Baker County School District Policies

BAKER COUNTY SCHOOL DISTRICT
Committed to Excellence

CHAPTER 1.00 - DISTRICT PHILOSOPHY

1.010 DISTRICT'S PHILOSOPHY

1.020 SCOPE OF THE SCHOOL DISTRICT

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE & ORGANIZATION

2.010 RESPONSIBILITIES AND AUTHORITY OF THE BOARD

2.020 ORGANIZATION, MEMBERSHIP AND OFFICERS OF THE BOARD

2.030 SPECIAL COMMITTEES OF THE SCHOOL BOARD

2.040 SCHOOL ADVISORY COUNCILS

2.050 BOARD MEETINGS

2.051 EMERGENCY POLICY RELATING TO SCHOOL BOARD MEETINGS

2.060 SCHOOL BOARD RULES

2.070 SCHEDULE FOR LEGAL ADVERTISEMENTS

2.080 COLLECTIVE BARGAINING AGREEMENTS

2.090 SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY

2.091 FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT

2.100 PROGRAM OF AWARDS

2.110 PARTICIPATION IN ACTIVITIES

2.120 LEGAL COUNSEL – BOARD

2.130 LEGAL COUNSEL – SUPERINTENDENT

2.140 LEGAL SERVICES FOR EMPLOYEES

2.150 SCHOOL BOARD ADOPTED PLANS

2.160 PROHIBITING DISCRIMINATION AND OTHER FORMS OF HARASSMENT

2.161 TITLE IX POLICY PROHIBITING SEXUAL HARRASSMENT AND SEXUAL DISCRIMINATION

2.170 REPORTING CHILD ABUSE

2.180 Strategic Planning

2.190 RESPECT AND CIVILITY IN SCHOOLS AND DESTRICT OFFICES

2.200 Wellness Program

CHAPTER 3.00 - SCHOOL ADMINISTRATION

3.010 RESPONSIBILITIES OF SUPERINTENDENT

3.011 PERFORMANCE GRADE SCHOOLS

3.020 RESPONSIBILITIES OF PRINCIPALS

3.030 EMERGENCIES

3.040 DIRECTIVES, PROCEDURES, AND ADMINISTRATIVE MANUALS

3.050 ADMINISTRATIVE ORGANIZATION

3.060 SAFE AND SECURE SCHOOLS

3.061 DOMESTIC SECURITY

3.070 COPYING OF PUBLIC RECORDS

3.080 COPYRIGHTED MATERIALS

3.090 A MOMENT OF SILENCE

3.100 FLAG DISPLAY AND PLEDGE

3.101 RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

3.110 AGENTS, SOLICITORS AND SALESPERSONS

3.111 VISITOR IDENTIFICATION MEASURE

3.120 PUBLIC INFORMATION AND INSPECTION OF RECORDS

3.130 SCHOOL VOLUNTEERS

3.140 SUICIDE PREVENTION

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

3.160 CHARTER SCHOOLS

3.170 OPENING AND CLOSING OF SCHOOLS

3.180 SCHOOL CALENDAR

3.199 ASSESSMENT OF FEES, TUITION, AND OTHER CHARGES

3.200 GUIDELINES AND PROCEDURES CONCERNING HIV, OR OTHER COMMUNICABLE DISEASES (STUDENTS AND EMPLOYEES)

3.210 SOFTWARE AND NETWORK POLICY (Also see Employee Handbook)

3.220 RECORDING OF PARENT-STAFF MEETINGS

3.225 INTERNET SAFETY

3.250 BACKGROUND SCREENING FOR CONTRACTORS

3.300 AUTOMATED EXTERNAL DEFIBRILLATORS

3.400 LOSS OF OR DAMAGE TO PERSONAL PROPERTY

3.401 ANIMALS ON CAMPUS

3.410 SERVICE ANIMALS

CHAPTER 4.00 - CURRICULUM & INSTRUCTION

4.010 STUDENT PROGRESSION PLAN

