee or student records, names, addresses, etc.,

6. AI must not integrate AI tools with District software.

7. AI must not be used for employment decisions about applicants or employees.

G. Students Responsible Use

1. AI programs can have implicit bias, and even present incorrect information. Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All

users must also be aware of the potential for bias and discrimination in AI tools and applications.

2. If a student is using an AI program, they need to think critically and be sure to fact-check using primary sources.

3. AP, IB and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.

4. Academic integrity means that Chat GPT cannot be used for any assignments, essays, or other papers submitted. Should AI be used in any capacity, the student must acknowledge the use of AI related to their school work: attributing AI text, image, multimedia, etc. when using them in their school work. The use of AI could be subject to the Academic Dishonesty Policy.

5. Students are not permitted to use AI programs to avoid doing their own work.

6. Students may not use AI for any assignment unless the student has explicit permission from the teacher.

7. Student access to certain websites using AI may be granted, however privacy guidelines and age restrictions must be considered prior to allowing the usage.

H. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.

I. Students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and their privacy may not be protected.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

STATE BOARD OF EDUCATION RULE(S): 6A-1.0957, 6A-1.0955

HISTORY:

ADOPTED: 2/13/2024

REVISION DATE(S):

4.30
CHALLENGED MATERIALS

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

I. School-community citizens may register their concerns with the Director of Florida State University Schools.

A. 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:

B. Author, compiler, or editor;

C. Publisher;

D. Title;

E. Reason for objection;

F. Page number of each item challenged; and

G. Signature, address, date and telephone number of person making the criticism.

II. 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.

B. Challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.

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

D. The Director, following the committee's recommendations, shall inform the complainant in writing.

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43 F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 12/8/09
FORMERLY: 3.13

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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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4.40

EXTRACURRICULAR PROGRAMS

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

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

(2) All extracurricular activities shall be self-supporting, when possible. Students shall not be excluded from participating in activities for lack of money for dues, materials, or uniforms. Provided, however, this does not apply to charging admission for students who are spectators of extracurricular activities.

(3) Funds derived from extracurricular activities shall be processed according to the Florida State University Schools accounting procedures.

STATUTORY AUTHORITY: 1001.41; 1001.42,F.S.

LAWS IMPLENTED: 1012.22; 1001.43; 1006.15; 1006.20(9),F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 10/13/09
FORMERLY: 3.03

4.41

NON-SCHOOL RELATED TRAVEL

I. 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.

A. Trips shall be organized between the individual participants and any sponsoring agency and that relationship shall be expressed in descriptive literature.

B. The School shall not be involved in the curriculum, itinerary, or selection of advisors for the trip.

C. Promotional activities and literature shall not include the Florida State University Schools nor be distributed through the school.

D. School facilities may not be used for planning or advertising such trips.

E. 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

FORMERLY: 3.10

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4.42

PUBLIC APPEARANCE OF SCHOOL GROUPS

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

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

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

C. School groups may be used for school activities, civic programs, and community programs.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1006.07; 1001.43, F.S.

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

4.43

FIELD TRIPS

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

I. A field trip for one (1) day shall be limited to a radius of 200 miles from the school unless otherwise approved by the Board.

II. Transportation costs of field trips shall be paid from the Student Activity Fund. Educational field trips shall be without cost to the students.

III. The parent or guardian shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, the time of departure, and the time or return to the school. Any student making a trip shall present a note from his/her parent or guardian giving permission for him/her to make the trip.

IV. The sponsor of the trip is responsible for notifying parents and permission form documentation of approval by parents or guardians.

V. The Director shall develop procedures to be followed relating to educational field trips.

VI. A trip that is not directly related to the instructional program but which is related to a school-sponsored or connected activity shall be considered an extracurricular trip.

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

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

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

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

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4.50

STUDENT CLUBS AND ORGANIZATIONS

I. The Director or designee shall approve all student clubs and organizations before they can operate within the school center.

II. All student clubs and organizations shall comply with the following:

A. The decision of one member of an organization shall not be one of the factors in selecting additional members.

B. The charter and constitution of each student club or organization shall set forth the purposes, qualifications for members, and the rules of conduct for members and shall be maintained on file for immediate reference by all students and instructional personnel of the school.

C. There shall be no type of hazing in any club or organization within or in anyway affiliated with the school. Hazing shall be defined as any action or situation for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the school which recklessly or intentionally endangers a student's mental or physical health or safety.

D. Dues shall be reasonable and not prohibitive.

E. All meetings shall be held on School property. This may be waived for special meetings and events upon the faculty sponsor's request and Administrative Staff's approval.

F. A faculty sponsor shall be present at all meetings.

G. All social events shall be adequately chaperoned.

H. All monies accruing to any school club or organization shall be accounted for through the school's accounting system.

I. A student club or organization shall not conduct any activity or act which violates Florida Statutes, School rules, or the policies of the school.

J. Any school club or organization which engages in an initiation ceremony for its members shall prepare and submit the program of initiation exercises to the faculty sponsor for review and approval by the Administrative Staff.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

HISTORY:
ADOPTED:
REVISION DATE(S):
FORMERLY: 3.04

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4.51
STUDENT PUBLICATIONS

I. 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.

A. 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.

B. 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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4.60+

SCHOOL AND STATE-WIDE ASSESSMENT PROGRAM

I. No student shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any District testing program on the basis of race, color, religion, gender sex, age, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, pregnancy, handicapping condition disability if otherwise qualified, genetic information, or social and family background.

II. Measurement of student performance shall be the responsibility of FSUS for subjects and grade levels that are not measured under the statewide standardized assessment program.

III. The statewide standardized end of course assessment shall be used as the final cumulative examination for the relevant course. A local assessment may be required as the final cumulative examination for a course that is not assessed under the statewide assessment program. A student enrolled in an Advanced Placement (AP), International Baccalaureate (IB), or Advanced International Certificate of Education (AICE) course who takes the respective AP, IB, or AICE assessment and earns the minimum score necessary to earn college credit, does not have to take the EOC assessment for the corresponding course.

IV. The uniform calendar of assessment and reporting schedules, provided by the Department of Education, shall be published on the FSUS website. The FSUS District assessment schedule and required information shall be incorporated into the uniform calendar.

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.11(5), 1001.43, 1008.22, 1008.34, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 10/13/09; 3/10/15; 6/21/16; 9/13/22

4.61

SECURITY OF TESTS

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

A. School personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security. The Director or designee shall be responsible for informing the faculty of test security measures.

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

C. The Director shall appoint someone to coordinate the destruction of test materials as directed by the Florida Department of Education and shall inform the Department, in writing, to certify that the designated testing materials were destroyed in a secure manner.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

STATE BOARD OF EDUCATION RULE: 6A-10.042

HISTORY:

ADOPTED:

REVISION DATE(S): 12/9/14

FORMERLY: 3.12

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4.71

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

I. **Purpose.** This policy defines the criteria for non-traditional students, as outlined in Florida High School Activities Association (FHSAA) Bylaw 16.6.1, and sets forth the eligibility requirements for student participation in extracurricular activities and interscholastic events at Florida State University School (FSUS).

II. **Definition of Non-Traditional Student.** A non-traditional student is one who does not physically attend FSUS but participates in extracurriculars and/or interscholastic events. These students are eligible to participate in FSUS-sponsored extracurricular activities under the conditions outlined below.

III. **Eligibility Requirements.** Non-traditional students entering grades six (6) through twelve (12) are eligible to participate in extracurricular activities if they meet the following criteria:

A. **Compliance with Florida Statutes**: The student must adhere to all applicable Florida Statutes, as well as rules established by FSUS.

B. **Compliance with Participating Organizations' Rules:** The student must comply with all rules and regulations of participating organizations, including but not limited to, the Florida High School Activities Association (FHSAA) and the Florida School Music Association (FSMA).

C. **Non-Traditional Student Activities Request Form**: The student or their guardian must complete and submit a **Non-Traditional Student Activities Request Form** along with all supporting documentation to the Athletic Director. The form must be signed by both the Athletic Director and the FSUS Executive Director for approval. Additionally, any required activity fees must be paid before participation in any activities is permitted.

D. **Behavior and Conduct Standards**: The student must meet the same behavioral expectations as full-time FSUS students. They are subject to the FSUS **Code of Student Conduct**. The Principal, Athletic Director, or FSUS Director may remove a student from participation at any time due to behavioral issues or failure to meet attendance expectations.

IV. **Insurance Requirements.** Any insurance provided by FSUS for participants in extracurricular activities shall cover the participating non-traditional student. If there is an additional premium for such coverage, the participating non-traditional student shall pay said premium.

V. **Full-time Equivalent Funding Exclusion.** The participation of a non-traditional student under this policy shall not be used for the purpose of obtaining state full-time equivalent funding, and the non-traditional student shall not be enrolled in a school course on a regular basis for the purpose of receiving educational instruction.

VI. This policy may be known as the Controlled Open Enrollment Policy Relating to Non-Traditional Students.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, 1002.412, 1006.15 F.S.

HISTORY:

ADOPTED: 2/14/12

REVISION DATE(S): 9/8/09; 9/13/11; 1/8/2013; 3/18/25

FORMERLY: 3.14

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4.75
VIRTUAL INSTRUCTION

I. At least one (1) course required for graduation must be earned through online learning. A student shall not be required to take an online course outside the regular school day or in addition to the courses in which a student is registered in a given semester.

II. The District shall provide various options for eligible students to participate in part-time or full time virtual instruction. Options may include

A. Courses in the traditional school setting taught by certified personnel who provide instruction through virtual instruction;

B. Blended learning courses taught by certified personnel that consist of traditional classroom and online instructional techniques;

C. Online courses offered by the District;

D. Online courses offered by another Florida school district;

E. Enrollment in Florida Virtual School; and

F. Enrollment with a virtual instruction provider approved by the Florida Department of Education.

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

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

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

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

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

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

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.04, 1001.20, 1001.42, 1002.20, 1002.321, 1002.37, 1002.45, 1002.455, 1003.02, 1003.428, 1003.4282, 1003.498, 1006.29, 1007.27, 1011.62, F.S.

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

HISTORY:
ADOPTED: 12/13/16
REVISION DATE(S):
FORMERLY: NEW

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4.79*+
GRADING

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

STATUTORY AUTHORITY: 1006.07, F.S.

HISTORY:
ADOPTED: 2/12/13
REVISION DATE(S):
FORMERLY: NEW

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REPORT CARDS

Report cards will be distributed to all students at the end of each 9 week grading period. Progress reports will be given to students at the midpoint of each 9-week period. At all times, teachers will keep students informed of their progress in class and make parents/guardians aware of any problems their child may be having in the class.

STATUTORY AUTHORITY: 1001.41; 1001.42, F. S.

LAWS IMPLENTED: 1001.43; 1003.33, F. S.

ADDITIONAL RESOURCE: FSUS PINNACLE INTERNET VIEWER (PIV)

HISTORY:
ADOPTED:
REVISION DATE(S): 11/10/09
FORMERLY: 4.18

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PARENT/COMMUNITY INVOLVEMENT

I. Florida State University Schools recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal to educate all students effectively, the school and parents must work as knowledgeable partners. To this end, Florida State University Schools supports the development of a partnership between the school and parents that fosters:

A. Communications between the home and school on a regular and on-going basic;

B. Parents playing an integral role in assisting student learning;

C. Parents welcome at school, and their support and assistance sought;

D. Communities' resources sought that strengthen school programs, family practices and student learning.

II. Florida State University Schools will ensure that parents are provided with specific information about the following:

A. Their child's educational progress;

B. Ways to become involved in their child's education;

C. Information on ways they can strengthen partnerships among parents, teachers, Administrative Staffs, Director and other personnel.

III. Parents whose children are in special programs, such as Title I and Exceptional Student Education, are encouraged to take full advantage of the opportunities to become involved in their child's education. Information will be provided regarding school programs and will include description and explanation of the curriculum and academic assessment used to measure student progress and expected proficiency levels.

IV. All families are invited to be an active part of our School Boards, as well as our PTSA.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

ADDITIONAL REFERENCE: FSUS TITLE I PARENT INVOLVEMENT POLICY

HISTORY:
ADOPTED:
REVISION DATE(S): 11/10/09
FORMERLY: 7.10

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ADMISSIONS POLICY

I. Florida State University Schools is a K-12 public, Charter Developmental Research Laboratory school affiliated with the College of Education, Health and Human Sciences at Florida State University. The charter was issued pursuant to Section 1002.33(5)(a), Florida Statutes.

II. FSUS Admissions Policy Committee and Committee Membership. The FSUS Admissions Committee is comprised of the Director, one Principal appointed by the Director, and the Admissions Coordinator.

III. Admissions Criteria and Student Selection Process. The Florida State University Schools' Admissions Policy is established as a method to maintain a student body consistent with the demographic representation of the public school student population within the following counties: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Nassau, Okaloosa, Santa Rosa, Suwannee, Taylor, Wakulla, Walton, and Washington, as permitted by Section 1002.32(4) F.S.

The student selection process is governed by available seats in each grade level in compliance with section 1003.03 F.S. (class size), in accordance with our authorizing developmental research charter agreement between Florida State University and FSUS, Inc. while reflecting the demographic representation as outlined above.

An application for admissions to FSUS will be accepted year-round. Applications must be electronically submitted through the designated FSUS admissions system. FSUS typically begins the selection process in

February for the following school year until all vacancies are filled. All applicants must reapply each year to continue to be eligible for selection. Applicants who provide false and/or misleading information or omitting material information in an application may result in a withdrawal of an offer of enrollment or subsequent withdrawal of the applicant from FSUS.

A student may only be enrolled in FSUS by the student's parent or legal guardian.

FSUS does not request or access a student's Individual Education Plan (IEP) or other information regarding a student's special needs prior to the selection notice.

Selection should be made using the following criteria (Section 1002.32(4)).

A. **Gender.** 50% Female; 50% Male

B. **Race.** For purposes of selection, the racial categories that shall be considered are: African American, American Indian/Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, White, Hispanic/Latino, and Multi-Racial.

C. **Socio-economic Status**. The desired percent of students to be admitted in each of four income categories, based on the distribution of family income as stated in the Federal Child Nutrition Program Income Eligibility Guidelines.

FSUS may establish admissions criteria under Section 1002.32 that supports the research mission(s) of the school. Once students have been identified through the selection process outlined above, FSUS administration will review and determine if a student is eligible for enrollment based on academic readiness, prior grades, discipline history, standardized test scores, and attendance history.

IV. Program Placement

FSUS may assess prospective students for academic and developmental readiness. Such results may be used to determine appropriate program or course placement.

With respect to exceptional education students, upon selection notice sent to the applicant, FSUS will request information related to the student's program and needs, including the student's most recent IEP. -Applicants who provide false and/or misleading information or who fail to provide requested information may be withdrawn from FSUS.

Although placement decisions are based on the unique needs of each student, by virtue of being a charter lab school, FSUS is limited in the programs and services it is able to provide as part of the continuum of placements available to students under the IDEA. In particular, FSUS is able to provide special education and related services in regular classes and in the hospital-homebound setting. If FSUS staff believes, upon initial review of the IEP, that the student's needs cannot be met at FSUS or that FSUS is unable to provide the program/services required in the IEP an IEP team shall meet to determine whether FSUS is an appropriate placement for the student. The applicant will be referred to the student's resident school district to meet the student's educational needs. Parents of students with disabilities will be afforded procedural safeguards in their native language, consistent with the manner that those safeguards are provided under Florida law.

Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge, juvenile justice actions the student has had, and any prior referrals to mental health services. If the student is admitted, the student may be placed in an appropriate educational program and referred to mental health services identified by the school district, when appropriate, at the direction of the School Board.

V. Vacancy Priority

Those students applying for admission shall constitute the general applicant pool. Priority for applicants shall be done in the following order of priorities:

Priority 1 - According to a contracted agreement between FSU and the St. Joe Company, commonly known as the Southwood Seat Agreement. Subject to the enrollment cap set forth in the charter.

Priority 2 - Eligible students of FSUS employees. (Employee: Faculty, USPS, A&P or OPS working .50 FTE or higher. OPS must have 2 consecutive years of FSUS service). A student is eligible for an FSUS employee seat if the FSUS employee is also the legal guardian or custodian.

Priority 3 – Presidential Seats – See Section XIV below.

Priority 4 – General Lottery

Lottery Priority 1 - Students with siblings currently enrolled in FSUS.

Lottery Priority 2 - Children of Florida State University School's alumni.

Lottery Priority 3 **-** Active Duty, Reserve Duty, or Guard Service

Note: Twins applying for admission will be aggregated for the purposes of the lottery selection and considered as one entry;

All student admission invitations shall align with Admissions Criteria and Student Selection Process requirements found in section III.

VI. Ties

Ties involving two or more students are broken by random selection.

VII. Readmissions

Students involved with drugs, weapons, who have been involuntarily

withdrawn by FSUS, or who have been expelled from FSUS, will not be considered for readmission. (See the current FSUS Student Code of Conduct.) Readmission to FSUS is determined by the Admissions Policy Committee, whose decision shall be final and non-appealable.

VIII. Leave of Absence

A leave of absence may only be granted by the Director.

IX. Unusual Circumstances

Enrolled Students of Employees. When a staff, administrative or faculty member vacates their position at FSUS, for any reason, their child /children, if selected under an employee seat designation, may remain enrolled in FSUS until the end of the school year, when the child/children must then withdraw. This applies to all employees hired after July 1, 2009. The Admissions Policy Committee may waive this provision for students of employees vacating FSUS due to extenuating medical or other reasons, military duty, or for graduating seniors in good status.

X. Enrolled Southwood Seat Students. When an applicant whose student is enrolled under a Southwood seat is no longer a resident, their child / children may remain enrolled in FSUS until the end of the school year, when the child/children must then withdraw. The applicant will be allowed to submit an FSUS application for a general lottery seat for the following school year.

This in no way guarantees a general lottery seat for the coming school year, but allows for the opportunity to be in the selection pool.

XI. Admission Pool. The Director may determine if an adequate number of applications have been submitted for each grade level to meet the targeted enrollment goal and maintain demographic balance. Should the computer selection process not produce an admitted class consistent with the statutory admissions guidelines set forth in section 1002.32(4), the Admissions

Coordinator is authorized, with the approval of the FSUS Admissions Policy Committee, to select applicants from the following year's pool in order to satisfy the statutory criteria for admissions.

XII. Exchange Students. Up to eight (8) exchange students may be accepted from a Department of Education (DOE) approved program, on a first come first serve basis.

XIII. Research

FSUS through the College of Education, Health and Human Sciences at Florida State University is a professional development and research school. Parents accepting an invitation for admission to FSUS are agreeing that their child/ children will be available to participate in FSU research projects and internships.

XIV. Presidential Seats

The FSU President has the authority to recommend students for admission consideration under Priority 3 in the Vacancy Priority section of the Admission Policy.

Such requests should only be made for the upcoming school year and may account for approximately fifteen (15) seats per academic year. Presidential admission consideration seats should not be used to hold admission for more than one year from the date of the Presidential Seat Request letter.

This recommendation for admission consideration in the Vacancy Priority shall be initiated by the Office of the President with a formal letter to the Director and shall include the student's name, enrollment year, and grade level upon enrollment.

Presidential Seats are not guaranteed admissions but shall allow for the placement of the student in the appropriate Vacancy Priority group pursuant to Section 3, Admissions Criteria and Student Selection Process. All

program placement requirements must be met under Admissions Policy 5.10, including, but not limited to, all requested application materials.

XV. School Year Transfers

The Board recognizes the value of interscholastic athletics and the positive impact sports have on students. The Board shall comply with the rules and regulations promulgated by the Florida High School Athletic Association, Inc. (FHSAA), Florida law, and this policy when determining the eligibility of a student who is admitted to FSUS during the school year, transfers, and seeks to participate in interscholastic athletic program.