4.013 Academic Acceleration

4.017 Early High School Graduation

4.020 THE CURRICULUM

4.021 PHYSICAL EDUCATION

4.025 ACADEMIC AND CAREER PLANNING

4.030 EXCEPTIONAL STUDENT EDUCATION

4.040 DROPOUT PREVENTION PROGRAM

4.050 EXTRACURRICULAR PROGRAM

4.060 STUDENT CLUBS AND ORGANIZATIONS

4.070 STUDENT PUBLICATIONS

4.080 PUBLIC APPEARANCE OF SCHOOL GROUPS

4.090 ATHLETICS

4.100 ADULT EDUCATION

4.110 DISTRIBUTION OF INSTRUCTIONAL MATERIALS FUNDS

4.120 INSTRUCTIONAL MATERIALS SELECTION

4.130 EDUCATIONAL MEDIA MATERIALS SELECTION

4.140 EXTRACURRICULAR TRAVEL

4.141 Field Trips

4.150 DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM

4.160 SECURITY OF TESTS

4.180 EXERTIONAL HEAT ILLNESS

4.190 FEE FOR POST-SECONDARY ADULT VOCATIONAL AND ADULT GENERAL EDUCATIONAL PROGRAMS

4.200 COMMUNITY EDUCATION

4.210 HOME EDUCATION PROGRAM

4.215 PERSONALIZED EDUCATION PLAN (PEP) STUDENT PARTICIPATION IN DISTRICT COURSES AND OTHER ACTIVITIES

4.219 MANAGEMENT OF INSTRUCTIONAL MATERIALS

4.220 PARTICIPATION OF HOME EDUCATION, PRIVATE SCHOOL AND VIRTUAL SCHOOL STUDENTS IN EXTRACURRICULAR ACTIVITIES

4.221 VIRTUAL INSTRUCTION

4.229 STUDENT PERFORMANCE STANDARDS OF EXCELLENCE

4.230 FLORIDA ACADEMIC SCHOLARS PROGRAM

4.240 BIOLOGICAL EXPERIMENTS ON LIVING SUBJECTS

4.250 DRIVER EDUCATION

4.260 WELLNESS PROGRAM

4.265 ARTIFICIAL INTELLIGENCE ACCEPTABLE USE

4.270 OPERATION OF UNMANNED AERIAL VEHICLES (DRONES)

CHAPTER 5.00 - STUDENTS

5.010 STUDENT SERVICES PLAN

5.020 NON-DISCRIMINATORY ADMISSION

5.025 EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE

5.030 STUDENT ASSIGNMENT

5.031 STUDENT OUT OF ZONE TRANSFERS/CHOICE

5.033 CONTROLLED OPEN ENROLLMENT

5.040 STUDENT ATTENDANCE

5.050 REQUIREMENTS FOR ORIGINAL ENTRY

5.051 ADMISSION TO PRE-KINDERGARTEN EARLY INTERVENTION PROGRAM

5.060 ADMISSION TO KINDERGARTEN

5.070 ADMISSION TO FIRST GRADE

5.090 GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL CAMPUS

5.100 STUDENT CONTROL

5.101 BULLYING AND HARASSMENT

5.105 DATING VIOLENCE AND ABUSE

5.110 STUDENT DETENTION, SEARCH AND SEIZURE

5.120 EXPULSION OF STUDENTS

5.121 USE OF TIME OUT AND PHYSICAL RESTRAINT FOR STUDENTS WITH DISABILITIES

5.130 ZERO TOLERANCE FOR SCHOOL RELATED CRIMES

5.140 DRUG AND ALCOHOL TESTING OF STUDENT ATHLETES

5.141 ANABOLIC STEROID TESTING FOR STUDENT ATHLETES

5.150 ADMINISTRATION OF MEDICATION

5.151 PSYCHOTROPIC MEDICATION

5.152 MEDICAL MARIJUANA

5.160 EYE PROTECTION DEVICES

5.170 STUDENT INJURIES

5.180 LEGAL NAME OF STUDENT

5.190 STUDENT RECORDS

5.200 DIRECTORY INFORMATION

5.210 STUDENT ILLNESS

5.220 TEACHER REMOVAL OF STUDENTS FROM CLASSROOM

5.230 REPORT CARDS

5.240 PARENTAL ACCESS TO INFORMATION

5.250 STUDENT USE OF CELL TELEPHONES AND OTHER COMMUNICATION DEVICES

5.260 STUDENT DISCIPLINE

5.270 CORPORAL PUNISHMENT

5.280 STUDENT SUSPENSION

5.290 PARTICIPATION IN PHYSICAL EDUCATION PROGRAM

5.291 NOTIFICATION OF INVOLUNTARY EXAMINATION

5.299 MARRIED AND/ OR PREGNANT STUDENTS

5.300 SPECIAL DIETARY NEEDS

5.310 INSURANCE

5.330 REVIEW OF REGULATIONS WITH STUDENTS

5.34 HIGH SCHOOL EQUIVALENCY PROGRAM AND EXAMINATION

5.350 STUDENTS CHARGED WITH A FELONY

5.360 REPORTED OR SUSPECTED STUDENT SEXUAL BATTERY

5.370 SUICIDE

5.380 DISCRIMINATION COMPLAINT RESOLUTION PROCEDURE

5.381 HOMELESS STUDENTS

5.382 FOREIGN EXCHANGE STUDENTS

5.400 CHILDREN OF MILITARY FAMILIES

5.500 SCHOOL HEALTH SERVICES

5.600 USE OF BATHROOMS AND CHANGING FACILITIES

CHAPTER 6 - PERSONNEL

6.090 FLORIDA BEST AND BRIGHTEST TEACHER SCHOLARSHIP PROGRAM

6.100 EMPLOYMENT DEFINED

6.102 EMPLOYMENT OF PERSONNEL

6.103 APPOINTMENT OR EMPLOYMENT REQUIREMENTS

6.104 PROBATIONARY STATUS FOR NON-INSTRUCTIONAL PERSONNEL

6.110 PHYSICAL EXAMINATIONS

6.111 TRANSPORTATION EMPLOYEE DRUG AND ALCOHOL TESTING

6.112 LICENSE OF SCHOOL BUS DRIVER

6.113 RESPONSIBILITIES OF SCHOOL BUS OPERATOR

6.120 YEAR OF SERVICE DEFINED FOR ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

6.130 THE INSTRUCTIONAL STAFF

6.131 TEACHING OUT-OF-FIELD

6.132 NON-CERTIFIED INSTRUCTIONAL PERSONNEL

6.133 ASSISTING TEACHERS TO BECOME HIGHLY QUALIFIED

6.140 EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL-TIME EMPLOYEES OF THE SCHOOL BOARD

6.150 EDUCATIONAL PARAPROFESSIONALS AND AIDES

6.160 SUBSTITUTE TEACHERS

6.17 EMPLOYMENT OF NONDEGREED VOCATIONAL, ADULT INSTRUCTIONAL, AND FINE AND PERFORMING ARTS PERSONNEL

6.180 CONTRACTS: INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL

6.190 CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

6.191 DISTRICT CERTIFICATES

6.200 LEAVE OF ABSENCE

6.210 LEAVE APPLICATION

6.211 APPROVAL OF LEAVES

6.212 EFFECTIVE DATE FOR LEAVE, SUSPENSION, OR TERMINATION

6.213 NOTIFICATION OF ABSENCE

6.214 RESIGNATIONS

6.215 RETIREMENT OF EMPLOYEE

6.216 DEFERRED RETIREMENT OPTION PROGRAM (“DROP”)

6.220 ABSENCE WITHOUT LEAVE

6.230 PERSONAL LEAVE

6.240 SICK LEAVE

6.241 ILLNESS-OR-INJURY-IN-LINE-OF-DUTY LEAVE

6.242 FAMILY AND MEDICAL LEAVE

6.250 MILITARY LEAVE

6.260 JURY/WITNESS DUTY

6.270 PROFESSIONAL LEAVE

6.271 SABBATICAL LEAVE

6.280 ANNUAL/VACATION LEAVE

6.290 TEMPORARY DUTY

6.300 SALARY SCHEDULE

6.320 TERMINAL SICK LEAVE PAY

6.321 HEALTH INSURANCE PREMIUMS