A student who transfers to a school during the school year may seek to immediately join an existing team if the roster for the specific interscholastic or intrascholastic extra-curricular activity has not reached the identified maximum size for the particular activity and if the coach for the activity determines that the student has the requisite skill and ability to participate. The FHSAA and District may not declare such a student ineligible because the student did not have the opportunity to comply with qualifying requirements. However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

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.

STATUTORY AUTHORITY: 1002.32, 1002.33,F.S.

HISTORY:

ADOPTED: 7/14/09

REVISION DATES: Spring 2009; 1/8/2013, 2/12/13, 1/14/14, 9/8/15, 3/9/12; 9/13/22; 2/11/25

FORMERLY: 4.03, 4.04

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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

e. Are migratory children who qualify as homeless because the children are living in circumstances described in II.A.1. through II.A.~~5~~6.

B. Unaccompanied Homeless Youth: A student who is not in the physical custody of a parent or guardian.

C. Certified Homeless Youth – A minor, homeless child or youth, including an unaccompanied youth, who has been certified as homeless or unaccompanied by a school district homeless liaison, the director of an emergency shelter program funded by the U. S. Department of Housing and Urban Development or designee, the director of a runaway or homeless youth basic center or transitional living program funded by the U. S. Department of Health and Human Services or designee, a licensed clinical social worker, or a circuit court.

D. School of Origin: The school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool.

E. Enroll and Enrollment: Attending classes and fully participating in school activities.

F. Immediate – Without delay.

G. Parent – Parent or guardian of a student.

H. Liaison – The staff person designated by the District as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Homeless Assistance Act.

II. Enrollment

FSUS enrolls students after being selected from the admissions process established in FSUS Board Policy 5.10. Once admitted, FSUS shall remove any barriers that affect identification and retention of homeless children and youth, including attending classes and full participation in school activities, including before and after school activities. FSUS shall immediately enroll the *admitted* homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, birth certificates, proof of residency, proof of guardianship, or other required documentation. *FSUS may waive any application or enrollment deadline for a homeless child or youth*. Students' immediate enrollment and attendance cannot be delayed due to lack of school uniforms or dress code requirements, outstanding fees/fines or absences. All student records (immunization, health records, academic records, guardianship records and evaluation for special services) shall be held confidential, maintained in the students' records, and made available in a timely fashion when a child or youth enters a new school. All students' records shall not be deemed to be directory information as stated under section 444 of the General Education Provision Act (20 U.S.C. 1232g)[s.722(g)(3)(G)].

The enrolling school shall immediately contact the last school attended by the student to obtain relevant academic and other records. The child or youth should be provided appropriate credit for full or partial coursework satisfactorily completed by homeless child or youth while attending a prior school. The school shall also contact the District's homeless liaison.

Homeless children or youth may continue their education in the school of origin for the duration of homelessness, in any case in which a family becomes homeless between academic years or during an academic year. Keeping a child or youth in the school of origin is presumed to be in the child's or youth's best interest except when doing so is contrary to the

request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth. When considering placement in a school other than the child's or youth's school of origin, the District's homeless liaison will consider student-centered factors to determine a placement that is in the student's best interest.

Homeless students who become permanently housed during the academic year, may remain at their school of origin for the remainder of the academic year and continue to receive all McKinney-Vento Act benefits.

The following can be used as admissible evidence for date of birth for homeless children in the school registration process:

A. a duly attested transcript of the child's birth record filed according to law with a public officer charged with the duty of recording births; or

B. a duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by the parent; or

C. an insurance policy on the child's life which has been in force for at least two (2) years; or

D. a bona fide contemporary bible record of the child's birth accompanied by an affidavit sworn to by the parent; or

E. a passport or certificate of arrival in the United States showing the age of the child; or

F. if none of these evidences can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a public school physician, or if neither of these shall be available in the county, by a licensed practicing physician designated by the School Board, which certificate shall

state that the health officer or physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

III. Comparable Services

Children and youth experiencing homelessness and who meet the relevant eligibility criteria will have access to all available academic and extracurricular activities. Homeless children and youth shall have equal access to the same free, appropriate public education as provided to non-homeless children and youth, including receiving comparable services such as transportation services; educational services, including special education and related service; programs for English learners; career and technical education programs; gifted programs; school nutrition programs (free meals); Title I Part A programs; and before- and after-school programs; offered to other students in the school.

Homeless children and youth shall have access to the education and other services that such students need to ensure that such students have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. Homeless and unaccompanied homeless high school youth will receive counseling to prepare and improve their readiness for postsecondary education or a career.

Homeless children and youth shall not be stigmatized or segregated or isolated on the basis of their status as homeless.

Students considered to be homeless, if expelled, will be permitted to attend an alternative school at their local school district, unless the student is expelled from all schools.

Homeless preschool-aged children and their families will be provided access to educational services for which they are eligible, including preschool programs administered by the School District.

IV. Transportation

FSUS shall ensure transportation will be arranged or provided for a homeless student or unaccompanied youth to and from the school of origin, at the written request of the parent/guardian or unaccompanied student. Students who move out of their attendance zone are eligible to continue enrollment in the school of origin. The homeless liaison or designee shall ensure that the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to and from the school of origin, and is assisted in accessing transportation to and from the school of origin. The school will request transportation. The homeless liaison will work with the parent, guardian, or unaccompanied youth, to determine if transportation to and from the school of origin is in “the best interest” of the child or youth, given the impact of mobility on achievement, education, health, and safety of the student.

When the child or youth's living arrangements in the area served by the local education agency of origin terminate and the child or youth though continuing his or her education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the child or youth is living shall agree upon a method to apportion the responsibility and cost for providing the child or youth with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method the responsibility and cost shall be shared equally.

V. Dispute Resolution

FSUS shall ensure that homeless students and their families are aware of the student’s right to remain in the school of origin and their right to dispute.

The parent, guardian, or unaccompanied youth shall be referred to the district's designated homeless liaison to carry out the dispute resolution process as expeditiously as possible. When considering placement other than the child's or youth's school of origin, the school district will consider student-centered factors related to the impact of mobility on achievement, education, health, and safety of the homeless student, to determine a placement that is in the student's best interest and will provide the parent, guardian, or unaccompanied youth with a written explanation on their right to appeal the placement determination in a manner and form understandable to the parent, guardian or unaccompanied youth.

During a school selection dispute, the child or youth will either remain enrolled in the student's school of origin or shall be immediately enrolled in the school in which enrollment is sought, either the school zoned for the address where the student is residing or another school which students residing in that attendance zone for the address are eligible to attend pending final resolution of the dispute including all available appeals.

The parent or guardian of the child or youth or, in the case of an unaccompanied youth, the youth shall be provided with a written explanation, in a manner understandable to the parent, guardian or unaccompanied youth of any decision related to school selection or enrollment made by the school or the school district, including the rights of the parent, guardian or unaccompanied youth to appeal the decision.

VI. Age Limit for Student Entry

A student desiring to enroll is not eligible to register in a regular high school program unless the student can graduate by completing a normal course load prior to the student's 20th birthday. A principal may grant an extension of this time if circumstances warrant such a decision.

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

5.18

CHILDREN OF MILITARY FAMILIES

The School shall recognize the provisions of the *Interstate Compact on Educational Opportunities for Military Children* and shall address the educational transition issues faced by military families. Assistance to children of military families, as defined in the *Compact*, shall include but not be limited to:

- Enrollment and eligibility;
- Educational records;
- Placement;
- Attendance; and
- Graduation.

The Director shall develop procedures to assist students who are children of military families and to remove barriers to educational success.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.36, 1001.43, 1003.05, F.S.

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

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STUDENT CONTROL

I. All students enrolled at Florida State University Schools shall be subject to the laws and regulations of the State School Board of Education, the rules and policies of Florida State University Schools and the FSUS Student Code of Conduct as approved by the FSUS School Board and shall be under the control and direction of the Director, (or designee), or Administrative Staff during the time they are attending school or a school sponsored activity, and during a reasonable time they are on FSUS school premises for school attendance or authorized activities.

A. The Director or the Director's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.

B. The teacher or other members of the instructional staff shall assume authority for the control and supervision of students as may be assigned by the Director or the Director's designated representative and shall keep good order in the classroom and/or other places where in charge of students.

1. No student may be suspended from school, or from class, nor may corporal punishment be administered except as provided by law and the policies of Florida State University Schools. The corporal punishment policy shall be reviewed at least once every three (3) years during a School Board meeting.

2. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the Code of Student Conduct.

C. The Code of Student Conduct for Elementary, Middle and High School is hereby incorporated by reference and made a part of this rule. The Code of Student Conduct shall:

1. Be developed by appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.

2. State grounds for disciplinary action procedures and the rights of students.

3. Be distributed to all teachers, school personnel, students, and students' parent(s) or legal guardian(s) at the beginning of each school year.

4. Be filed in the General Counsel's Office of the Florida State University Schools.

D. The Code of Student Conduct shall be discussed with students, School Board, and parent/teacher associations at the beginning of each year.

E. The Director and the Administrative Staff shall use the Code of Student Conduct to familiarize students with Florida State University School rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.

ADDITIONAL REFERENCE: The Board Approved Student Code of Conduct

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 120.57(1); 1003.21, 1003.04, 1006.07, 1006.13, 1001.43, 1006.08, 1003.31, 1006.09, 1006.10, 1003.32, F. S.

HISTORY:

ADOPTED: 4/14/09

REVISION DATES: 3/5/09, 12/8/09

FORMERLY: 4.06

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5.31

STUDENT DETENTION SEARCH AND SEIZURE

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE: The Board Approved Student Code of Conduct

HISTORY:

ADOPTED:

REVISION DATE(S): 7/9/09

FORMERLY: 4.07

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5.32*

ZERO TOLERANCE FOR SCHOOL RELATED CRIMES

I. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. FSUS Leon shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened for the defense of others or in the student's own self-defense, was using only the amount of force necessary, to stop a violent act against a student, staff or volunteer that was necessary to restore or maintain the safety of others. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity. This policy implements the zero tolerance policy as outlined in Florida Statutes.

II. Acts that pose a threat to school safety are those acts that endanger the life or safety of a student, staff member or other person on campus or at a school or District sponsored activity. Such acts include but are not limited to

A. Aggravated battery;

B. Armed robbery;

C. Arson;

D. Battery or aggravated battery on a teacher or other school personnel;

E. Kidnapping or abduction;

F. Murder;

G. Manslaughter;

H. Possession, use or sale of a controlled substance;

I. Possession, use or sale of any explosive devise;

J. Possession, use or sale of any firearm or weapon;

K. Sexual battery.

III. Acts that are considered petty misconduct may disrupt the educational process but do not endanger the life or safety of an individual. Such acts include but are not limited to

A. Cellular telephone violation;

B. Defiance of authority;

C. Disruption, minor;

D. Dress code violation;

E. Eating or drinking on the bus;

F. Forgery;

G. Horseplay;

H. Leaving campus without permission;

I. Lying or misrepresentation;

J. Profanity;

K. Vehicle parking violation.

IV. The District shall establish agreements with the county sheriff's office and local police department(s) that provide for reporting conduct that threatens school safety and obtaining assistance from the appropriate law enforcement agency. Law enforcement consultation is not required for petty acts of misconduct which are not a threat to school safety.

V. The District shall report to the appropriate law enforcement agency any act that poses a threat to the safety or welfare of students, staff and other persons on school property or at school events or is a serious violation of law. The following acts when committed on School District property or at a District activity shall be reported to the appropriate law enforcement agency:

A. Alcohol violation;

B. Alcohol, sale or distribution;

C. Arson;

D. Battery;

E. Bomb or biochemical threat;

F. Breaking and entering or burglary;

G. Disruption of school, major;

H. Drug use, sale or distribution;

I. Explosives, possession or use;

J. Extortion;

K. False alarm;

L. Firearms violation;

M. Gang-related activity;

N. Hate crime;

O. Illegal organization, membership;

P. Robbery;

Q. Sexual battery;

R. Sexual harassment;

S. Sexual misconduct;

T. Sexual offense;

U. Stalking;

V. Trespassing;

W. Weapons violation;

X. Any felony as defined by Florida Statutes.

VI. Consultation with law enforcement is required when a student commits more than one misdemeanor, to determine if the act should be reported.

VII. The school principal shall notify all school personnel of their responsibility to report to the principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.

VIII. Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled.

A. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation or possessing a firearm at school.

B. Making a threat or false report as defined in Florida Statutes, Sections 790.162 and 790.163 respectively, involving school or school personnel's property, school transportation or a school-sponsored activity.

C. Assault or battery on specified officials or employees in violation of Section 784.081, Florida Statutes.

D. Hazing as defined in 1006.135, Florida Statutes.

IX. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Executive Director/Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

X. If a student committing any of the offenses in this policy is a student with a disability, the School Board shall comply with the applicable State Board of Education rules.

XI. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees, shall be expelled. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

XII. A student or his/her parent may request a review by the Executive Director/Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Executive Director/Superintendent within ten (10) days of the imposition of disciplinary action.

ADDITIONAL REFERENCE: The Board Approved Student Code of Conduct

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

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
STUDENTS
CHAPTER 5.0

5.321

POLICY AGAINST BULLYING AND HARASSMENT

I. Statement prohibiting bullying and harassment:

A. It is the policy of FSUS that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. FSUS will not tolerate bullying and harassment of any type against any students, employees, visitors, volunteers or agents who work on school related activities, subject to the control of school officials. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

B. Bullying or harassment of any student or school employee, visitor, volunteer, or agent is prohibited

1. During any education program or activity conducted by a public K- 12 educational institution;

2. During any school-related or school-sponsored program or activity;

3. On a school bus of a public K-12 educational institution;

4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K- 12 education institution within the scope of the School District, meaning regardless of ownership, any computer, computer system, computer network that is

physically located on school property or at a school-related or school-sponsored program or activity; or

5. Through the use of data or computer software that is accessed at a non-school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the School District or a school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school. School staff is not required to monitor any non-school-related activity, function, or program.

6. The above paragraph (5) does not require a school to staff or monitor any non-school-related activity, function, or program

II. Definitions

A. Accused is defined as any FSUS employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

B. Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school

performance or participation; and is often characterized by an imbalance of power. Bullying may involve but is not limited to:

1. Unwanted Teasing;

2. Social Exclusion;

3. Threat;

4. Intimidation;

5. Stalking;

6. Cyberstalking or Cyberbullying

7. Physical violence;

8. Theft;

9. Sexual, religious, anti-semitic, cultural, or racial harassment;

10. Public or private humiliation; or

11. Destruction of property.

The term *bullying* shall include cyberbullying whether or not specifically stated.

C. Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.

D. Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical

system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

E. Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, whether or not physically located on school property, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

F. Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;

2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;

3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or

4. Has the effect of substantially disrupting the orderly operation of a school.

G. Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

a. Incitement or coercion

b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of FSUS

c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment

III. Behavior Standards

A. FSUS expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. FSUS employees are responsible for adhering to the Principles of Professional Conduct

of the Education Profession in Florida and district policies governing conduct and behavior.

B. FSUS believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for FSUS and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

C. Refer to the Code of Conduct for specific behavior expectations.

IV. Consequences

A. Committing an act of bullying or harassment

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances followed by the determination of disciplinary sanctions appropriate to the perpetrators position within the district. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.

2. Consequences and appropriate remedial interventions for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

3. Consequences and appropriate remedial interventions for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with FSU's policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a Department of Education professional practices sanction against an educator's state issued certificate. (See State Board of Education Rule 6A-10.081, FAC., *The Principles of Professional Conduct of the Education Profession in Florida*.)

4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school or district administrator after consideration of the nature and circumstances of the act, including reports to Professional Standards and/or appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment

1. Consequences and appropriate remedial interventions for a student found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.

2. Consequences and appropriate remedial interventions for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with FSU's policies, procedures, and agreements.

3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to Professional Standards and/or appropriate law enforcement officials.

V. Reporting an Act of Bullying or Harassment

A. At FSUS, the principal and/or the principal's designee is responsible for receiving oral or written complaints alleging violations of this policy and will determine the appropriate action.

B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

C. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.

D. The principal and/or the principal's designee in FSUS shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, visitors and other agents how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon.

E. The alleged victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.

F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in FSUS policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

G. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

H. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).

I. Reporting may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The principal/designee or District Administrator shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner.

VI. Investigation of a Report of Bullying or Harassment

A. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act.

B. While FSUS does not assume any liability for incidents that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying or harassment against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate.

C. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or harassment allegedly committed against a child while the child is en route to school aboard a school bus or at a school bus stop.

D. The principal and/or designee selects an individual(s), employed by the school, trained in investigative procedures to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.

E. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

F. The investigator shall collect and evaluate the facts including, but not limited to:

1. Description of incident(s) including nature of the behavior;

2. Context in which the alleged incident(s) occurred, etc.;

3. How often the conduct occurred;

4. Whether there were past incidents or past continuing patterns of behavior;

5. The relationship between the parties involved;

6. The characteristics of parties involved, i.e.., grade, age, sex, race;

7. The identity and number of individuals who participated in bullying or harassing behavior;

8. Where the alleged incident(s) occurred;

9. Whether the conduct adversely affected the student's education or educational environment or the employees work or workplace environment

10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident;

11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted; and

12. The date, time and method in which all parties involved, in the case of employees were contacted.

G. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and shall include

1. Any recommended remedial steps necessary to stop the bullying and/or harassing behavior; and

2. A written final report to the principal or the appropriate administrator.

H. The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

I. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of FSUS

A. A principal and/or designee will assign a designee(s) that is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of FSUS.

B. The trained designee(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of FSUS.

1. If it is within scope of FSUS, a thorough investigation shall be conducted.

2. If it is outside scope of FSUS, and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.

3. If it is outside scope of FSUS, and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.

C. Computers without web-filtering software or computers with web-filtering software that is disabled shall be used when complaints of cyberbullying are investigated.

VIII. Notification to Parents/Guardians of Incidents of Bullying or Harassment

A. Immediate notification to the parents/legal guardians of a victim of bullying or harassment and the parents/legal guardians of the perpetrator of an act of bullying or harassment as well as notification to all agencies when criminal charges may be pursued against the perpetrator

1. The principal, and/or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as

defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated, or reasonably thereafter. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, and/or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling

When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, *e.g*., school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern. The involved students' parents or legal guardian may be included.

B. School personnel or parent/legal guardian may refer a student to the school intervention team or equivalent school-based team with a problem-solving focus for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.

C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.

D. If a formal discipline report or formal complaint is made against an employee, the principal/designee or district administrator must refer

the employee to the Employee Assistance Program for determination of appropriate counseling support and/or interventions.

E. A student may be required to obtain counseling and/or attend a recognized treatment program at parental expense and show proof of completion of such counseling or program. Such offenses may include, but are not limited to, substance abuse, threats, intimidation, bullying, harassment, or acts motivated by hate or bias.

F. An employee component to address intervention and assistance as determined appropriate by the Employee Assistance Program that includes, but are not limited to:

- Counseling and support to address the needs of the victims of bullying; and
- Research-based counseling/interventions to address the behavior of the employees who bully others (e.g., empathy training, anger management).

G. A school-based component to address intervention and assistance shall be utilized by the intervention team. The intervention team may recommend

1. Counseling and support to address the needs of the victims of bullying or harassment;
2. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
3. Research-based counseling or interventions which includes assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

X. Reporting Incidents of Bullying and Harassment

A. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report must include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included within the bullying incidents category. The report shall also include, in a separate section, each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

B. FSUS will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying and harassment as incident codes as well as bullying-related as a related element code.

1. SESIR Definitions

a) Bullying - Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or pervasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance or participation.

b) Harassment – Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that 1) places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, 2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or 3) has the effect of substantially

disrupting the orderly operation of a school including any course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.

2. Bullying and/or harassment incidents shall be reported in SESIR with the bullying (BUL) or harassment (HAR) code. Unsubstantiated incidents of bullying or harassment shall be coded UBL or UHR.