6.330 UTILIZATION OF SICK LEAVE

6.350 USE OF SICK LEAVE BY FAMILY MEMBERS OR EMPLOYEES

6.370 PROFESSIONAL ETHICS

6.38 EMPLOYEE DISCIPLINE POLICY

6.390 REPORT OF MISCONDUCT

6.400 VIOLATION OF LOCAL, STATE, AND/OR FEDERAL LAWS

6.410 NEPOTISM

6.420 RECORDS AND REPORTS

6.43 USE OF SOCIAL MEDIA

6.440 TELEPHONE CALLS, ELECTRONIC COMMUNICATIONS AND FACSIMILES

6.450 ALCOHOL AND DRUG-FREE WORKPLACE

6.460 POLITICAL ACTIVITIES OF EMPLOYEES

6.470 EMPLOYMENT IN PROFESSIONAL ORIENTATION PROGRAM

6.500 COMPLAINT PROCEDURE FOR PERSONNEL

6.510 COMPLAINTS AGAINST EMPLOYEES

6.520 SUSPENSION AND DISMISSAL

6.530 SUSPENSION WITH PARTIAL OR NO PAY

6.560 PRIVATE INSTRUCTION AND TUTORING

6.570 MINIMUM WORKDAY

6.580 TRANSFERS

6.590 OUTSIDE EMPLOYMENT

6.600 STAFF TRAINING

6.610 STUDENT SUPERVISION

6.620 RELATIONSHIPS WITH STUDENTS

6.630 SUMMER SCHOOL

6.640 RECRUITMENT OF INSTRUCTIONAL PERSONNEL

6.650 ALLOCATION OF INSTRUCTIONAL PERSONNEL

6.651 WHISTLEBLOWER PROTECTION

6.670 ORIENTATION

6.690 RETURN TO DUTY AFTER LEAVE OF ABSENCE

6.700 NURSING MOTHERS

6.750 NAME AND ADDRESS OF EMPLOYEE

6.780 SOCIAL SECURITY NUMBERS

6.800 PERSONNEL FILES

6.810 ASSESSMENT OF EMPLOYEES

6.811 INSTRUCTIONAL EMPLOYEE PERFORMANCE CRITERIA

6.900 SCHOOL BOARD EMPLOYEES WITH HIV, AIDS, OR OTHER COMMUNICABLE DISEASES

6.910 AIDS, BLOODBORNE PATHOGENS, AND ENVIRONMENTAL HAZARDS

CHAPTER 7 - BUSINESS SERVICES

7.010 SCHOOL BUDGET SYSTEM

7.011 EDUCATIONAL ENHANCEMENT FUNDS

7.020 PROCEDURES FOR ADMINISTERING THE DISTRICT BUDGET

7.021 FACSIMILE SIGNATURES

7.030 LEASE AND LEASE-PURCHASE OF LAND, FACILITIES AND EQUIPMENT

7.040 BONDED PERSONNEL

7.050 INTERNAL FUNDS

7.060 SCHOOL FOOD SERVICE FUNDS

7.070 ACCOUNTING AND CONTROL PROCEDURES

7.080 INVENTORIES AND PROPERTY RECORDS

7.090 ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY

7.100 SALE, TRANSFER OR DISPOSAL OF PROPERTY

7.110 LOST OR STOLEN PROPERTY

7.120 AUDITS

7.121 ANTIFRAUD

7.130 PETTY CASH FUNDS

7.140 PURCHASING POLICIES AND BIDDING

7.141 SELECTING PROFESSIONAL SERVICES

7.142 BID PROTEST RESOLUTION

7.150 PAYMENT OF VOUCHERS/INVOICES

7.160 PAYROLL PROCEDURES

7.170 AUTHORIZED TRAVEL EXPENSES

7.180 INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD

7.190 FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES

7.200 INVESTMENT OF FUNDS

7.210 RISK MANAGEMENT INSURANCE

7.220 ELECTRONIC RECORDS, ELECTRONIC SIGNATURES AND ELECTRONIC FUNDS

7.240 TAX SHELTERED ANNUITY PROGRAM AND DEFERRED COMPENSATION PLAN

7.250 DONATIONS AND GIFTS

7.251 HOSPITALITY FUNDS

7.260 UTILIZATION OF FUNDS FROM GIFTS AND AUXILIARY ENTERPRISES