3. If the bullying or harassment results in any of the following SESIR incidents, the incident will be coded appropriately using the relevant incident code and the bullying-related code. Such incidents are

   a) Alcohol

   b) Arson

   c) Battery

   d) Breaking and Entering

   e) Disruption on Campus

   f) Drug Sale/Distribution Excluding Alcohol

   g) Drug Use/Possession Excluding Alcohol

   h) Fighting

   i) Homicide

   j) Kidnapping

   k) Larceny/Theft

l) Robbery

m) Sexual Battery

n) Sexual Harassment

o) Sexual Offenses

p) Threat/Intimidation

q) Trespassing

r) Tobacco

s) Vandalism

t) Weapons Possession

u) Other Major (Other major incidents that do not fit within the other definitions)

C. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

D. FSUS shall provide bullying or harassment incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3 and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should also have the incident basis (sex, race or disability) noted in their student record.

XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment.

A. FSUS shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying or harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other non-teaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.

B. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on FSUS' Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying or harassment in schools.

C. FSUS shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at FSUS's student services office and on the FSUS website.

XII. Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect the Victim

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying or harassment as defined by this

policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

XIII. Publicizing the Policy

A. At the beginning of each school year, the Director or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of FSUS' student safety and violence prevention policy.

B. FSUS shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.

C. The Director shall also make all contractors contracting with FSUS aware of this policy.

D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students.

E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on FSUS school buses.

XIV. Review of Policy

The Director and appropriate staff shall review this policy at a minimum every (3) three years. The review should include input from parents, law

enforcement, and other community members. The Director shall take any recommended changes to the School Board for consideration.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.147, F.S. 20 USC 1232g

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FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
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5.325*

DATING VIOLENCE AND ABUSE

I. It is the policy of FSUS that all of its students and school employees have an educational setting that is safe, secure, and free from dating violence and abuse. The District shall not tolerate dating violence and abuse of any kind. Dating violence or abuse by any student is prohibited on school property, during any school related or school sponsored program or activity, or during school sponsored transportation.

II. Definitions

A. *Teen dating violence* is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past intimate relationship to exert power and control over another when one or both of the partners is a teenager.

B. *Abuse* is mistreatment which may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.

III. Reporting Teen Dating Violence or Abuse

A. The principal or designee shall be responsible for receiving complaints alleging violations of this policy.

B. All school employees are required to report alleged violations of this policy to the principal or designee.

C. In addition to reporting the incident to the principal or designee, if a district employee or agent has reason to suspect that an alleged violation of this policy might constitute a crime, the district employee or agent shall also immediately report the complaint to law enforcement. Any uncertainty regarding whether an alleged violation might constitute a crime must be resolved in favor of reporting the incident to law enforcement.

D. All other members of the school community, including students, parents as defined by Florida Statutes, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or designee.

E. In cases involving an alleged perpetrator who is of adult age and an alleged teen victim, certain suspicions of abuse must be reported to the Florida Abuse Hotline (1-800-962-2873) or local law enforcement pursuant to Section 39.201, Florida Statutes.

F. The principal shall establish and prominently publicize to students, staff, volunteers, and parents how a report of dating violence and abuse may be filed either in person or anonymously and how this report will be acted upon.

G. The victim of teen dating violence or abuse, anyone who witnesses an act of dating violence or abuse, and anyone who has credible information that an act of dating violence and abuse has taken place may file a report of dating violence and abuse.

H. Submission of a good faith complaint or report of teen dating violence or abuse will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Appropriate remedial action will be pursued for persons found to have wrongfully and intentionally accused another of an act of dating violence or abuse.

I. Any written or oral report of an act of dating violence and abuse shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

J. Incidents of teen dating violence and abuse shall be filed within ten (10) school days of the alleged incident or having knowledge of the incident.

IV. Investigations

J. The principal or designee shall select a staff member employed at the school and trained in investigative procedures to initiate the investigation. The staff member may not be the accused perpetrator or victim.

K. Documented interviews of the victim, alleged perpetrator and witnesses shall be conducted privately and separately. All interviews are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

L. The investigative process shall be completed within ten (10) school days from the time the report is filed.

M. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of teen dating violence

and/or abuse and the investigative procedures that follow. School employees shall refrain from sharing confidential student information with other school employees, students, or community members, unless disclosure is required by law or is necessary to protect the student's safety. Any notification made must be consistent with the student' privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

N. If it is determined that inappropriate behavior(s) has occurred, the investigator will make recommendations for disciplinary action to the principal or Director.

V. Discipline

A. Immediate action shall be taken to eliminate the behavior.

B. Disciplinary action shall be taken based on the circumstances of the behavior(s).

C. Discipline shall be consistent with the provisions of the *Code of Student Conduct*.

D. If a crime has been committed, the appropriate law enforcement agency shall be immediately notified.

VI. Restraining Orders

A. If an order of protection has been issued, the student or his/her parent(s) should inform the school immediately.

B. The investigator will contact the abuser and his/her parent(s) to initiate a contract to stay away from the victim, consistent with the terms of the order, with penalties for known violations of the contract.

C. The principal or district administrator will notify law enforcement immediately if he/she has a reasonable belief that a criminal or civil restraining order has been violated.

D. The school resource officer and/or security officer will respond immediately to a report of a violation of a criminal or a civil restraining order.

VII. Support Services for the Victim

The school shall provide a victim of dating violence and abuse with support services that may include but are not limited to

A. A contract with the offender to stay away from the victim while on school grounds, on school transportation and during school sponsored programs and events;

B. Reasonable accommodations, such as class schedule changes;

C. If needed, the school will assist the student in creating an alternative education plan for the student such as transferring to a different school or the ability to make up school work missed due to dating violence.

D. Security protection, such as safe egress/regress from school and within the school;

E. Timely and comprehensive investigation of dating violence and abuse complaints.

F. Information and assistance in securing intervention which includes assistance and support provided to parents/legal guardians, if deemed necessary and appropriate.

G. Referrals for outside support and/or counseling.

VIII. Methods of Intervention with the Alleged Perpetrator

A. Allow the alleged perpetrator to respond in writing to the allegations.

B. Identify and implement interventions tht will be taken to prevent further incidents.

C. Refer the alleged perpetrator and parents/legal guardians to help and support available at the school and withing the community.

D. Address the seriousness of retaliations against the victim for reporting the incident or cooperating with the investigation. Inform the alleged perpetrator that retaliation or threats of retaliations in any form designed to intimidate the victim of dating violence or abuse, those who are witnesses, or those who investigate an incident, shall not be tolerated.

E. Provide for increased supervision of the alleged perpetrator.

F. Document the meeting and action plans.

IX. Curriculum

A. The health education curriculum for students in grades 7 through 12 shall include dating violence and abuse. The teen dating violence and abuse component shall include, but is not limited to, the definition of dating violence and abuse, the warning signs of dating violence and abusive behavior, the characteristics of healthy relationships, measures to prevent and stop dating violence and abuse, and community resources available to victims of dating violence and abuse.

B. The curriculum shall have an emphasis on prevention-based education.

X. Training

A Teachers, administrators, counselors, instructional assistants, school nurses and other nonteaching staff such as bus drivers, custodians, and cafeteria workers shall receive training about teen dating violence and abuse.

B. Students, parents and school volunteers shall also be given instruction related to teen dating violence and abuse.

C. Training on the District's policy prohibiting dating violence and abuse and related procedures shall be conducted, at a minimum, on an annual basis.

D. The instruction shall include evidence-based methods of preventing dating violence and abuse and how to effectively identify and respond to incidents of dating violence and abuse within the scope of the school.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1003.42, 1006.07, 1006.148, F.S.

HISTORY:
ADOPTED: 8/10/21
REVISION DATE(S):

FLORIDA STATE UNIVERSITY SCHOOLS
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5.327*
HAZING

FSUS shall not tolerate hazing of any form. Conduct that constitutes hazing, as defined herein, is prohibited. The District expects students to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and the educational purpose underlying all school activities.

I. Definition of Hazing

Hazing means any action or situation endangering the mental or physical health or safety of a student at a school with any of grades six (6) through twelve (12) for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a school with any of grades six (6) through twelve (12). Hazing shall include, but is not limited to,

- Pressuring, Coercing, or forcing a student into violating state or federal law; consuming any food, liquor, drug or other substance; or participating in physical activity that could adversely affect the health or safety of the student.

- Any brutality of a physical nature such as beating, whipping, branding, or exposure to the elements.

II. Reporting an Act of Hazing

A. At each school with any of grades six (6) through twelve (12), the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.

B. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

C. All other members of the school community, including students, parents as defined by Florida Statutes, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.

D. The principal of each school that includes any of grades six (6) through twelve (12) in the District shall establish and prominently publicize to students, staff, volunteers, and parents, how a report of hazing may be filed either in person or anonymously and how this report will be acted upon.

E. The victim of hazing, anyone who witnessed the hazing, and anyone who has credible information that an act of hazing has taken place may file a report of hazing.

F. A school employee, school volunteer, student, parent or other person who promptly reports in good faith an act of hazing to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.

G. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

H. Any written or oral reporting of an act of hazing shall be considered an official means of reporting such act(s).

I. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

III. Investigation of a Report of Hazing

A. The investigation of a reported act of hazing is deemed to be a school-related activity and shall begin with a report of such an act.

B. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator or victim.

C. Documented interviews of the victim, alleged perpetrator(s), and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

D. The investigator shall collect and evaluate the facts including but not limited to

1. Description of incident(s) including nature of the behavior;

2. Context in which the alleged incident(s) occurred;

3. How often the conduct occurred;

4. Whether there were past incidents or past continuing patterns of behavior;

5. The relationship between the parties involved;

6. The characteristics of parties involved, *i.e.*, grade, age;

7. The identity and number of individuals who participated in hazing;

8. Where the alleged incident(s) occurred;

9. Whether the conduct adversely affected the student's/students' health or safety;

10. The date, time, and method in which the parents of all parties involved were contacted.

E. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include

1. Recommended remedial steps necessary to stop the hazing; and

2. A written final report to the principal.

F. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.

G. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of hazing and the investigative procedures that follow.

IV. Investigation to Determine Whether a Reported Act of Hazing is Within the Scope of the District

A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of hazing is within the scope of the School District.

B. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of hazing falls within the scope of the District.

1. If it is within the scope of the District, a thorough investigation shall be conducted.

2. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.

3. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents of all students involved.

V. Notification to Parents of Incidents of Hazing

A. Immediate notification to the parents of a victim of hazing. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of hazing as defined by this policy to the parent(s) of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

B. Immediate notification to the parents of the perpetrator of an act of hazing. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of hazing as defined by this policy to the parents of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

C. Notification to local agencies where criminal charges may be pursued. Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator(s), all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

VI. Referral of Victims and Perpetrators of Hazing for Counseling.
When hazing is suspected or when a hazing incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents.

A. The teacher or parent may request informal consultation with school staff, *e.g.*, school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents are included.

B. School personnel or the parent may refer a student to the school intervention team for consideration of appropriate services. Parental involvement shall be required when the student is referred to the intervention team.

C. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the child study team for determination of counseling support and interventions. Parental involvement shall be required.

D. The intervention team may recommend

1. Counseling and support to address the needs of the victims of hazing;

2. Research-based counseling or interventions to address the behavior of the students who haze others; and/or

3. Research-based counseling or interventions which include assistance and support provided to parents, if deemed necessary or appropriate.

VII. Disciplinary Action

If the incident is determined to be within the scope of the District, disciplinary action will be consistent with the *Code of Student Conduct*.

VIII. Reporting Incidents of Hazing

A. Incidents of hazing shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of hazing and the resulting consequences, including discipline and referrals. The report shall also include each reported incident of hazing that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report hazing incidents.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1001.54, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.135, F.S.20 USC 1232g

HISTORY:
ADOPTED: 12/9/14
REVISION DATE(S): 5/11/21
FORMERLY: NEW

5.33

TEACHER REMOVAL OF STUDENTS FROM CLASSROOM

I. Appropriate action will be taken to remove or to make special provisions for a disruptive student. Disruptive behavior will include: assault on staff or students, threat(s) or violence, disrespect, willful disregard of a teacher's directions, malicious vandalism, possession of weapons of any type, continuing use of profane language or obscene gestures, and instigation of violence or mass disobedience to legitimate directions.

II. When a teacher sends a disruptive student to the office, the Administrative Staff or his/her representative will provide oral and/or written feedback to the teacher with regard to present and/or future action concerning the student's behavior. The teacher may request a conference with the Director, Administrative Staff and the student's parent(s) or legal guardian(s) prior to the student being returned to his/her classroom. A disruptive student will not normally be returned to the classroom where he/she exhibited the disruptive behavior until the teacher has received the feedback.

III. A teacher may remove a student from his/her class whose behavior the teacher determines interferes with the teacher's ability to effectively communicate with other students in the class or with the ability of the student's classmates to learn.

IV. The Director or Administrative Staff may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent, unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The teacher and Placement Review Committee must render decisions

within five (5) working days of the removal of the student from the classroom.

V. Florida State University Schools will establish a Placement Review Committee to determine if a student is to be returned to a teacher's class after that student has been removed by the teacher and the teacher has withheld consent for that student to be returned to the teacher's class.

A. Committee membership shall include the following:

1. Two (2) teachers selected by the instructional staff of the school.

2. One (1) member of the school staff selected by the Director or Administrative Staff.

3. One (1) teacher selected by the instructional staff of the school to serve as an alternate member of the committee. A teacher who removed a student from his/her class and who has withheld consent for the return of that student to his/her class, shall not serve on the committee when the committee makes its decision regarding the return of the student.

B. The Placement Review Committee(s) will be selected during pre-school planning. The staff of Florida State University Schools shall determine the following during pre-school planning:

1. If a current school committee(s) meets the criteria contained herein for the Placement Review Committee(s) and if the faculty wishes that committee to perform the duties of the Placement Review Committee(s).

2. The number of Placement Review Committees needed at Florida State University Schools.

3. The terms of office of the members of the Placement Review Committee(s).

4. The method the instructional staff will use in the selection of the Placement Review Committee(s) members.

5. The appropriate form a teacher is to use to document the behavior that resulted in the teacher having the student removed form his/her classroom.

VI. Any teacher who removes 25 percent (25%) of his/her total class enrollment during the course of the school year shall be required to complete professional development to improve classroom management skills. Any required training under this provision shall be free of cost to the teacher.

STATUTORY AUTORITY: 1001.42; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.32, F. S.

HISTORY:
ADOPTED:
REVISION DATE(S): 7/9/09
FORMERLY: 4.17

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5.34

EXPLUSION OF STUDENTS

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE: The Board Approved Student Code of Conduct

HISTORY:

ADOPTED: 4/14/09

REVISION DATE(S): 3/5/09

FORMERLY: 4.09

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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.

IV. Physical Restraint

A. *Manual physical restraint* is the use of physical restraint techniques that involve physical force to restrict free movement of all or part of a student's body. It is a method to prevent a student from harming himself/herself or others.

B. Physical restraint should only be used in an emergency situation when an immediate and significant threat to the student or others exists.

C. Physical restraint may only be implemented by trained, qualified school personnel.

D. Techniques or devices such as straightjackets, zip ties, handcuffs, or tie downs may not be used in ways that may obstruct or restrict breathing or blood flow or that place a student in a facedown position with the student's hands restrained behind the student's back. Restraint techniques may not be used to inflict pain to induce compliance.

V. Documentation and Reporting

All instances of time out and restraint shall be documented and reported as required.

VI. Monitoring and Analysis

A. At the beginning of each school year, the district shall post its policies and procedures on positive behavior interventions and supports as adopted by the school district.

B. The use of manual physical restraint shall be monitored at the classroom and school levels.

C. The use of the behavior interventions, the appropriateness of use and the effectiveness of the interventions shall be analyzed.

VII. Prohibitions

School personnel shall not

A. Use a mechanical restraint or a manual physical restraint that restricts a student's breathing or

B. Close, lock or physically block a student in a room that is unlit or that does not meet the rules of the State Fire Marshall for a seclusion time out room.

VIII. Training

A. The School shall provide initial training for designated personnel in the use of time out and physical restraint.

B. Refresher training shall be conducted annually.

C. Personnel who have been trained in manual restraint techniques in positions outside of the School shall receive training in School methods.

IX. Procedures

The Director shall develop procedures to implement this policy and related statutes. Procedures shall include but not be limited to the following:

A. Incident reporting;

B. Data collection;

C. Monitoring and analysis;

D. Plan for reducing the use of restraint;

E. Identification of staff to be trained; and

F. Training components.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:1001.43, 1003.32, 1003.5. 73, 1006.07, 1006.11, 1012.75, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.03312

ADOPTED:

REVISION DATE(S):

FORMERLY: NEW

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5.35

GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL CAMPUS

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE: The Board Approved Student Code of Conduct

HISTORY:

ADOPTED: 4/14/09

REVISION DATE(S): 3/5/09

FORMERLY: 4.05

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5.36+

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:

REVSION DATE(S): 7/9/09

FORMERLY: NEW

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5.37*

USE OF CELL PHONES ON CAMPUS

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE: The Board Approved Student Code of Conduct

HISTORY:

ADOPTED: 4/14/09

REVISION DATE(S): 3/5/09

FORMERLY: 4.111

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5.40*

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:

REVSION DATE(S): 7/9/09

FORMERLY: 4.02

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5.53*+

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.

ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

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5.55*+

NOTIFICATION OF INVOLUNTARY EXAMINATION

I. When there is a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact, either in person or using telehealth, a mental health professional who may initiate an involuntary examination pursuant to section 394.463, unless the child poses an imminent danger to themselves or others.

II. The principal or designee shall exercise reasonable diligence and care to make contact with the parent, as defined by law, before the student who is removed from school, school transportation, or a school-sponsored activity is to be taken to a receiving facility for an involuntary examination.

A. Methods of communication to contact the student's parent or other known emergency contact include but are not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.

B. The method and number of attempts made to contact the student's parent or other known emergency contact and the outcome of each attempt must be documented.

C. If an emergency contact is notified, the principal/designee may only share the information necessary to alert such contact that the parent must be contacted.

III. The principal or designee may delay the notification to the parent for up to

twenty-four (24) hours if:

A. the delay is considered in the student's best interest and a report has been submitted to the central abuse hotline, pursuant to s. 39.201, based upon knowledge or suspicion of abuse, abandonment, or neglect; or

B. it is reasonably believed to be necessary to avoid jeopardizing the health and safety of the student.

IV. Before contacting a law enforcement officer, a principal or designee must verify that de-escalation strategies have been utilized and outreach to a mobile response team has been initiated unless the principal or designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.

V. The Director shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the *Health Services Manual*. The Superintendent shall annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., initiated at a school, on school transportation, or at a school-sponsored activity.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.

HISTORY:

ADOPTED:

REVISION DATE(S): 6/21/16; 9/13/22

FORMERLY: NEW

5.57

SPECIAL DIETARY NEEDS

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

I. Family's Responsibility

A. Notify the school of the child's allergies.

B. Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as develop and use a Food Allergy Action Plan.

C. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.

D. Provide properly labeled medications and replace medications after use or upon expiration.

E. Educate the child in the self-management of their food allergy including:

1. Safe and unsafe foods

2. Strategies for avoiding exposure to unsafe foods

3. Symptoms of allergic reactions

4. How and when to tell an adult they may be having an allergy-related problem

5. How to read food labels (age appropriate)

F. Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

G. Provide emergency contact information.

II. School's Responsibility

A. Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.

B. Review the health records submitted by parents and physicians.

C. Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.

D. Identify a core team of, but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.

E. Assure that all staff who interact with the student on a regular basis understand food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the

use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.

F. Utilize the Food Allergy Action Plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plan.

G. Coordinate with the school nurse to be sure medications are appropriately stored, and be sure than an emergency kit is available that contains a physician's standing order for epinephrine. In states where regulations permit, medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, parent and school nurse, and allowed by state or local regulations.

H. Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.

I. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.

J. Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.

K. Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.

L. Recommend that all buses have communication devices in case of an emergency.

M. Enforce a “no eating” policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family.

N. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.

O. Follow federal/state/district laws and regulations regarding sharing medical information about the student.

P. Take threats or harassment against an allergic child seriously.

III. Student’s Responsibility

A. Should not trade food with others.

B. Should not eat anything with unknown ingredients or known to contain any allergen.

C. Should be proactive in the care and management of their food allergies and reactions based on their development level.

D. Should notify an adult school official immediately if they eat something they believe may contain the food to which they are allergic.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 570.981, 1001.43, 1002.20, F.S.20 USC §1232g (FERPA) P.L. 108-446 (IDEIA)

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

HISTORY:

ADOPTED:

REVSION DATE(S): 1/8/2013

FORMERLY: NEW

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.

VII. A serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the Director or designee.

VIII. An accident report shall be filed when an injury occurs, including a detailed description of the accident and a list of witnesses.

IX. An insurance report shall be prepared if an injury is covered by insurance.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.07, 1006.08, F.S.

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

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5.61
STUDENT ILLNESS

I. The teacher, principal or nurse shall isolate a student who becomes ill while at school until the student can be removed to his/her home. A student with a temperature above normal, diarrhea, or emesis shall be evaluated and sent home, if necessary.

II. A student who has had a serious communicable disease shall present a statement from a physician licensed by the state of Florida before being readmitted to classes. A student not attended by a physician may be readmitted if the principal, or designee, in his/her judgment, finds the student has met the criteria for readmission as established by the County Health Unit.

III. No internal medicine of any kind may be given to a student without the written permission of the parent(s), as defined by Florida Statutes.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1006.07, 1014.06, F.S.

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

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5.61A

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

For use in cases of sudden cardiac arrest.

I. Location

AED unit/s will be located where it is easily accessible to staff.

II. 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).

III. 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.

REFERENCE PROCEDURE NUMBER: E-561A

HISTORY:

ADOPTED:

REVSION DATE(S): 7/9/09

FORMERLY: NEW

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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.

D. All prescription medications shall be delivered to the office/clinic with a Medication Permission form signed by the student's parent's, as defined by the Florida Statutes, which includes the following information:

1. Diagnosis;

2. Reason for giving;

3. Name and purpose of medication;

4. Time the medication is to be given;

5. Specific instructions on the administration of the medication (dose and route);

6. Approximate duration of medication (Beginning date - Ending date);

7. Allergies;

8. Side effects;

9. A note signed by the student's parent(s), as defined by Florida Statutes, to grant permission for administering the prescription medication;

10. Medication to be counted with two (2) persons signing.

E. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

F. Prescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized staff who administers said medication shall have access to it.

G. A student with a special health condition(s) such as asthma, life threatening allergies, diabetes, pancreatic insufficiency, cystic fibrosis or hypersensitivity may carry prescription medication for emergency situations on self if approved by his/her physician and his/her parent. The approval of the physician and the parent and information regarding the medication required in IV. I must be on file in the office/clinic. A student who has permission to self-administer emergency medication may carry the medication on the school bus or at any school related activity. The principal, or designee, shall

notify the bus driver and the transportation department regarding such students.

H. A record shall be maintained on each student who receives a prescription medication during school hours, including the time each dose of prescription medication was administered. These records shall be made available daily to the principal and the county health nurse.

II. Administration of Nonprescription Medication

A. Each school principal shall designate a staff member(s) to administer non-prescribed medications pursuant to instructions in the Florida School Health Administration Guidelines. The staff member(s) shall be trained annually by the registered nurse at each school.

B. Administration of nonprescription medications during school hours is discouraged unless necessary for student's illness.

C. A student may possess and use a medication regulated by the US Food and Drug Administration for over-the-counter use to treat and/or relieve headaches while on school property or at a school-sponsored event or activity without a physician's note or prescription.

D. For nonprescription medication not defined in II(C), instructions on using the medication shall be provided by the student's physician or a physician's note. All nonprescription medications shall be delivered to the office/clinic with a Medication Permission form signed by the student's parent's, as defined by the Florida Statutes, which includes the information required in I(D).

E. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

F. Nonprescription medication which is kept at school shall be stored in a secure place under lock and key with the student's name attached. Only authorized staff who administer said medication shall have access to it.

G. A record shall be maintained on each student who receives medication during school hours, including the time each dose of nonprescription medication was administered. These records shall be made available daily to the principal and the county health nurse.

III. Field Trips - The requirements for the administration of medication while students are away from school property or on official school business shall be the same as those while on school property. All medications including nonprescription medications that are taken on field trips or other official school business must be in the original container. Only trained personnel will administer medication away from the school site except for students who have permission to self-administer emergency medications.

IV. Administration of Emergency Medication

A. Epinephrine

1. Schools may purchase and maintain a supply of epinephrine auto-injectors to use when a student is having an anaphylactic reaction. The medication shall be kept in a locked, secure location accessible only to trained personnel.

2. The School Board shall adopt a protocol, developed by a licensed physician, for the administration of epinephrine in emergency situations.

3. Only school personnel who are trained to recognize an anaphylactic reaction and certified to administer an epinephrine auto-injector or a person who is authorized by an

authorized health care practitioner shall be permitted to administer this medication; however, the auto-injector may be given to a student who is authorized to self-administer an epinephrine auto-injector.

4. Under the provisions of Florida Statutes, the District and trained and certified personnel, or an uncertified person who administers an epinephrine auto-injector under the authorization of an authorized health care provider shall not be liable for any injury resulting from the administration of an auto-injector provided that school personnel were trained or authorized as provided by law, followed the established protocol and believed that the student was having an anaphylactic reaction.

B. Opioid Antagonist Naloxone ("Narcan"). The School Board recognizes that the opioid epidemic is a public health crisis and access to opioid-related overdose reversal medication can be life-saving. The following protocols for the administration of Narcan in emergency situations are adopted to assist a person at risk of experiencing an opioid-related overdose.

1. Definitions

a. Drug overdose: an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction.

b. Naloxone (Narcan): is a medication that may be obtained pursuant to state law, and used to treat individuals who are experiencing, or may be experiencing, an opioid related overdose.

c. Opioids are illegal drugs including, but not limited to, heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

2. The Superintendent/Director shall adopt Administrative Guidelines governing the procurement, maintenance and use of Narcan at school, for use in emergency situations and emergency notification requirements. The Superintendent/Director will consult with a licensed health professional when developing Administrative Guidelines.

3. The Administrative Guidelines shall:

   a. Specify the individuals (by position) employed by the School Board who may, in accordance with law, procure Narcan;

   b. Include the physician-established protocol(s), as required by law;

   c. Identify the location(s) in each school building where Narcan shall be stored;

   d. Specify the conditions under which Narcan must be stored, replaced, and disposed of;

   e. Specify the individuals (by position) employed by or under contract with the School Board, in addition to a licensed school nurse, who are authorized to access and use Narcan in emergency situations;

f. Specify the training that Board employees or contractors must complete before being authorized to access and administer Narcan; and

g. Specify that the assistance from an emergency medical service provider (911) must be requested as soon as practicable before or after Narcan is administered.

4. To the extent provided by law, the Board, its members, employees and contractors shall not be liable civilly for acts or omissions associated with procuring, maintaining, accessing, or using Narcan in emergency situations as prescribed by this policy and any administrative guidelines.

5. Delegation of Responsibility

a. The school nurse shall provide and annually renew standing order of Narcan to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose on school grounds or at a school-sponsored activity, at which the school nurse or any other individual properly trained to administer Narcan is present as permitted by this policy. The standing order shall include at least the following information:

i. Type of Naloxone

ii. Date of issuance

iii. Dosage

iv. Signature of the school nurse

b. The standing order shall be maintained in the nurse's office and copies of the standing order shall be kept in each location where Narcan is stored.

6. Acquisition, Storage and Disposal

a. The school nurse(s) shall obtain sufficient supplies of Narcan pursuant to the standing order in the same manner as other medical supplies are acquired for the school health program.

b. The school nurse or designee shall regularly inventory and refresh Narcan stocks, and maintain records thereof, in accordance with Administrative Guidelines, manufacturer's recommendations and any applicable Department of Health guidelines.

c. Narcan shall be safely stored in accordance with the drug manufacturer's instructions in the school nurse's office or their location(s) designated by the school nurse that is only accessible by the individuals' authorized to administer Narcan.

7. Training

a. School nurses shall be trained in the use of Narcan by the Department of Health

b. School Departments are encouraged to send other staff to be trained, including but not limited to coaches, guidance counselors, teachers, etc.

c. Training for designated staff shall occur annually prior to the beginning of each school year and throughout the year, as needed.

8. Parent Notification

a. Prior notice to the parents of a student of the administration of Narcan is not required.

b. If Narcan has been administered to a student, immediately following the administration, the school shall provide notice to the parent/guardian of the student who received Narcan.

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:
REVSION 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.

ADDITIONAL REFERENCE: The Board Approved Student Code of Conduct

HISTORY:

ADOPTED:

REVSION DATE(S): 7/9/09

FORMERLY: NEW

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5.622
MEDICAL MARIJUANA

I. Administering Medical Marijuana to Qualified Students on District Property

A. The Board strives to comply with state law to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, as a general rule, prescription medication, including medical marijuana, should be administered at home. Prescription medications, including medical marijuana, should only be administered on FSUS property during school hours when administration cannot reasonably be accomplished outside of school hours. The primary caregiver should administer the medical marijuana/low THC cannabis at home whenever possible to qualified students/patients who require the use of medical marijuana/low THC cannabis for a qualifying medical condition.

B. In those limited circumstances when it is medically necessary, administration of medical marijuana to qualified students on FSUS property shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students on FSUS property during school hours shall be in accordance with applicable law and Board policy concerning the administration of medications to students.

C. Medical marijuana/low THC cannabis cannot be administered to a qualifying student/patient while aboard a school bus or at a school-sponsored event.

D. This policy conveys no right to any student or to the student's parents/guardians or other caregiver to demand access to any general or particular location on FSUS property, a school bus or at a school-sponsored event to administer medical marijuana/low THC cannabis.

E. If the federal government indicates that the district's federal funds are jeopardized by this policy, or asks the District to cease and desist the implementation of this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana/low THC cannabis to qualified students on school property shall not be permitted. FSUS will comply with any federal guidance and/or directives related to this policy. FSUS shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

F. Definitions - For purposes of this policy, the following definitions shall apply per Florida Statute:

1. "Student" means an individual enrolled in FSUS, K through 12th grade who are subject to compulsory school attendance, as well as students with disabilities 18 through 21 years of age that are still enrolled in FSUS.

2. "Qualified student/patient" means a student/patient who is a resident of this state who has been added to the medical marijuana/low THC cannabis use registry by a qualified physician to receive marijuana or a marijuana delivery device for a medical use and who has a qualified patient identification card and for whom the administration of medical marijuana cannot reasonably be accomplished outside of school hours.

3. "Primary caregiver" or "caregiver" must be 21 years of age or older and a resident of this state who has agreed to assist with

a qualified patient's medical use of marijuana, has a caregiver identification card and meets the requirements set forth in F.S. 381.986(6).

4. "Designated location" means a location identified by FSUS in its sole discretion on school grounds, such as the nurse's. School administration determines, in its sole discretion, the location of administration of a permissible form of medical marijuana/low THC cannabis that do not create risk of disruption to the educational environment or exposure to other students.

5. "Qualified physician" means an individual who holds an active, unrestricted license as an allopathic physician under chapter 458 or as an osteopathic physician under chapter 459 and is in compliance with the physician education requirements set forth in F.S. 381.986(3).

6. "Permissible form of medical marijuana/low THC/cannabinoid products" means non-smokeable/non-inhalable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Due to the potential for misuse, vapors, patches or other forms of administration that continue to deliver medical marijuana to a student while at school are not permitted.

II. Permissible administration of medical marijuana to a qualified student on school district property.

A. School nurses or health care personnel or school administration staff are not allowed to administer, store/hold or transport the medical marijuana/low THC cannabis in any form and it will not be stored on any FSUS property, including school grounds, at any time.

B. A student's parent/guardian or caregiver may administer the permissible form of medical marijuana to the qualified student/patient on FSUS property in the designated location if all of the following criteria are met:

1. A copy of the student's valid registration form for medical marijuana must be provided to FSUS. The authorization for medical marijuana/low THC cannabis use for qualified students at school form must be submitted to the principal/designee every school year, and when there are any changes to the medication and the type of preparation (i.e., oils, tablet). The completed form shall include the type, amount, time to be administered, possible side effects and any special instructions regarding the medication.

2. A written statement signed by the qualified student's parent/guardian must be on file which assumes all responsibility for ensuring the administering individual is qualified to perform the task, assumes all responsibility for the administration, maintenance and use under state and federal law, and releases FSUS from liability for any injury arising out of the administration of medical marijuana on FSUS property.

3. The parent/guardian/caregiver shall be responsible for providing the permissible form of medical marijuana to be administered to the qualified student and for removing the medical marijuana from school grounds immediately after the administration is complete.

4. 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.

D. Student possession, use, distribution, sale or being under the influence of medical marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol use by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

E. Permission to administer medical marijuana/low THC cannabis to a qualified student/patient may be limited or revoked if the qualified student/patient or the student's caregiver violate this policy or demonstrate an inability to responsibly follow this policy's parameters.

F. At no time shall the qualifying student/patient have the medical marijuana/low THC cannabis in their possession except during the

administration process, through dispensation by the designated primary caregiver, per the FSUS implementation plan.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 381.88, 381.885, 768.13, 1000.21, 1001.43,1002.20, 1002.22, 1006.062, F.S.

HISTORY:
ADOPTED: 1/14/2020
REVISION DATE(S):
FORMERLY: NEW

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5.70*+

STUDENT RECORDS

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, including the "Parents' Bill of Rights", State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act and Privacy Rights of Parents and Students. The Director shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

I. Procedures on student records shall be approved by the School Board and contained in the *Student Educational Records Manual*. Included shall be provisions of the Family Educational Rights and Privacy Act requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.

II. Parents, as defined by law, and students shall be notified annually of their rights regarding education records.

III. FSUS shall not collect or retain information including biometric information restricted by §100.2.222, F. S.

IV. The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district.

V. Parents have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.

VI. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.

VII. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.

VIII. Student information that is confidential and exempt shall not be released except when authorized by §100.2.222, F. S

IX. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within three (3) school days the records of the student.

A. The records to be transferred shall include:

1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.

2. Verified reports of serious or recurrent behavior patterns, including threat assessment evaluations and intervention services; and

3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.

X. Reporting of student database information shall comply with these safeguards.

A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;

B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and

C. Data shall be protected from unauthorized use at all times.

XI. Social security numbers may be collected from students

A. To be used as student identification numbers as allowed by §1008.386, F.S. until the Department of Education has issued a student identification number;

B. To facilitate the processing of student scholarships, college admission and other applications; and

C. For other purposes when consent of the parent or adult student is granted.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 119.07(1), 119.071, 1001.43, 1001.52, 1002.22, 1002.221, 1002.222, 1002.72, 1003.25, 1008.386, F.S., 20 USC §1232g (34 CFR PART 98), P.L. 103-382 (34 CFR PART 99)

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

HISTORY:

ADOPTED:

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

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5.71
DIRECTORY INFORMATION

Students' parent(s), as defined by Florida Statutes, shall be notified annually in the *Code of Student Conduct* that the School Board may release "directory information" to the general public.

I. Directory information includes the following data about a student:

A. Name;

B. Address;

C. Telephone number, if listed;

D. Participation in officially recognized activities and sports;

E. Weight and height, if an athletic team member;

F. Name of the most recent previous school or program attended;

G. Dates of attendance at schools in the District and degrees and honors received; and,

H. Date and place of birth.

II. Information described in subsections I.A., D., E., F., and G. herein may be published routinely by the School Board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.

III. Directory information shall not be published when the student's parent(s) submits written notification to the principal within thirty (30) days of distribution of the *Code of Student Conduct*. Failure to submit the required notification form shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.43, 1002.22, 1002.222, F.S. 20 USC 1232g

HISTORY:
ADOPTED:
REVSION DATE(S): 7/9/09; 12/9/14
FORMERLY: 4.16

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5.711+

PARENT ACCESS TO INFORMATION

Students shall be subject to the FSUS Student Code of Conduct, as approved by the School Board.

ADDITIONAL REFERENCE: The Board Approved Student Code of Conduct

HISTORY:

ADOPTED:

REVSION DATE(S): 7/9/09

FORMERLY:

5.72

LEGAL NAME

When a parent, legal guardian or any other person seeks to enroll a student under a name other than the legal name, or seeks to change the name of a student already enrolled, the parent or other person shall be informed that the name of the student as recorded on the birth certificate or other supporting evidence, as provided by law, will be used on all official records until such time as a certified copy of a final court order verifying a legal change is received.

STATUTORY AUTHORITY: 1001.41; 1001.42, F. S.

LAWS IMPLEMENTED: 1001.43; 1003.21, F. S.

HISTORY:
ADOPTED:
REVSION DATE(S): 7/9/09
FORMERLY: 4.01

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5.80

ATHLETICS

Students shall be subject to the Florida High School Athletic Association (FHSAA) rules and regulations.

ADDITIONAL REFERENCE: The Florida High School Athletic Association (FHSAA)
http://www.fshaa.org

HISTORY:

ADOPTED:

REVSION DATE(S): 7/9/09

FORMERLY: 3.07

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5.81+

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:

REVSION DATE(S): 7/9/09

FORMERLY: NEW

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5.82

ANABOLIC STEROID 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:

REVSION DATE(S): 7/9/09

FORMERLY: NEW

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5.83

FSUS HEALTH AND SCIENCE PROGRAM DRUG AND ALCOHOL POLICY

I. Purpose

This policy is established as an addendum to the Florida State University Schools Drug and Alcohol Policy as outlined in the Student Code of Conduct. This policy addendum is established to ensure compliance with Tallahassee Memorial Hospital, Capital Regional Medical Center and Westminster Oaks Nursing Home Drug-Free Workplace policy. FSUS has a longstanding commitment to provide a safe, quality-oriented and productive clinical work environment consistent with the standards of the medical community in which the program operates. Alcohol and drug abuse poses a threat to the health and safety of patients, students, faculty, and to the security of the medical facilities in which students perform their clinical experiences. For these reasons, Florida State University Schools Health Science program is committed to the prevention of drug and alcohol use and abuse and shall maintain a zero-tolerance policy.

II. Scope

This policy outlines the practice and procedure designed to identify alcohol and drug use by Health Science Students. This policy applies to all students who participate in the Health Science Certified Nursing Assistant program (Health Science III).

III. Substance Abuse Awareness. Illegal drug use and alcohol misuse have many serious adverse health and safety consequences. Information about

those consequences and sources of help for drug or alcohol problems is available through the FSUS guidance department.

IV. Rules

A. Whenever students are working in a clinical or lab area, are present on medical facility premises or are performing Health Science program related activities (including volunteer events off campus) they are prohibited from:

1. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).

2. Being under the influence of alcohol or an illegal drug as defined in this policy.

3. Possessing or consuming alcohol.

B. The presence of any detectable amount of any illegal drug or illegal controlled substance in a Health Science program student's body system is prohibited.

C. FSUS will also not allow students to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their clinical duties. Students that are not on the FSUS campus, operating in a clinical environment, and are required to have prescription medication with them must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

D. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

V. Required Testing All Health Science Students must pass a drug test before beginning of each clinical semester. The administration of all drug testing will be the responsibility of FSUS and the Health Science program staff. Refusal to submit to testing will result in immediate expulsion from the FSUS Health Science program.

All Health Science Students may be asked, on a random basis, to pass a drug test during the clinical semester. The administration of all drug testing will be the responsibility of FSUS and the Health Science Program staff. Refusal to submit to testing will result in immediate expulsion from the FSUS Health Science program.

VI. Collection and Testing Procedures

Students subject to drug testing will do so in the FSUS Clinic where they will be directed to provide urine specimens to the school nurse. Students will be allowed to provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxphane use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There FSUS school nurse will be responsible to maintain a chain of custody from the time specimens are collected through testing and storage.

VII. Consequences

Students who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be immediately expelled from the FSUS Health Science program.

VIII. Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the Health Science Program will be kept confidential to the extent required by law and maintained in secure files. The results of all drug test screening is considered privileged and confidential information. If the student is under eighteen years of age such results will be made available to their parent or legal guardian.

IX. Definitions

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in the Code of Federal Regulation Schedule, Tittle 1, sections I-V of 21 C.F.R. Part 1308 @ www.deadiversion.usdoj.gov/21cfr/cfr/2108cfrt.htm)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause an instructor to conclude that a student is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

X. Enforcement

The Administration of Florida State University Schools and the Health Science Program Medical Director are responsible for policy interpretation, administration and enforcement.

HISTORY:
ADOPTED: 2/10/15
REVSION DATE(S):
FORMERLY: NEW

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5.90+

FOREIGN EXCHANGE STUDENTS

I. Up to eight (8) foreign exchange students may be accepted from a Department of Education (DOE) approved program, on a first come first serve basis. A foreign exchange student may be enrolled in Florida State University Schools provided that the student

A. Is sponsored by a program approved by the Council on Standards for International Educational Travel (CSIET).

B. Is at least fifteen (15) years or age but has not attained the age of eighteen and one/half (18 ½) years of age at the time of enrollment. Proof of age must be documented by a birth certificate or passport.

C. Will be living with an American host family that resides in the county and has been approved by the sponsoring program.

D. Shall gain legal entry into the United States with a J-1 Exchange Visa.

E. Provides an academic transcript from the home school with English translation.

F. Provides evidence of sufficient English proficiency to function successfully in the academic level in which he/she is enrolled.

G. Meets immunization requirements in accordance with Florida statutes.

H. Has health, accident and liability insurance coverage that is valid in the United States.

II. A student shall be enrolled for a semester or a complete school year [two (2) semesters].

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.

VI. The Director shall develop procedures for implementing the foreign exchange student program.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1006.07

ADOPTED:
HISTORY:
REVISION DATE(S):
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FOR POLICIES NOT LISTED, REFER TO FLORIDA STATE UNIVERSITY POLICIES AT
www.fsu.edu

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6.10*+

EMPLOYMENT OF PERSONNEL

I. All personnel shall be appointed or reappointed as prescribed by Florida Statutes and in conformance with applicable State Board of Education rules and Florida State University policies and procedures.

II. The School must follow appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all personnel consistent with Florida Statutes, State Board of Education rules, federal requirements and Florida State University policies and procedures.

STATUTORY AUTHORITY: 1001.41. 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.43, 1012.22, 1012.27, 1012.32, 1012.335, 1012.39, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502, 6A-1.064, 6A-4.0081, 6A-4.0082, 6A-4.0083

HISTORY:
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6.142*

NONCERTIFIED INSTRUCTIONAL PERSONNEL

Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate constitute an invaluable community resource for the education of the students in the District. Such persons may serve as nonpaid volunteers or as a paid member of the instructional staff to render instructional service in the individual's field of specialty but shall not be required to hold a Florida teaching certificate. Policies concerning noncertificated instructional personnel shall be as follows:

I. Employment Procedures

Procedures shall be the same as those followed for certificated personnel, except that noncertificated personnel shall not be entitled to a contract as prescribed by State Board of Education rules. The supervisor recommending the appointment must explain the circumstances that necessitate employing a noncertificated instructional person. A copy of such material shall be placed in the employee's personnel file.

II. Personnel Records

The records of noncertificated personnel shall contain the same kinds of information that would be contained in the record of a regular member of the instructional staff. In lieu of a certificate and transcripts there shall be complete, detailed and certified documentation attesting to the individual's expertise in the area for which he/she is employed. The record shall also contain a statement of the specific instructional duties assigned to be performed and evaluations of performance of such duties.

III. Salary

Noncertificated persons shall be paid according to the terms set forth in the salary schedule.

IV. Assignment, Suspension, and Dismissal

Noncertificated instructional personnel may not be assigned to any teaching duties other than those for which specifically employed. They shall remain employed only as long as the need exists. At any time during the employment of a noncertificated instructional person there is an indication that he/she is not carrying out his/her duties as assigned, he/she shall be suspended from that duty immediately and further action, including dismissal, shall be recommended by the Superintendent.

V. Assessment of Performance

The performance of each noncertificated person shall be assessed against his/her specifically assigned duties. The supervisor recommending the appointment of these personnel shall monitor performance and provide a written evaluation at least once each school term using the teacher evaluation form.

VI. Student Welfare

Each noncertificated instructional person shall, prior to assuming his/her duties, be instructed as to his/her responsibilities in regard to the health, safety, and welfare of students. If assigned duties require knowledge of rules, regulations or policies of a special nature, the written statement of duties assigned shall include the duty to be familiar with such material.

VII. Instructional Practices and Policies

Prior to assuming their duties all noncertificated instructional personnel shall be advised of the state, District, and school policies relevant to instructional responsibilities.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.42, 1012.55, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502

HISTORY:
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6.144*

EDUCATIONAL PARAPROFESSIONALS AND AIDES

Aides and paraprofessionals are persons assigned by the School Board to assist an instructional staff member(s) in performing his/her instructional or professional duties or responsibilities. A paraprofessional has additional responsibilities consistent with the requirements of the federal Every Student Succeeds Act (ESSA).

I. The conditions of employment of an aide or paraprofessional shall include the following:

A. An aide shall have a high school diploma or hold a high school equivalency diploma issued pursuant to State Board of Education rules.

B. A paraprofessional shall meet one of the following requirements:

1. Hold an associate's or higher degree;

2. Two (2) years of study at an institution of higher education; or

3. A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness.

C. Be at least eighteen (18) years of age.

D. Results of fingerprints taken by Leon County School District must be received by the FSUS Human Resource Office. The fingerprints will be processed by the Florida Department of Law Enforcement and the Federal Bureau of Investigation.

E. The principal shall ensure that the aide or paraprofessional assigned to the school possesses a clear understanding of state and Board rules relating to his or her responsibilities and to the safety, welfare, and health of students. It shall be the principal and the instructional staff member's responsibility to ascertain that an aide or paraprofessional possesses the necessary knowledge about rules to perform duties of a special nature in a proper and reasonable manner.

II. It shall be the principal's responsibility to assure the School Board and the Director that each aide or paraprofessional possesses a clear understanding of all state and Board instructional practices and rules relevant to his/her responsibilities if he/she is expected to assist a teacher in promoting learning activities. When an aide is assigned duties requiring knowledge of instructional practices and policies or providing prescribed physical care for students of a specialized nature, it is the instructional staff member's responsibility to ascertain in advance whether the aide possesses the necessary knowledge and skills.

III. The aide or paraprofessional shall complete a period of supervised practice when assigned to a new instructional staff member or assigned a type of duty which he/she has not previously performed. The length of such supervised practice may vary depending upon previous experiences of the aide or paraprofessional. A record shall be maintained in each school to show the length, nature, and inclusive dates of each supervised practice assignment for each aide or paraprofessional.

IV. An education paraprofessional may administer or proctor statewide standardized assessments or assessments associated with Florida Approved Courses in accordance with Florida Statutes and State Board of Education rules. Paraprofessionals must complete required training prior to performing these tasks.

V. An aide or paraprofessional shall not perform any of the following:

A. Establish instructional objectives;

B. Render decisions regarding the relevancy of certain activities or procedures to achieve instructional objectives;

C. Make decisions regarding the appropriateness of training materials for accomplishing instructional objectives; and,

D. Evaluate a student's attainment of instructional objectives unless clear and objective criteria such as a specific achievement standard on an objective test are defined.

VI. The principal and instructional staff members who are assigned aides or paraprofessional personnel shall be responsible for assigning duties which are consistent with Florida Statutes, State Board of Education rules, School Board rules, and other controlling regulations.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1008.24, 1012.22, 1012.32, 1012.37, F.S., 34 CFR 200

STATE BOARD OF EDUCATION RULE(S): 6A-1.070, 6B-1.006

ADOPTED:
REVISION DATE(S): 6/21/16
FORMERLY:

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6.145*

SUBSTITUTE TEACHERS

I. Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties.

II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by FSUS Human Resources:

A. Hold a high school diploma or equivalent and a minimum of sixty (60) semester hours of credit from an accredited college or university or have completed three years of successful experience at FSUS as a teacher aide or instructional assistant based on positive recommendation from the supervising administrator where the services were performed; and

B. Have successfully completed a Substitute Training Program provided through FSUS or another school district in Florida; and

C. Be at least eighteen (18) years of age;

D. Submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI); and

III. The Director, or designee, shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible for substitute teaching until approved.

IV. The compensation for substitute teachers shall be for services rendered in accordance with the salary schedule adopted annually by the School Board.

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.

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. 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):
FORMERLY:

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.

G. To instruct students, teachers, and chaperones who are being transported on field and activity trips regarding the locations and proper use of school bus emergency exits prior to each trip.

H. To perform a complete interior inspection of the bus after each run and trip to ensure that no students remain on the bus.

I. To ensure that no one is on the bus while refueling.

J. To avoid unnecessary idling of the bus while in the vicinity of students.

K. To adhere to the requirements for the reduction of heavy-duty idling.

III. Failure to fulfill the responsibilities of a school bus operator may result in disciplinary action up to and including dismissal.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 316.305, 322.57, 1001.42, 1001.43, 1012.45, F.S., 49 CFR 382, 49 CFR 391

STATE BOARD OF EDUCATION RULE(S): 6A-3.0141, 6A-3.0171

DEPARTMENT OF ENVIRONMENTAL PROTECTION RULE(S): 62-285.420

HISTORY:
ADOPTED: 11/12/13
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6.18*

CONTRACTS: INSTRUCTIONAL AND FACULTY ADMINISTRATIVE PERSONNEL

I. Any person employed as a member of the instructional staff shall hold a valid Florida Educator Certificate or professional license except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the 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.

II. Contracts with Instructional Staff

A. 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.

B. 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.

III. Contracts with Administrative Staff

A. Each member of the Faculty administrative staff shall be given a written contract in accordance with Florida State University policies and procedures.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 120.57, 1001.43, 1011.60, 1012.22, 1012.32, 1012.33, 1012.335, 1012.56, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502, 6A-1.064

HISTORY:
ADOPTED: 2/14/12
REVISION DATE(S):
FORMERLY:

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.

II. An individual nominated for an instructional position shall be properly certificated, be eligible for certification, meet conditions prescribed in State Board of Education rules or qualify for employment or re-employment as a

non-degreed vocational education or adult education teacher based on School Board rules.

III. Pursuant to Sections 1012.39, 1012.55 and 1012.57, employment of temporary instructors, teachers of adult education, non-degreed teachers of career education, adjunct educators, career specialists, and experts in the field, each school district will establish the minimal qualifications for the issuance of FSUS certificates. Such certificates establish eligibility for employment, but do not confer a right to employment.

A. The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test. The district is permitted to issue adjunct certificates to qualified applicants.

B. Adjunct certificate holders should be used primarily to enhance the diversity of course offerings offered to all students.

C. Adjunct teaching certificates issued for full time teaching positions are valid for no more than three (3) years and are nonrenewable.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1011.60, 1012.24, 1012.54, 1012.55, 1012.56, 1012.57, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0501, 6A-1.0502, 6A-1.0503

HISTORY:

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FORMERLY:

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6.21*

DISTRICT CERTIFICATES

I. The FSUS School Board authorizes issuance of School District Certificates to substitute teachers, part-time adult education teachers, instructional staff that possess expertise in or extensive knowledge of a particular subject, but do not hold a Florida teaching certificate, and full time and part-time non-degreed vocational education teachers. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30 of the following year.

II. The following types of Full Time Certificates shall be issued with Board Approval:

A. Non-degreed instructional personnel will be issued a five (5) year Temporary Certificate upon receipt of fingerprint clearance from the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).

B. A five (5) year Professional Certificate will be issued when all requirements have been completed as specified for a Professional Services Contract.

C. To re-issue a valid Professional Certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit which includes three (3) semester hours specific to each area on the certificate. One hundred twenty (120) Inservice Points shall be considered equivalent.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.32, 1012.39, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0502

HISTORY:
ADOPTED: 3/18/25
REVISION DATE(S):
FORMERLY:

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6.22
TEACHING OUT-OF-FIELD

I. For initial employment each member of the instructional or certificated administrative staff shall be employed in the subject field in which he or she is properly certified except as approved by the Director. Employees hired to teach out-of-field must complete the minimum college credit hours or equivalent as specified in this policy each year toward certification in order to be eligible for reappointment.

II. Each principal shall report to the Director any teacher who is assigned to teach a subject(s) for which he or she is not properly certificated. Such reports shall be filed at the beginning of each school year or when changes occur and shall include the following information: teacher's name, the certificate area(s) on the Florida Educator Certificate, the out-of-field assignment, and the justification. The School Board minutes shall reflect such approvals.

III. The District shall report out-of-field teachers on the District website and to parents of students assigned to those respective course codes within thirty (30) days before the beginning of each semester.

IV. Recommendations will be given to a teacher to assist in meeting in-field certification requirements.

V. Continuing and professional services contract personnel who are out-of-field for certification shall complete the minimum college credit hours or equivalent as specified in this policy each year toward certification. Failure

to comply with this policy may result in actions permitted by law or the *Principles of Professional Conduct for the Education Profession in Florida*.

VI. A teacher out-of-field in a subject other than English for Speakers of Other Languages (ESOL) shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification.

VII. A teacher out-of-field in ESOL only shall complete at least three (3) semester hours of college credit or the equivalent toward the ESOL requirements within the first two (2) calendar years from date of initial assignment and three (3) semester hours or the equivalent during each calendar year thereafter until all course requirements for certification in ESOL or completed.

VIII. A teacher out-of-field in ESOL and another subject shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from the date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification. During the first two (2) years, at least three (3) of the required hours or the equivalent shall be completed in ESOL strategies. Beginning with the third year and each year thereafter, at least three (3) semester hours or the equivalent shall be completed in ESOL strategies and at least three (3) semester hours in requirements for the other subject shall be completed until all course requirements are completed for the appropriate certifications.

IX. All out-of-field teachers shall sign an agreement to work toward the appropriate certification. The principal shall be responsible for obtaining signatures on the agreement and a copy shall be placed in the teacher's

personnel file. Each year as applicable, the out-of-field teacher shall file appropriate verification of course work until fully certified.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S**.**

LAW(S) IMPLEMENTED: 1001.43, 1012.42, 1012.55, 1012.57, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0503, 6A-10.081

HISTORY:
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REVISION DATE(S):
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6.27*

PROFESSIONAL ETHICS

I. An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. The 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)

II. Administrative and instructional personnel, as defined by Florida Statute, shall be required to complete training on these ethical standards. All other employees shall be encouraged to participate in training related to professional ethics.

III. The Director and School Board members shall complete annual ethics training as required by law.

IV. 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.

STATE BOARD OF EDUCATION RULE(S): 6B-1.001, 6B-1.006

HISTORY:

ADOPTED: 4/1409

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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
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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.

B. Information related to the alleged misconduct shall be considered confidential until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding.

C. The Director shall report alleged misconduct to the Department of Education as required by Florida Statutes.

III. Legally Sufficient Complaint

The Director shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the District became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show that an instructional or administrative employee has committed a violation as provided in 1012.795, F.S., and defined by State Board of Education rule.

IV. Resignation or Retirement in Lieu of Termination

If an instructional or administrative employee resigns or retires in lieu of termination for misconduct that affects the health, safety or welfare of a student, the Director shall report the misconduct to the Department of Education as required.

V. Employment Reference

A representative of FSUS shall not provide an employment reference or discuss the performance of an employee with a prospective employer in an educational setting without disclosing the person's misconduct that affected the health, safety or welfare of a student. An FSUS official shall not enter into any confidentiality agreement regarding terminated or dismissed personnel or personnel who resigned or retired in lieu of termination.

VI. Notification

The policies and procedures for reporting alleged misconduct by employees that affects the health, safety or welfare of a student shall be posted in a prominent place at FSUS and on the FSUS website. The notice shall include the name of the person to whom the report is made and the consequences for misconduct.

VII. Protection from Liability

A. Any individual who reports in good faith any act of child abuse, abandonment or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil or criminal liability that might result from such action.

B. Any member of FSUS who discloses information about a current or former employee to a prospective employer, at the employee's request or at the prospective employer's request, shall be immune from civil liability for such disclosure as provided by Florida Statute.

VIII. False or Incorrect Report

The Director, a Board member or any school administrator shall not sign and/or transmit any report regarding employee misconduct to a state official that he/she knows to be false or incorrect. An individual who knowingly makes a false or incorrect report shall be subject to disciplinary action as prescribed by Florida Statute.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 39.203, 112.313, 119.071, 768.095, 1001.42, 1006.061, 1012.01, 1012.22, 1012.27, 1012.795, 1012.796, F.S.

STATE BOARD OF EDUCATION RULE(S): 6B-1.001, 6B-1.006

HISTORY:
ADOPTED: 4/14/09
REVISION DATE(S): 3/5/09, 2/12/13, 11/12/13
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6.30

VIOLATION OF LOCAL, STATE OR FEDERAL LAWS

I. Anyone known to have violated a local, state, and/or federal law on FSUS property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to Florida Statutes and FSUS School Board rules.

II. Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action by the Director or Board up to or including dismissal.

III. As required by the provisions of State Board of Education Rule 6B-1.006(5), the *Principles of Professional Conduct for the Education Profession in Florida*, and Florida Statutes, professional employees and non-instructional and contractual personnel who have direct contact with students or who have access to or control of funds are required to self-report within forty-eight (48) hours to the Director any arrests/charges involving criminal activity. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or *nolo contendere f*or any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

IV. It is the duty of all employees to report to the Director any misconduct by any FSUS employee that affects the health and safety of a student in accordance with FSUS policy.

V. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 877.13, 943.0585, 943.059, 1001.41, 1001.42, 1001.43, 1006.145, 1012.22, 1012.27, 1012.465, F.S.

STATE BOARD OF EDUCATION RULE(S): 6B-1.006(5)

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:
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6.31

RECORDS AND REPORTS

I. 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.

II. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.22, 1012.53, F.S.

HISTORY:

ADOPTED: 9/13/22

FORMERLY:

REVISION DATE(S):

FLORIDA STATE UNIVERSITY SCHOOLS
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HUMAN RESOURCES
CHAPTER 6.0

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.

VIII. The written report of the assessment shall be reviewed with the employee and discussed with him/her by the person who made the assessment.

IX. An employee may respond to an assessment in the manner provided by law or other approved procedures.

X. To the extent this policy conflicts with any terms of the Collective Bargaining Agreement regarding assessment of employees, the terms of the Collective Bargaining Agreement shall apply.

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.

HISTORY:

ADOPTED: 1/10/12

REVISION DATE(S): 12/9/14, 9/8/15

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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
REVSION 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:
REVSION DATE(S):
FORMERLY: NEW

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6.62+

AIDS, BLOODBORNE PATHOGENS, AND ENVIRONMENTAL HAZARDS

The Board shall adopt appropriate procedures and guidelines consistent with federal and state regulations regarding the training and methods of handling and ameliorating the potential risks of exposure to bloodborne pathogens, other communicable diseases, and environmental hazards, such as asbestos, lead in drinking water, and radon gas.

STATUTORY AUTHORIITY: 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
REVSION DATE(S):
FORMERLY: NEW

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6.70
STAFF TRAINING

I. The School Board recognizes that proper training of employees and volunteers is essential to maintaining a safe, effective and efficient workforce. State mandates, federal requirements, and local conditions require certain training for all employees and other training of selected employees, depending upon their work assignments.

II. The Director is to provide appropriate training to all employees and volunteers of the District.

III. Training for employees should minimally include:

A. Identifying and reporting child abuse and neglect;

B. All nondiscrimination provisions;

C. Sexual harassment guidelines;

D. Handling hazardous materials and toxic substances including bloodborne pathogens, chemicals, and petroleum products;

E. District policies and procedures related to HIV/AIDS disease, communicable diseases, alcohol and drug free facilities, use of tobacco products, possession of weapons, and *Code of Student Conduct*;

F. Suicide awareness and prevention; and

G. Other topics as deemed appropriate by the Director or required by law, rule, or other governing provision.

IV. The Director shall annually provide the Board a report of the type of training provided employees and volunteers.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, 1013.12, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1006.07, 1012.22, 1012.27, 1012.38, 1012.583, 1012.98, 1012.985, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 12/12/17
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:

BUSINESS SERVICES

CHAPTER 7.0

REFER TO FLORIDA STATE UNIVERSITY POLICIES AT
www.fsu.edu

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.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1008.385, 1010.01, 1010.04, 1011.01 – 1011.18, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.002, 6A-1.004, 6A-1.006, 6A-1.007, 6A-1.0071

HISTORY:

ADOPTED: 1/10/12

REVISION DATE(S):

FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS
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7.11+
CASH RESERVE

I. The school shall maintain a minimum cash reserve balance of at least 7% of its operating budget.

II. The school may spend the minimum cash reserve of 7% if a demonstrated emergency exists and the use of cash reserve is approved by the school board. If such an emergency arises, a plan to return to the minimum reserve balance of 7% must simultaneously be approved by the school board.

HISTORY: NEW
ADOPTED: 2/13/24
REVISION DATE(S):

7.12

EXTENDED DAY ENRICHMENT PROGRAM OVERHEAD ASSESSMENT

I. Purpose

The purpose of this policy is to outline the importance of Florida State University School's commitment to providing Extended Day Enrichment Programs to students and the need to guidelines with regards to funding received and expended through these programs.

II. Funding Outline

The operating budget for Extended Day Enrichment Programs (EDEP) is generated through the fees assessed to participants. The fees are collected at the program level and deposited in an FSU Auxiliary Account. These funds are deposited in **Extended Day Auxiliary Account.** All fees should be allocated as follows:

A. Funding Category I

Eighty percent (80%) of funds collected should be spent exclusively to cover expenses necessary to operate the EDEP.

B. Funding Category II

Twenty percent (20%) of funds collected will be used to cover general school-wide expenses that enhance the overall school mission.

Finance documentation for both categories shall reflect the segregation of funds and documented expenditures. Additional details related to each funding category are detailed below.

III. Funding Category I

Expenditures included in this category must cover program expenses including, but not limited to, administrative cost, staff salaries, enrichment activities, and supplies. Fee collected should be sufficient to cover operating expenses associated with the program. If the EDEP includes sub programs (i.e., before-school, weekend extended care, summer camp), fees derived from each sub program should be adequate to cover expenses of that sub program.

Annually, the EDEP Manager should compare fees collected to actual program expenditures to determine whether fees are appropriate given actual expenditures. The annual comparison should be used to aid in projection of future program fees and expenditures.

Every effort should be made to spend fees during the actual program year in which they were collected. Fees should be spent to benefit the group of students who actually paid the fees.

EDEP staff will work to create a program budget to account for revenue and expenses of fees collected during a program year. EDEP Budget will maintained for reporting with school administration. If the program needs to make an amendment to the fiscal year budget, a written

explanation should be provided to the Principal that explains the variance and includes a plan of action to more closely align fees and expenditures.

IV. Funding Category II

Expenditures included in this category should be used to enhance the overall school/district mission. These funds are treated in the same manner

as auxiliary funds as defined by FSU since EDEP does not pay overhead costs for use of facilities (i.e., building, electric, water). The Director or designee is authorized to request transfer from the EDEP Director of up to twenty percent (20%) of overall EDEP fee collections for use as Category II funding. The request must take into consideration the current EDEP financial position and the Director or designee may opt not to request Category II funding or to request a lower percentage.

Appropriate expenditures, include but are not limited to, equipment, supplies, staffing, student enrichment activities, uniform items, workshops, training including meals for all-day training events, and purchases to promote and enhance safety of staff and students. These funds may not be utilized to purchase items for personal benefit, which may include but are not limited to, monetary rewards, other gifts, meals (not associated with a professional training), or entertainment.

V. Funding Category I & II - Split Purchases

Given that twenty percent (20%) of the overall program fees are available to support school-wide purchases, split purchases should only be initiated in rare extenuating circumstances. When it has been determined by the Director or designee and EDEP Manager that significant benefit would be gained from jointly funding the purchase of shared items adherence to the following criteria is required.

A. The portion of the expense charged to **Funding Category I** shall be proportionate to the EDEP usage of the purchased item(s).

B. The Director or designee and EDEP Manager should prepare and provide written documentation for approval by the Director which:

1. details the overall benefit provided to the EDEP;

2. outlines the proportion of the expense charged to **Funding Category I**; and

3. documents the absence of available funding in **Funding Category II** or other alternate funding sources to cover the entire costs of the purchase.

HISTORY: NEW
ADOPTED: 1/21/25
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:
ADOPTED: 1/10/12
REVISION DATE(S):
FORMERLY:

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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 that 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

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.

VI. Funds shall be collected and expended in compliance with United States Department of Agriculture and State Department of Agriculture and Consumer Services rules.

VII. The Board shall annually adopt prices charged to students and adults who participate in the food services program.

VIII. The Director shall develop written procedures for conducting the District's food service program.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 570.981, 1001.43; 1010.05, 1010.20, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.001, 6A-1.085, 6A-1.087, 6A-1.091

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

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

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.

C. *Instrument of conveyance* means an instrument conveying any interest in real property.

D. *Facsimile signature* means a reproduction by engraving, imprinting, stamping, or other means of the manual signature of an authorized officer.

III. The vice-chairperson shall have no authority to sign warrants or school documents except when he/she is required to assume the duties of the chairperson, in which case, he/she shall be legally empowered to sign warrants and other legal documents as the chairperson would be empowered to sign.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 116.34, 1001.43, F.S.

HISTORY:
ADOPTED: 9/8/15
REVISION DATE(S):
FORMERLY:

FLORIDA STATE UNIVERSITY SCHOOLS
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7.65+
ANTIFRAUD

I. The Florida State University Schools, Inc. School Board will not tolerate fraud or the concealment of fraud.

II. This policy applies to any fraud, suspected or observed, involving School employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School and any other persons or parties in a position to commit fraud on the School.

III. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to personally benefit or to induce another to act to his/her detriment.

Actions constituting fraud include but are not limited to

A. Falsifying or unauthorized altering of School documents.

B. Accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.

C. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the School in order to give any entity, person or business an unfair advantage in the bid process.

D. Causing the School to pay excessive prices or fees where justification is not documented.

E. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.

F. Using School equipment or work time for any outside private business activity.

IV. Any perceived fraud that is detected or suspected by any staff member or other person shall be reported immediately to Human Resource Office for guidance as to whether pursuit of an investigation is warranted. The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship. Investigations shall be conducted in a confidential manner. Violation of this policy may result in disciplinary action, termination of employment, termination of contract or legal action.

V. The Director or designee shall develop procedures to implement this policy. Procedures shall include but not be limited to

A. Employee notification and education;

B. Self-assessment of risk of fraud;

C. Reporting suspected or detected fraud;

D. Investigation of fraud;

E. Consequences and disciplinary action.

STATUTORY AUTHORITY: 1001.32, 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1001.421, 1001.43, F.S.

HISTORY:

ADOPTED: 2/14/12

REVISION DATE(S):

FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS
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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

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:

7.703

PROMOTIONAL CREDIT

I. Purpose

This policy establishes the guidelines for the use of promotional credits earned from purchases of athletic equipment, apparel, or services. These credits are typically offered by vendors as a reward for bulk purchases or loyalty. The goal is to ensure the proper management, equitable distribution, and transparent use of these credits to benefit student-athletes and athletic programs.

II. Definition of Promotional Credits

Promotional credits refer to any rebates, loyalty points, discounts, or store credit provided by a vendor in relation to the purchase of athletic equipment, uniforms, or services. These credits may be redeemable for additional purchases or services from the vendor.

III. Management of Promotional Credits

A. All promotional credits earned through purchases must be reported to the school principal and athletic director.

B. The Athletic Director (or designee) will be responsible for managing and tracking the credits.

C. Promotional credits must be utilized within the same fiscal year towards students enrolled in athletic programs unless otherwise specified by district policy.

II. Approved Uses of Promotional Credits

Promotional credits should be used to support the following:

A. Purchasing additional athletic equipment: Items such as balls, training gear, and other necessary supplies that directly benefit the students' athletic experiences.

B. Uniform replacements or upgrades: Credits may be used for purchasing additional or replacement uniforms or sporting attire, helping reduce costs for the school or parents.

C. Facility enhancements: Minor improvements to athletic facilities (e.g., training room equipment or gym supplies) may also be funded through these credits.

D. Professional development for coaching staff: As long as it directly supports athletic programs, promotional credits can be used to pay for staff development programs.

III. Prohibited Uses

Promotional credits must not be:

A. Used by staff, coaches, or administrators.

B. Redirected for non-athletic purposes unless expressly approved by the district board.

C. Converted to cash or other forms of currency.

IV. Transparency and Reporting

A. The Athletic Director shall submit an annual report on the use of promotional credits to the Director and School Board.

B. The report should detail the amount of credits earned, how they were used, and their impact on the athletic programs.

C. Parents and community stakeholders will have access to this report upon request to ensure accountability.

II. Vendor Relations

The district must ensure that all dealings with vendors related to promotional credits are ethical, transparent, and compliant with district procurement policies. Any vendor offering promotional credits must be approved through the standard procurement process to avoid conflicts of interest.

HISTORY:
ADOPTED: 1/21/25
REVISION DATE(S):
FORMERLY:

AUXILIARY SERVICES

CHAPTER 8.0

FLORIDA STATE UNIVERSITY SCHOOLS
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AUXILIARY SERVICES
CHAPTER 8.0

8.10*+
SAFETY

I. 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.

II. The Administrative Staff, bus drivers, teachers, school food service personnel, and custodians shall strive to protect the physical welfare of each student.

III. 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.

IV. Students shall be given information that encourages compliance with the safety belt usage law by means of appropriate curricula.

V. 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.

VI. 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 it deems necessary and appropriate to address safety and security in the School.

STATUTORY AUTHORITY: 1001.42(6), F.S.

LAWS IMPLEMENTED: 316.614; 985.401, 1006.062(3), 1006.07, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 2/9/10; 9/13/22
FORMERLY: 8.10

8.12+

TOXIC SUBSTANCES IN SCHOOL WORK AREAS

I. 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:

A. Notification of School Board employees of where to direct requests for information on such substances;

B. 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,

C. 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:
REVSION DATE(S): 2/9/10
FORMERLY: 8.20

8.14*

INSPECTIONS

I. All school buildings shall be inspected at least once during each school fiscal year by a person who is certified by the designated state agency. Such inspection shall be conducted to determine compliance with State Board of Education rules and shall include, but not be limited to, wiring, plumbing, structural parts, safety hazards, and general repair needs. A copy of such inspection report(s) shall be submitted to the principal, Director, and School Board.

II. 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:
REVSION DATE(S): 7/8/14
FORMERLY: NEW

FLORIDA STATE UNIVERSITY SCHOOLS
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8.16*

EMERGENCY EVACUATION DRILLS

I. The Principal shall hold at least two (2) emergency evacuation drills during each semester with the first drill being held within the first thirty (30) days of the school term.

II. The Principal and instructional and non-instructional school staff members shall develop a base emergency exit and cover plan for such emergencies as fire, bomb threats, foul weather and national emergencies, designed to familiarize the occupants with all means of exit and appropriate cover areas for emergencies. Special emergency exits that are not generally used during the normal occupancy of the building shall be carefully detailed and outlined. Diagrams shall be posted in each student occupied area clearly indicating fire exits and alternate evacuation routes.

III. The Principal shall plan and assign to staff members the responsibility of the prompt and orderly evacuation of school buildings.

IV. The Principal shall identify and report to the Director hazardous areas requiring corrective measures. The Director shall be responsible for informing the School Board of the Principal's report.

V. The Director shall make available to each principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

STATUTORY AUTHORITY: 1001.42, F.S.

LAW(S) IMPLEMENTED: 404.056, 1001.43, 1013.12, F.S.

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

HISTORY:

ADOPTED: 9/13/22

REVISION DATE(S):

FORMERLY:

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 his designee shall

be present during the questioning of students by SRO's concerning crimes committed. If a student is arrested and/or taken into custody, the SRO and school personnel shall utilize best efforts to immediately notify the parent/guardian. The SRO's shall use best efforts to comply with the policies set forth by FSUS and procedures established by administration.

V. Student OFF campus incidents:

The SRO shall not routinely conduct investigations or question students as to off campus incidents or crimes while serving as an SRO on school property. Other sheriff deputies or law enforcement shall be utilized for this function unless impracticable.

VI. On a yearly basis, the SRO's and appropriate school administration shall meet for an "in-service" to discuss the role of the SRO in the schools and to familiarize the SRO's with School Board policy and administrative procedures.

VII. The Director is responsible for notifying the Office of Safe Schools, and the Board Chair immediately after, but no later than seventy-two (72) hours after, the occurrence of the following:

A. A safe-school officer is dismissed for misconduct or disciplined; or

B. A safe-school officer discharges his/her firearm in the exercise of his/her duties other than for training purposes.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.42, 1006.12

STATE BOARD OF EDUCATION RULE(S): 6A-1.0018

HISTORY:

ADOPTED: 12/14/21

REVISION DATE(S):

8.22

VANDALISM AND MALICIOUS MISCHIEF

I. 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.

A. 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.

B. 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.

C. 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.

D. 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.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 741.24, 806.13, 1001.43, 1013.10, F. S.

HISTORY:
ADOPTED:
REVISION DATE(S): 2/9/10
FORMERLY: 8.30

8.36

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

I. 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:

A. When transportation is for a physically handicapped or isolated student and the Board has entered into a written agreement for the transportation of the student.

B. When the transportation is part of a comprehensive contract for a specialized educational program between the Board and a service provider for instruction, transportation and other services.

C. When the transportation is provided through a public transit system.

D. When 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.

II. 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:

A. When a student is ill or injured and must be taken home or to a medical treatment facility under non-emergency circumstances and

B. The school has been unable to contact the student's parent or guardian, or such parent, guardian or responsible adult designated by the parent or guardian is not available to provide the transportation;

C. Proper adult supervision of the student is available at the location to which the student is being transported;

D. If the school has been unable to contact the parent or guardian prior to the transportation, the school continues to attempt to contact the parent or guardian until the school is able to notify the parent or guardian of the transportation and the circumstances.

E. When the transportation is in connection with a school function or event in which the school has undertaken to participate and

1. The function is a single event which is not part of a scheduled series or sequence of events to the same location, such as, but not limited to, a field trip, recreational outing, a competitive or cooperative event, or an event connected to an educational program; and

2. Transportation is not available, as a practical matter, using a school bus or school board passenger car; and

3. Each student's parent or guardian is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.

F. When a student is so disruptive to the classroom and school that they must be removed by the Dean of students or by law enforcement and taken to a parent or guardian, the following precautions must be taken:

1. An adult escort will accompany the adult driver.

2. Care must be taken to ensure the safety of the student, escort and driver.

3. Parents must have given consent and recognize the severity of the discipline problem.

G. When Board employees are required to use their own vehicle to perform duties of employment and such duties include the occasional transportation of students.

III. Any private vehicles used to transport students under this policy shall be currently registered in the state of Florida, be insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and be in good working order. A person wishing to transport students in a private vehicle will request approval by submitting his/her driver's license, vehicle registration and insurance I.D. card, to the principal in a reasonable amount of time before the planned travel. The principal will examine the driver's license, vehicle registration and insurance card, and may, in his or her discretion, give approval for the transportation of students in the private vehicles as requested. A student who is transported to any activity in a private vehicle approved under this Policy shall return from the activity in the same vehicle, unless the student is released to his/her parents.

IV. A driver who is transporting students under the provisions of this policy shall adhere to Florida laws and regulations related to driving including the Florida Ban on Texting While Driving Law.

V. Student transportation in private vehicles may only be authorized for trips within the state of Florida. When transportation is authorized in a private vehicle, students may only be transported in designated seating positions and shall be required to use the occupant crash protection system provided by the vehicle manufacturer.

VI. Employees will be covered by the Board's liability program when they are transporting students as part of their assigned or related duties. Benefits due from private vehicle insurance will be primary, except for workers' compensation, in accordance with state law.

VII. Notwithstanding any other provision of this policy, in an emergency situation, which constitutes an imminent threat to student health or safety, school personnel may take whatever action is necessary under the circumstances to protect students.

STATUTORY AUTHORITY: 1001.42, 1001.43 F.S.

LAWS IMPLEMENTED: 316.305, 1000.21, 1006.21, 1006.22, 1006.24, F.S.

STATE BOARD OF EDUCATION RULE: 6A-3.017

HISTORY:
ADOPTED: 11/14/01
REVSION DATE(S): 11/12/13
FORMERLY:

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.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 316.003, 316.614, 316.6145, 316.6146, 1001.43, 1006.21, 1006.22, F.S.

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

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

8.38

AUTOMOTIVE EQUIPMENT

I. 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.

IV. 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.

V. 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 shall not assume any financial responsibility for purchases or contract for repairs unless prior approval is obtained from the Director or designee.

VI. The transportation supervisor shall determine that all equipment is inspected at regular intervals.

VII. Under no conditions shall equipment be repaired by a private shop or private individual without approval of the Director or transportation supervisor.

VIII. The person who is assigned a vehicle on a full time basis shall be responsible for delivering the vehicle for inspection as prescribed by the transportation supervisor.

IX. The operator of any vehicle with a gross vehicle weight rating of 8,500 pounds and with a heavy-duty diesel engine shall adhere to the requirements for the reduction of heavy-duty idling.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 316.305, 1001.43, 1006.21, 1006.22, F.S.

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

DEPARTMENT OF ENVIRONMENTAL PROTECTION RULE(S): 62-285.420

ADOPTED: 11/12/13
HISTORY:
REVISION DATE(S):
FORMERLY: NEW

8.40*+

GENERAL FOOD SERVICE REQUIREMENTS

I. The school food service program shall operate according to requirements set forth in Florida Statutes and State Department of Agriculture and Consumer Services rules. The school food service program shall include the federally reimbursed lunch program, *a la carte* food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include the federally reimbursed breakfast program.

II. The District shall participate in the Florida Farm Fresh Schools Program.

III. The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.

IV. Foods and beverages available in schools shall be only those which meet the nutritional needs of students and contribute to the development of desirable health habits unless permitted otherwise by State Department of Agriculture and Consumer Services rules and approved by the Director.

V. The school food service program shall meet the standards for Food Service and Sanitation and Safety as provided by the Florida State Board of Health and Florida State Department of Agriculture and Consumer Services.

VI. School food and nutrition service funds shall not be considered or treated as internal funds of the local school, but shall be a part of the District school funds. School food and nutrition service funds shall be subject to all the

requirements applicable to the District fund such as budgeting, accounting, reporting, and purchasing and such additional requirements as set forth in the written procedures manual authorized in this policy.

VII. USDA commodities shall be acquired, stored, and utilized in accordance with United States Department of Agriculture and related State Department of Agriculture and Consumer Services rules.

VIII. The Director or designee shall develop a written procedures manual to govern school food and nutritional services programs.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1006.06, 1006.0605, F.S.

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): 5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005

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

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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 AGRICULTUREAND CONSUMER SERVICES RULE(S): 5P-1.001

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

8.42

FREE AND REDUCED-PRICE MEALS

I. 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.

A. 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.

B. 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.

C. Procedures for implementing the free and reduced-price meal services shall be reviewed annually and shall be in accordance with procedures and guidelines published by the Florida Department of Agriculture and Consumer Services and the United States Department of Agriculture.

STATUTORY AUTHORITY: 1001.42, 1001.43, F.S.

LAW(S) IMPLEMENTED: 570.98, 570.981, F.S.

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

RULE(S): 5P-1.004

HISTORY:

ADOPTED:

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FORMERLY:

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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:

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8.62

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

I. 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.

II. 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.

III. Unacceptable Use

The use of the network shall be consistent with the mission, goals, policies, and priorities of FSUS Leon. Successful participation in the network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network. Any use of the network for illegal, inappropriate, or obscene purposes, or in support of such activities, will not be tolerated. FSUS Leon will maintain compliance with the requirements of the Elementary and Secondary Education Act (ESEA) and the Children's Internet Protection Act (CIPA). **Examples of prohibited activities and unacceptable uses of the network include, but are not limited to:**

A. Uses that violates the Code of Conduct;

B. Violating the conditions of The Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida dealing with student's rights to privacy, employee rights to privacy, or violating any other section of the Code;

C. Using, accessing, visiting, downloading, or transmitting inappropriate material, messages or images such as pornography, profanity or obscenity;

D. Reposting personal communications without the author's consent;

E. Use of another individual’s account or providing individual account information to another person;

F. Copying, sending (uploading) or receiving (downloading) commercial software in violation of copyright law or other copyright protection of trademarked material;

G. Using the network for financial gain or for any commercial or illegal activity;

H. Using the network for political advertisement or political activity;

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

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

K. Taking any actions that affect the ability of the District to retrieve or retain any information contained on the computer equipment, in the data network system or acting to modify any software or any data without specific written permission;

L. Sending any student identifying information, via e-mail, or over the network system, must be done using encryption and/or password protection.

M. Creating and/or forwarding advertisements chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;

N. Gambling or conducting any illegal activity;

O. Posting personal views on social, political, religious or other nonbusiness related matters;

P. Communications that are harassing, hostile, insulting, ridiculing, attacking or defaming others

Q. Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority. Refer to FSUS Leon Board Policy and Student Code of Conduct.

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

S. Use of unauthorized methods of access to FSUS technology resources such as modems and virtual private networks (VPN's).

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

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

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

W. Usage invades the privacy of others.

X. Use or experimentation with software or hardware without written approval from the Technology Director.

Y. Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.

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

AA. Use of the system for an unauthorized purpose.

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

CC. Students shall not perform any kind of maintenance, repair, configuration or installation services on District owned devices unless otherwise authorized by the IT Director.

IV. Websites & Posting of Information

All web sites representing any FSUS Leon employee pursuant to their official role and duties must have their web site hosted on a school district authorized file server. File server space, and technical assistance are provided to school district employees to facilitate posting of school business-related web pages. Using free or paid outside web servers for public dissemination of school business is not permitted.

V. Social Media

FSUS recognizes the use of social media for communication and e-learning; however, only those networks sponsored by FSUS Leon may be used for classroom instruction or school sponsored activities without prior written approval of the Director.

A. Students may not access social media platforms during classroom time, except when expressly directed by a teacher for an educational purpose.

B. TikTok, or any successor platforms, may not be used on all district- or school-owned devices, or on any device (including privately owned) connected to district- or school-provided internet.

C. TikTok, or any successor platforms, may not be used to communicate or to promote any school district, school, school-sponsored club, extracurricular organization, or athletic team.

VI. Monitoring & Retention of Data

A. FSUS Leon business conducted by e-mail must be done using the e-mail account that the Florida State University supplies. When an employee conducts official business of Florida State University Schools via e-mail, the employee must retain a copy of the e-mail including attachments in paper form or store these documents

electronically on district owned equipment in accordance with the Florida Public Records law.

B. Minor personal use of e-mail and the internet by school district employees is acceptable but should not interfere or conflict with school business and or duties.

C. FSUS Leon reserves the right to monitor and/or retrieve the contents of e-mail messages for legitimate reasons such as, but not limited to, ensuring the integrity of the system, complying with investigations of wrongful acts, or recovering from a system failure.

VII. No Expectation of Privacy

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

VIII. Security & Enforcement

Some material on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts, or communications may not be suitable for school-aged children. The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, Florida State University Schools supports information retrieval from the network which enhances the research and inquiry of the learner and which faculty and staff direct.

A. To the extent practical, FSUS Leon will use technology protection measures to filter or block access to material that is not appropriate for students, taking into consideration the subject matter and the age of the students served at the school. Each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.

B. To the extent practical, FSUS Leon will use technology protection measures to prevent hacking or unauthorized access by students to data or information that they should not have access to, and to prohibit other unlawful online activities by students.

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

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

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

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

E. In order to ensure confidentiality of secure information and to maintain network security, FSUS Leon also requires that employees' and students' passwords remain confidential. Therefore,

1. Employees must:

a) Change passwords at least four (4) times a year, or whenever the employee feels his or her password may have been compromised;

b) Use passwords that contain a combination of 3 of the following: (lower case letter, upper case letter, number, special character) and that are difficult to guess;

c) Type in passwords at each log in.

2. Students may be required to:

a) Change passwords at least four (4) times a year, or whenever the student feels his or her password may have been compromised;

b) Use passwords that contain a combination of 3 of the following: (lower case letter, upper case letter, number, special character) and that are difficult to guess;

c) Type in passwords at each log in.

Employees and Students are prohibited from sharing passwords and must not set passwords to an automatic log in mode.

It may become necessary to know employee or student passwords for maintenance purposes. Only authorized computer maintenance personnel will be allowed to know passwords. Upon completion of the maintenance activity, the user may need to change his or her password.

Any student shall be exempt from accessing the internet upon request in writing from the parents, as defined by Florida Statutes, to the principal. The request for exemption shall expire at the end of each school year. It shall be the responsibility of the parent to renew the request yearly.

IX. Students who violate any procedures in this policy may be denied access to FSUS Leon computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the FSUS Leon disciplinary procedures.

X. Employees that Fail to adhere to this policy may result in suspension or revocation of the offender's privilege of access to the network and other disciplinary action up to and including termination of the employee.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S

LAW(S) IMPLEMENTED:

STATE BOARD OF EDUCATION RULE(S): 1001.02, 1003.02 F.S., Rule 6A-1.0957, 6A-1.0955

HISTORY:

ADOPTED: 2/11/14

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FORMERLY: NEW

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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,

documents created should be saved to removable media such as flash drives or to a cloud storage location.

C. Students who choose to bring their personal devices may use the “FSUS-student” filtered wireless public network while on campus. When logging onto the “FSUS-student” wireless network, students will be required to accept the district’s Acceptable Use Policy (AUP) for network access. All FSUS networks are filtered for the safety of users in compliance with CIPA requirements. Any attempt to circumvent safety filters or “hack” FSUS technology and/or FSUS platforms, programs, and software in any way is expressly prohibited. Nevertheless, caregivers are advised that a determined user may be able to gain access to services on the Internet that they and/or their caregivers may find inappropriate, offensive, objectionable, or controversial. Caregivers assume this risk by allowing their child to participate in the BYOD program.

D. Non-wireless access to the district’s network, such as through Ethernet cable, by personal devices is prohibited. Know that users have a limited right to, nor should they have an expectation of, privacy in the content of their personal files and records of their online activity while on the district’s network. Access to the “FSUS-student” network is a privilege and administrators and faculty may review files and messages at any time to maintain system integrity and ensure that the users are acting responsibly. If reasonable belief exists that a student has violated the terms of this agreement, or other district policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/or further action per the FSUS Student Code of Conduct.

E. Personal devices can only be used in approved areas and students must comply with staff directives regarding the use of technology

devices. Using functions on electronic devices in any manner that disrupts the educational environment or violates the AUP will be subject to disciplinary action. Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded is prohibited; written parental consent is required for publication.

F. Students bring personal devices to school at their own risk. FSUS will not be held responsible if a device is lost, stolen or misplaced, including those that have been confiscated. Moreover, FSUS will not be responsible for technical support of personal devices, beyond providing necessary district specific connectivity and login information.

III. Required Use of Personal Devices

Use of personal devices is never a requirement and will not impact student grades. In instances where a device is required for an assignment, students without a device of their own will be provided one by FSUS for use on campus.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:
STATE BOARD OF EDUCATION RULE(S)

HISTORY:
ADOPTED: 12/8/15
REVISION DATE(S):
FORMERLY: NEW

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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*.

I. 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.

II. Curriculum

Resource conservation shall be incorporated into the curriculum at all grade levels and appropriate subject areas. The curriculum shall address the economic, environmental, and social impact of resource conservation.

III. Facilities and Equipment

A. New facilities shall be designed and constructed to be energy efficient. Renovations and additions to existing facilities shall include features to minimize energy consumption. Facilities shall be operated in a manner to keep energy use to a minimum.

B. Life-cycle costs shall be determined prior to construction or renovation of buildings or replacement of major equipment.

C. Equipment to reduce energy consumption and/or costs shall be utilized where economically feasible.

IV. Recycling Program

A. The District shall engage in a recycling program that shall include as many reusable materials as is practical and economically feasible.

B. Each school shall annually report all recycled materials as required by law.

V. Incentives

A. The District shall pursue incentive programs offered by utility companies and other energy providers

B. Cost savings shall be used to further resource conservation at school sites.

C. An incentive program may be developed to reward schools for resource conservation when cost savings can be attributed to reduced resource consumption and/or energy savings at the particular schools.

VI. Staff Training

Training shall be provided for school and District staff. Training shall include methods of resource conservation at the worksite, curriculum components and instructional strategies.

VII. Effectiveness of Program

Prior and current consumption of energy and other resources shall be determined and used as a baseline for the assessment of curriculum,

procedures, equipment, maintenance strategies and facilities design that are implemented in the resource conservation program. The effectiveness of the program shall be evaluated and modifications shall be made based on the analysis of cost savings and utilization of resources.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 403.7032, 1001.43, 1013.23, 1013.44, F.S.

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

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

SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

CHAPTER 9.0

FLORIDA STATE UNIVERSITY SCHOOLS
POLICY MANUAL
SCHOOL COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS
CHAPTER 9.0

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.

HISTORY:
ADOPTED:
REVISION DATES:

9.20

PUBLIC INFORMATION

I. It is the declared intent of the School Board:

A. 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.

B. To seek advice and opinion of the people of the School District.

C. 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.

HISTORY:
ADOPTED:
REVISION DATE(S):

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.

HISTORY:
ADOPTED:
REVISION DATE(S): 11/12/13

9.30

USE OF FACILITIES

I. The Director may approve the use of school property, facilities and equipment for any group provided herein as long as the school enters into a shared use agreement with the group that defines the roles, responsibilities terms, and conditions for community use of a school-owned facility for recreation or other purposes. The use of school property, facilities and equipment shall not interfere with the educational program of the school. The Director shall be responsible for safeguarding the school property, facilities and equipment, enforcing and informing groups of School Board rules, executing proper forms, collecting payments, and imposing other administrative guidelines in alignment with this policy.

A. School Board approval, when recommended by the Director, shall be required for continuous or repeated use for a period of more than six (6) months.

B. Sufficient supervision and adequate custodial service of the school facility shall be determined by the Director.

C. The use of the cafeteria shall require permission from the Director. If the kitchen is used, written permission shall also be obtained from the food service provider. The use of school food service facilities shall require that the kitchen be operated by a food service employee(s) or School Board employee.

D. Payment for custodial and other required services shall be made directly to the school by the group. These fees shall be in addition to the standard usage fee.

II. Use of School Property Without Charge.

The Director may authorize the use of school facilities without charge, except for those fees as may be required for supervision or clean-up. School facilities may be made available to:

A. 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.

B. The Supervisor of Elections for voting precincts in any election provided the election does not interfere with the school's operation.

C. Any governmental or community agency when specifically being in the public interest.

D. Clubs, organizations, and programs sponsored by the school or in conjunction with their affiliated organization~~.~~

III. Use of School Property for Non-School Sponsored Organizations.

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. Fees will be charged for the use of facilities for non-school sponsored organization/activities. The payment of the fee shall be in accordance with the fee policy set forth below.

A. Fees. Fees shall be assessed per the schedule recommended by the Director and approved by the Board, which shall include fees for personnel services and costs associated with damages to facility,

furnishings, and/or equipment as deemed necessary by the Director.

B. Payment of Required Fees. Full payment for all rental fees or fees assessed for damages to facility, furnishings or equipment shall be paid within 30 days of invoicing.

IV. Liability and Insurance Coverage.

Each organization utilizing school facilities for non-school sponsored activities shall:

A. Agree to hold the School Board harmless from any liability which may accrue to the School Board as a result of use.

B. Provide general liability insurance coverage in the amount of at least one million dollars ($1,000,000.00) naming the School Board as an additional insured; and

C. Execute a form of indemnity agreement as prescribed by the Director.

V. Prohibited Uses of School Facilities.

School property, facilities and equipment shall not be used for the following purposes:

A. Commercial or personal gain;

B. Programs involving any form of gambling, alcohol or illegal activity;

C. Private teaching, instruction, or coaching for personal gain, unless specifically approved in advance by the School Board;

D. Programs in violation of Florida Law or School Board rules; and,

E. Use by political groups for fund-raising activities and rallies.

VI. Special Provisions.

The following special provisions shall apply:

A. Restrooms shall be made available if practicable for all organizations using the school facilities.

B. If a Director has a request from a group, he/she may require this group to present their request to be included in an agenda for a regular School Board meeting for consideration by the School Board.

VII. Board Notification.

The Director shall notify the Board of all facility use agreements on a quarterly basis.

VIII. Appeals to the Board of Directors.

A person who feels his/her organization was improperly denied use of school facilities or that an improper charge or fee was assessed may file a written appeal with the Board of Directors for resolution.

STATUTORY AUTHORIZATION: ss. 1001.41, 1001.42, Fla. Stat.
LAWS IMPLEMENTED: ss. 106.15, 509~~0~~.032, 509.232, 1001.33, 1001.43, 1001.51, 1013.10, Fla. Stat

HISTORY:
ADOPTED: 11/12/24
REVISION DATE(S):

9.40
ADVERTISING IN SCHOOLS

I. 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.

II. The following exceptions are granted for advertising in FSUS facilities or on FSUS property in the following categories or forums in accordance with the guidelines set forth herein:

A. School officials, with the Director's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.

B. A school may use film or other educational materials which contain advertising. The film or material shall be carefully evaluated by the Director for classroom use to determine whether the film or material contains undesirable propaganda.

C. The Director may announce or authorize to be announced any lecture or community activity of particular educational merit.

D. Demonstrations of educational materials and equipment shall be permitted with Director's approval.

E. 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.

III. Guidelines and Exceptions for Advertising

A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the FSUS District's educational standards and goals.

B. Any advertising that may become a permanent fixture of the school requires prior approval of the School Board.

C. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R-rated movies, or gambling aids. Further, knowingly distributing material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner to a minor on school property is a felony under State law and is specifically prohibited by the Board.

D. No advertisement shall promote any specific religion or religious, ethnic, or racial group, political candidate or ballot issue and shall be non-proselytizing.

E. No advertisement may contain libelous material.

F. No advertisement may be approved that would tend to create a substantial disruption in the school environment or inhibit the functioning of campus.

G. No advertisement shall be false, misleading, or deceptive.

H. Advertisements may be rejected by the Superintendent/Director if determined to be inconsistent with the educational objectives of the district, inappropriate, or inconsistent with the guidelines set forth in this policy.

I. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age appropriate.

J. Students shall not be required to advertise a product, service, company, or industry.

K. Advertising may be permitted on the outside of school buses or vans with the approval of the Superintendent/Director.

L. The Superintendent/Director is responsible for screening all advertising in advance.

M. The Superintendent/Director may require that samples of advertising be made available for inspection.

N. The inclusion of advertisements in District publications, in District facilities, or on District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.

O. Nothing in this policy shall be construed to prohibit the recognition of school/educational programs related contributions, such as instructional materials or student awards, by business/corporations, nor to prohibit the use of such contributions bearing the identification of businesses which are sponsoring the contribution. However, no such awards/contributions may be made without the approval of the Principal.

IV. Accounting

A. Advertising revenues must be properly reported and accounted for.

V. Forms of Advertising

A. Direct Advertising

1. signage and billboards in school athletic facilities or on fencing;

2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);

3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;

4. ads in school publications (newspapers and yearbooks and event programs); and/or

5. media-based electronic advertising (e.g., Internet or web-based sponsorship).

B. Indirect Advertising

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants, or gifts; and/or

2. the School Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

STATUTORY AUTHORITY: s. 1001.42, Fla. Stat.

LAWS IMPLEMENTED: s. 1001.43, Fla. Stat.

ADOPTED: 11/12/24

REVISION DATE(S):

FLORIDA STATE UNIVERSITY SCHOOLS
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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

FLORIDA STATE UNIVERSITY SCHOOLS
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9.60
VISITORS

I. 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.

   A. 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):

APPENDIX A

PROCEDURES

FLORIDA STATE UNIVERSITY SCHOOLS
ADMINISTRATIVE PROCEDURE

TITLE: HEAD LICE
PROCEDURE NUMBER: E-10
RELATED TO POLICY CHAPTER: 5
POLICY NUMBER: N/A
PURPOSE: To ensure that students are free from head lice and nits.
RESPONSIBILITY: School Nurse/Teachers/Staff/Clinic Staff
PROCEDURES:

I. The school nurse shall conduct training programs so that all staff members will be knowledgeable in the identification of head lice and nits.

II. Students suspected of having head lice and/or nits shall be sent to the school nurse. The school nurse will notify the parent/legal guardian of the suspected head lice and/or nits. Students with nits can return to class at the discretion of the school nurse. Students with live lice will be isolated until parent pick-up. The parent/legal guardian will be furnished directions for the treatment of head lice and care of personal items. The parent will be required to submit proof of treatment or medical certification and will need to be re-examined by the school nurse to validate no live lice exist. After clearance, the student will be allowed to return to class.

III. The school nurse may examine the child to verify continuing freedom from head lice and nits.

STATUTORY AUTHORITY: 1001.41, 1003.22, 1006.06, F.S.

ADDITIONAL RESOURCES:

American Academy of Pediatrics, *School Health: Policy and Practice* , 6th Edition, Page 34-35.

Scott P. Gilner & Johnannessen, W. (2004). The nit rating scale. *Journal of School Health.* 74(2). 108-110.

DATE ISSUED: June 2009
REVISION DATE:

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
PROCEDURES:

I. Upon Arrival at the Scene

A. Initial assessment:

1. Ensure EMS/Fire Rescue has been dispatched.

2. 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.

3. Determine that the victim is unconscious.

4. Determine absence of respirations.

5. Determine absence of pulse.

B. Initiate CPR – observe universal precautions by body substance isolation.

C. Attach the AED as soon as possible.

1. DO NOT USE ON PATIENTS WHO WEIGHT LESS THAN 90 POUNDS.

2. **DO NOT USE ON PATIENTS UNDER 8 YEARS OF AGE.**

3. Stop CPR and analyze the rhythm (some units will require pressing the “analyze” button).

4. If shockable rhythm is determined by the AED, the unit will charge.

D. With the unit charged, and when shock is indicated (1st shock):

1. Verbally and visually clear the area and when safe, discharge the AED.

2. Following the discharge, the unit will analyze the rhythm again (some units will require pressing the “analyze” button). Do not initiate CPR.

3. If a shockable rhythm is determined by the AED, the unit will automatically re-charge.

E. When a second (2nd) or additional shock is indicated, and with the unit charged:

1. Verbally and visually clear the area and when safe, discharge the AED.

2. Following the discharge, check for a pulse and if absent, press to analyze the rhythm again. Do not initiate CPR.

3. If a shockable rhythm is determined by the AED, the unit will re-charge.

F. Following the third (3rd) shock/discharge, check for a pulse and signs of circulation if absent, initiate CPR.

G. After one (1) minute of CPR, repeat sequence beginning at D.3 and follow voice prompt of the AED device.

H. If at any time the AED does not detect a shockable rhythm and the patient is without a pulse, maintain CPR and re-analyze with the AED at one-minute intervals. Follow the voice prompts that the AED provides.

I. If at any time the AED is dropped or falls, the unit will be placed out of service and the supervisor will be advised. The supervisor will then advise the AED Coordinator. (If at any time the AED is found to be damaged or operating incorrectly, the AED unit will immediately be taken out of service).

J. If the patient regains a pulse continue to provide supportive care with one or more of the following:

1. Utilize proper airway control and ventilation management.

2. Place the patient in the recovery position.

3. Maintain the airway if vomiting occurs.

II. On-scene Coordination with Fire Rescue/EMS

A. Once on scene, paramedic units will have primary patient care authority.

B. Upon arrival, give paramedic's a quick verbal report. This should include the patient status, care provided and the number of shocks and results.

C. Rescue personnel may elect to continue the use of the AED for additional shocks. In most cases, the AED may be removed and a rescue monitor attached if the patient has regained a spontaneous rhythm or is ready for transport.

D. Rescue personnel should consider the shocks delivered by the AED as part of their protocols.

E. After ALS transport of patient, FSUS personnel are responsible to ensure that the AED is placed back in service.

F. AED service maintenance must include:

1. charged battery (self-check)

2. replacement of used pads (within date)

3. replacement of razors

4. replacement of CPR mask and/or bag-valve mask (“ambu” bag)

III. Documentation

A. When the AED is used, the following information, shall be included in the incident report documenting the incident to be kept in the clinic files:

1. Address of the incident.

2. Response time to scene.

3. Patient status upon arrival at scene.

4. Care provided

5. Patient status/outcome at the time patient care authority was turned over to medic unit.

IV. AED Inspections

A. Use Checklist – The school nurse will be responsible for ensuring the AED is ready for use. Checklist:

1. Turn AED on to check audio and indicator signals.

2. Check for patient monitor cables and defibrillator pads and spare pads.

3. Check the presence and condition of accessories and supplies.

4. If any component fails to function properly, immediately take the AED out of service and report the problem to a supervisor.

5. Restore missing supplies.

6. Carefully inspect the battery, looking for structural integrity. Report any problems to a supervisor. (If at any time the AED or battery is found to be damaged or operating incorrectly, the AED unit will immediately be taken out of service).

B. Quarterly Inspections will be conducted by the school nurse. This inspection will entail checking the unit for the following.

1. Inspect for general mechanical integrity.

a) Check for patient monitor cables and defibrillator pads.

b) Check cables for damage, cuts, or bare wires, etc. Replace if damage is noted. Do not use damaged cables.

c) Check quality of displays.

d) Check audio and indicator signals.

e) Check the presence and condition of accessories and supplies:

(1) Check for spare defibrillator electrode pads.

(2) Check for latex gloves, one way pocket face

mask.

(3) Check for spare razors.

f) If any component fails to function properly, immediately take the AED out of service and report the problem to a supervisor.

2. Restore missing supplies.

V. Training

A. Only FSUS members who have successfully completed American Hearts Healthcare Provider CPR course will be qualified to use the AED. CPR and AED Skills Review and Proficiency Demonstrations are required for course completion.

VI. Records

A. The following documents shall be maintained at FSUS members authorized to use the AED and will be posted with the unit/s:

1. Name of individual

2. Date of initial AED authorization

3. Current level of first responder training or emergency medical (EMT) status including any certification expiration dates

4. Dates and scores of annual AED review and proficiency demonstrations

5. Dates and scores of bi-annual CPR review and proficiency demonstrations

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41, 1001.43, 1002.33(9)(k)4, F.S.

DATE ISSUED: June 2009

REVISION DATE:

FLORIDA STATE UNIVERSITY SCHOOLS
ADMINISTRATIVE PROCEDURE

TITLE: MEDICINE ADMINISTRATION
PROCEDURE NUMBER: E-562
RELATED TO POLICY CHAPTER: 5
POLICY NUMBER: 5.62*+
PURPOSE: The safe administration of prescription medication to K-12 students, during school hours.
RESPONSIBILITY: School Nurse
PROCEDURES:

I. The school nurse is designated to administer or supervise others in the administration of medication to students. Others are described as follows:

A. Licensed personnel employed to serve students (Registered Nurse, Licensed Practical Nurse, Advanced Registered Nurse Practitioner or other authorized licensed personnel).

B. Unlicensed Assistive Personnel (School Health Assistant) who provide patient care services under the supervision of the school nurse.

C. Other Designated School Personnel, such as health employees of the Leon County Health Department.

II. All Unlicensed Assistive Personnel and Other Designated School Personnel who shall administer or supervise the administration of medications to students shall be required to:

A. Attend regular Medication Administration Training under the direction of the office of Health and Nursing Services by a Registered Nurse or other licensed personnel authorized by state statutes to train on medication administration.

B. Document training in the personnel files and renew every two years.

C. Attend child specific training for administration of medicines, as indicated. This includes injections, nebulizers, gastric tubes, administration of emergency seizure medicines (i.e. Diastat), and medical testing and monitoring required of students with diabetes.

D. Be certified in CPR/First Aid.

III. Instructional staff and other designated school personnel who administer or supervise the administration of medications to students on an occasional basis for field trips and special occasions shall be required to:

A. Attend regular Medication Administration Training under the direction of the office of Health and Nursing Services by a Registered Nurse or other licensed personnel authorized by state statutes to train on medication administration.

B. Document training in the personnel files and renew every two years.

C. Attend child specific training for administration of medicines, as indicated. This includes injections, nebulizers, gastric tubes, administration of emergency seizure medicines (i.e. Diastat), and medical testing and monitoring required of students with diabetes.

IV. Intravenous medications shall only be given by a licensed medical professional with child specific training, and only in situations when administration of the medication is the only option to keep the student in school.

V. Names of all school personnel authorized and trained to administer medication shall be posted in the school clinic.

VI. Only medications required during school hours or during authorized field trips shall be brought to school. Medication shall include ONLY FDA

(Federal Drug Administration) APPROVED prescription and non-prescription medicine. These shall include:

A. Prescriptions given for a specified length of time, such as antibiotics for 10 days, etc.

B. Medicines given every day, such as for asthma, diabetes, seizures, etc.

C. Medicines given prn (as needed) for a specific condition (for example: asthma, migraine headache, allergic condition, etc.)

VII. All medicines the student takes on a regular basis (by mouth, inhaler, injection, patch, etc.) either daily or "as needed" (prn) shall be listed on the student's EMERGENCY AND MEDICAL INFORMATION FORM.

VIII. Permission Form for Prescribed Medication.

A. The Medication Permission Form is valid only for the current school year. A separate form shall be on file for **each** prescription medication.

B. Before any prescription medication shall be administered by school personnel, or self-administered by a student, the parent or legal guardian of the child shall file with the school principal a dated, signed permission form authorizing the school to assist in administration of medication and indicating:

1. Student's name. If there is a name discrepancy, the parent/guardian must list each name used by the student.

2. Name of medication (trade or generic)

3. Reason for medication and/or (diagnosis)

4. Allergies

5. Dosage to be given

6. Route of medication, (by mouth, ear drops, nose drops, eye drops, injection, etc.)

7. Time medication is to be administered

8. Beginning and ending date for administration of medication

9. The amount of liquid or count of pills brought to school.

10. Name of parent

11. Phone number of the parent, or legal guardian during school hours

12. Doctor name and phone number. If a parent or legal guardian can not be reached in the event a problem should arise, the doctor who prescribed the medication shall be called.

C. Non-prescription Medication.

1. The Medication Permission Form is valid only for the current school year. A separate form shall be on file for **each** non**-**prescription medication.

2. Students requiring over-the-counter (OTC) medicine for a temporary medical condition (i.e. cough and cold medicines, pain relievers, allergy medicines, skin conditions, etc.) do not need a written health care provider order for the first five (5) days of medicine administration, although the Medication Permission Form shall be completed by the parent/guardian. If the non-prescription medicine is needed for more than five (5) days, a written health care provider's order is required. Dosage shall not exceed recommended amount printed on the container and/or package without a written health care

provider's order. **Note:** A parent may not "renew" the medication for another five (5) days; again, written authorization is required from the health care provider. Only FDA-approved non-prescription (OTC) medicines will be accepted and administered.

3. There shall be no changes in the dosage or time medication is administered without written permission from the prescribing doctor/health care provider. Only written and signed prescriptions shall be accepted as valid medication orders. Written and signed prescriptions may be faxed to the school by the health care provider's office (doctor, dentist, etc).

IX. Prescription and non-prescription medications shall be transported to and from school by the parent/legal guardian in an original container and shall be properly labeled. Over the counter medicines shall be in the original container and labeled with the student's name. Medications may not be transported by the student. Exceptions to this rule, due to special situations or hardships, shall be allowed only with the site administrator's written permission. Alternate transportation arrangements must be obtained for each medication the student may require in school.

X. Students shall not carry prescription or non-prescription medicine on their person, except medication deemed medically necessary by the health care provider. Medications to be carried and administered by the student shall require the health care provider's written authorization and Medication Permission Form signed by the parent/guardian. The student shall demonstrate responsible behavior regarding storage and usage of the medicine. The School Health Assistant shall write **"Student Carries Medicine"** on the Medication Permission Form. Examples include but are not limited to:

A. Asthma inhalers (in accordance with Florida Statute 1002.20)

B. Medicine by topical patch.

C. EpiPen

D. Insulin

E. Glucagon

XI. The following non-prescription medicines shall not require doctor's orders or Medication Permission Form:

A. Eye solutions necessary for contact lenses

B. Sunscreen

C. Insect repellents

D. Petroleum jelly (Vaseline) for chapped lips

Students shall not share these products.

XII. ALL MEDICINES, ADMINISTRATION AND PREPARATION DEVICES SHALL BE PROVIDED BY THE PARENT/GUARDIAN FOR THE SPECIFIC STUDENT.

A. Schools shall not maintain a stock of medications for "emergency" use for headaches, colds, asthma, etc.

B. Schools shall not purchase or maintain nebulizers for the administration of medication.

XIII. Medication Administration Log.

A. The purpose of this log is to document student-specific medication, dose and time. A separate medication log shall be used for **each** medication. Multiple doses of the same medication shall be documented on one medication log. A separate form the Medication

Permission Form for Extended Day/Overnight Field Trips, shall also be used for each medication that a student receives on an extended day/overnight field trip.

B. The Medication Administration Log shall include the following:

1. Student's name

2. Reason for medication/diagnosis

3. Name of medication (trade or generic)

4. Dose, amount, route, time to be given

5. Amount of liquid and count of pills

6. Date and time medication administrated

7. Signature and title of person assisting with administration of medication

C. The person responsible for assisting with administering medication shall document when a student is absent or refuses to take the prescribed dosage and the parent shall be notified. If a medication error occurs (any incident in which medication is not given or given incorrectly, as defined by the parent authorization or health care provider's order), the parent and site administrator shall be notified and a Medication Variance Form shall be completed.

XIV. Discarding Medicine

Parents shall pick up any left over medicine within one week after the course of the medicine is over. Medicine left at school after this time shall be disposed according to the Guidelines for Disposal of Medication Procedure.

XV. Liability

There shall be no liability for civil damages as the result of administration of such medication or medical testing where the person administering the medication acts as a reasonably prudent person would have acted under the same or similar circumstances.

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REVISION DATE:

APPENDIX B

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APPENDIX C

FSUS GUIDELINES FOR THE EDUCATIONAL USE OF VIDEOS

FSUS GUIDELINES FOR THE EDUCATIONAL USE OF VIDEOS

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.

THIS INCLUDES VIDEOS SHOWN BEFORE/AFTER SCHOOL OR FOR CHILDCARE DURING MEETINGS.

Video recording of Broadcast Programming Guidelines (taping television programs)
Everyone involved in off-air videotaping for classroom use should be aware that it is still a very controversial issue within copyright law. Although falling under the fair use guidelines, use of off-air programming must also meet these additional guidelines:

1. The program must be recorded off-air at the same time that it is being broadcast and can be retained by a non-profit educational institution for a period not to exceed 45 calendar days. At the end of the retention period, the videotape must be erased or destroyed.
2. The off-air recording may be used only **once** by an individual teacher in the course of relevant teaching activities (must meet all fair use guidelines) and repeated only once within the first 10 school days for the purpose of reinforcement of material. After the first 10 school days, the instructor may only use off-air recordings for evaluative purposes (i.e. deciding whether or not to include the broadcast in the teaching curriculum). The recording may not be used within the school for other student exhibition.
3. Off-air recordings may be made only at the request of an individual teacher and may not be regularly recorded in the anticipation of a request. NO BROADCAST PROGRAM MAY BE RECORDED OFF-AIR MORE THAN ONCE AT THE REQUEST OF THE SAME TEACHER REGARDLESS OF THE NUMBER OF TIMES THE PROGRAM MAY BE BROADCAST.
4. Off-air recordings do not have to be shown in their entirety, but must be recorded as broadcast (i.e. not altered from original content).
5. All recordings must include original copyright notice as recorded.

In a nutshell:

1. The taped copy may not be shown more than twice within 10 school days of the taping. After 10 school days, the tape may not be shown to students, but can be used by the instruction for evaluative purposes.
2. The taped copy may not be retained longer than 45 calendar days.
3. After 45 calendar days, the tape must be erased or destroyed.

Specific FSUS Videotape Exhibition Procedures

1. All teachers are required to be familiar with and follow all applicable copyright laws when showing videotapes in the classroom.
2. Videos may be shown *ONLY* if they meet all fair use guidelines or if the school has purchased a movie licensing agreement that covers the particular video in question.
3. All videos must be completely viewed and evaluated by the teacher before being used in the classroom.
4. It is the responsibility of the teacher to use professional judgment when choosing videos for classroom use. *Teachers are responsible for any video that is shown in their class*. Videos receiving a movie rating of greater than PG-13 may not be shown at FSUS.

FSUS Rating Guidelines:
The following are rating guidelines divided by age level. These guidelines should be followed whenever a video has a movie industry rating. However, it is understood that some videos may not have a movie industry rating. In this case, the teacher should use his or her own best judgment and common sense in applying the guideline rules *(i.e. Franklin's Tooth would be equal to a G rated movie while Human Reproduction should gain prior administrative approval due to sensitive subject matter)*. Nevertheless, all copyright and fair use rules still apply.

Consequently, if the teacher has **ANY** doubt as to the movie's rating, the teacher should complete an administrative approval request and obtain parental approval prior to students viewing the video**.** *Please remember, these guidelines also help to limit your exposure to professional liability. Failure to follow these guidelines can expose you to personal liability and may lead to disciplinary action by administration.*

Elementary Rating Guidelines:
Videos receiving a PG rating or addressing sensitive topics will need to be approved by administration prior to student viewing. To obtain approval, teachers should complete and turn in the FSUS Teacher Request Form for Showing Videos *(Appendix A)*. Following administrative approval, teachers will also need to obtain parental approval prior to student viewing. This should be accomplished using the Parent Permission Form for Video Viewing *(Appendix B)*. Students who do not receive parental approval should be given an alternate assignment and relocated during the showing of the video. **PG-13 or higher rated movies may NOT be shown in the elementary school.**

Middle and High School Rating Guidelines:
Videos receiving a rating higher than PG or addressing sensitive topics (including, but not limited to: sex, religion, etc.) will need to be approved by administration using the FSUS Teacher Request Form *(Appendix A)*. Following administrative approval, teachers will also need to obtain parental approval for students to view these videos. Parental approval should be obtained using the Parent Permission Form for Video Viewing *(Appendix B)*.

Students who do not receive parental approval should be given an alternate assignment and relocated during the showing of the video. **Movies receiving ratings greater than PG-13 are NOT permitted to be shown in the middle or high schools.**

(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 students in this class, meeting current instructional objectives and matching the maturity level of this audience.

Signature of Classroom Teacher: _____Date: _____

As principal, I hereby give my approval for the above named video to be shown in the class listed above and at the time given.

Teacher is required to obtain signed parent consent forms prior to showing this video in class and assign an alternate assignment for those students whose parents do not give written consent. YES_____ NO_____

Signature of Principal: _____Date: _____

(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

APPENDIX D

FSUS PROCEDURES FOR RECONSIDERATION OF CHALLENGED MATERIALS

FSUS Procedures for Reconsideration of Challenged Materials

I. 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:

A. 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.**

B. 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.**

C. 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.

D. The instructional materials coordinator will compile all available reviews of the questioned material.

E. The principal will notify the FSUS Board and director that a written objection has been lodged against an instructional material item.

F. **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.**

G. 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 listen to the material in its entirety and complete the pre-developed checklist (Appendix B). As a group, the review committee will determine the extent to which the material supports the curriculum and weigh the merits of the material as a whole against its alleged faults. The Review Committee will reach a decision as to the appropriateness of the material and prepare a written report (Appendix C), which will be sent to the principal within 5 working days. The principal will notify the FSUS Board and director that the Review Committee has been convened.

H. The principal will send a letter to the objecting party along with a copy of the final decision report from the Review Committee within 5 working days of receipt of report. The principal will send a copy of the Review Committee report to the FSUS Board and director within 5 working days.

I. **If the objecting party is still dissatisfied with the decision of the Review Committee, they may appeal to the School Board. Failure of the objecting party to send a written appeal to the School Board within 30 days of Review Committee Report receipt will result in a conclusion of the reconsideration process.**

J. The FSUS Board will consider the written appeal of the objecting party and schedule verbal presentations representing all views on the issues forming the objection. This shall include the objecting party's and other representative views. The Board will also consider the decision of the Review Committee and any other appropriate documentation (i.e. meeting summaries, material reviews, etc.). The decision of the FSUS Board regarding the appropriateness of a particular instructional material item will be considered final and binding.

II. **Materials, which have been questioned, can only be removed from circulation and/or use in the school district by the recommendation of the FSUS Review Committee or FSUS Board action.**

Appendix A

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 other experts in the field?

_____

_____

_____

What is your desired outcome of this reconsideration process?

_____

_____

_____

Signature of Complainant _____

Date _____

Appendix B

Checklist for FSUS Instructional Material Review Committee

Date _____

Title in Question _____

Copyright Date of Title in Question _____

Author _____

Purpose:

What is the overall purpose of the material?

Is the purpose accomplished? _____ Yes _____ No

Authenticity:

Is the information authored or otherwise sourced? _____ Yes _____ No

What is the reputation and significance of the author and publisher/producer in the field?

Is the material up-to-date? _____ Yes _____ No

Are the information sources well documented? _____ Yes _____ No

Are translations and retelling faithful to the original? _____ Yes _____ No

Appropriateness:

- Does the material promote the educational goals and objectives of the curriculum?

  _____ Yes _____ No
- Is the material appropriate to the level of instruction intended?

  _____ Yes _____ No
- Are the illustrations appropriate to the subject and age levels?

  _____ Yes _____ No

Content:

- Is the content of this material well presented by providing adequate scope, range, depth, and continuity?
- _____ Yes _____ No
- Does this material present information not otherwise available?
  _____ Yes _____ No
- Does this material give a new dimension or direction to the subject?
  _____Yes _____ No
- Does the material give a realistic picture of life as it is now?
  _____ Yes _____ No
- Is factual information part of the story and is it presented accurately?
  _____Yes _____No
- Are concepts presented appropriate to the ability and maturity of the potential reader?
- _____ Yes _____ No
- Do characters speak in a language true to the period and section of the country in which they live?
  _____ Yes _____ No
- Is there a preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children?
  _____ Yes _____ No
- If there is use of offensive language, it is appropriate to the purpose of the text for children?
  _____ Yes _____ No
- If there are graphics or photographic reproductions, are they appropriate to the purpose of the text for children?
  _____ Yes _____ No
- Does the material give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any way?
  _____ Yes _____ No

- Is the material well written or produced?

  _____ Yes _____ No
- Does the material make a significant contribution to the history of literature or ideas?

  _____ Yes _____ No

Appendix C

FSUS Review Committee Final Report Form

Date _____

Title of Challenged Material

_____

Author/Producer of Challenged Material

_____

Date of Committee Meeting

_____

Final Decision of Committee

Rationale

Committee Members Present

Appendix D

Sample Letter to Complainant After Decision by Committee

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