7.270 FUNDS COLLECTED IN NAME OF SCHOOL

7.30 GRANT MANAGEMENT

7.400 ONLINE EDUCATIONAL SERVICES AGREEMENTS/CONTRACTS

CHAPTER 8.00 - AUXILIARY SERVICES

8.010 SAFETY

8.020 TOXIC SUBSTANCES IN SCHOOL WORK AREAS

8.030 INSPECTIONS

8.040 EMERGENCY EVACUATION DRILLS

8.050 DISASTER PREPAREDNESS

8.060 SAFE SCHOOL OFFICERS

8.07 GUARDIAN PROGRAM

8.080 VANDALISM AND MALICIOUS MISCHIEF

8.090 PREVENTATIVE MAINTENANCE, SANITATION AND SAFETY PRACTICES

8.110 INFECTION CONTROL GUIDELINES

8.120 PURPOSE AND FUNCTIONS OF THE TRANSPORTATION PROGRAM

8.130 STUDENT TRANSPORTATION

8.140 AUTOMOTIVE EQUIPMENT

8.150 BUS ROUTES

8.160 TRANSPORTATION LIABILITY

8.169 BUS EMERGENCY EVACUATION DRILLS

8.170 INSTRUCTION IN SAFETY PRACTICES

8.190 VEHICLE MAINTENANCE PROGRAM

8.200 EXITING THE SCHOOL BUS

8.210 TRANSPORTING STUDENTS IN PRIVATE VEHICLES

8.220 SAFETY BELTS

8.230 GENERAL FOOD SERVICE REQUIREMENTS

8.240 MEAL PATTERNS

8.250 FREE AND REDUCED PRICE MEALS

8.251 SUMMER NUTRITION PROGRAM

8.255 SCHOOL BREAKFAST PROGRAM

8.260 RECORDS RETENTION AND DISPOSAL

8.270 SCHOOL CONSTRUCTION BID PROCESS

8.271 CHANGE ORDERS

8.272 PREQUALIFICATION OF CONTRACTORS FOR EDUCATIONAL FACILITIES CONSTRUCTION

8.290 ALTERING SCHOOL PROPERTY

8.300 RENOVATIONS OR REMODELING OF FACILITIES

8.310 FACILITY FIRE SAFETY INSPECTION

8.320 SMOKING AND TOBACCO FREE ENVIRONMENT

8.330 ELECTRONIC SYSTEMS RESPONSIBLE USE

8.339 RESPONSIBILITIES OF PARENTS

8.340 MANAGEMENT INFORMATION SYSTEM

8.349 SPECIAL USES OF SCHOOL BUSES

8.350 PURCHASE AND SALE OF TRANSPORTATION EQUIPMENT

8.360 PURCHASE AND STORAGE OF PARTS AND SUPPLIES

8.370 REPLACEMENT SCHEDULE

8.390 COMPETITIVE FOODS AND VENDING MACHINES

8.400 SALE PRICE OF MEALS

8.410 SCHOOL NUTRITION SERVICES PROCEDURES HANDBOOK

8.420 ACQUISITION OF LAND FOR SCHOOL USE

8.430 NAMING OR RENAMING OF SCHOOLS OR FACILITIES

8.450 EQUAL ACCESS – AVAILABILITY OF SECONDARY SCHOOL FACILITIES TO STUDENTS FOR MEETINGS

8.460 USE OF BLUEPRINTS, DRAWINGS, AND/OR CONSTRUCTION DOCUMENTS

8.470 TELECOMMUNICATIONS / NETWORK PLAN

8.500 CONSERVATION OF RESOURCES

CHAPTER 9.00 - SCHOOL-COMMUNITY RELATIONS & INTERLOCAL AGREEMENTS

9.010 PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS

9.020 PUBLIC INFORMATION

9.030 ANNUAL SCHOOL REPORT

9.040 USE OF FACILITIES

9.050 ADVERTISING IN SCHOOLS

9.060 DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS

9.070 VISITORS

9.080 RELATIONS WITH GOVERNMENTAL AUTHORITIES

9.090 BAKER COUNTY EDUCATION FOUNDATION

9.099 TITLE I PARENT INVOLVEMENT

9.110 DISTRICT PARENT ADVISORY COUNCIL

9.150 COMMUNITY SERVICE

9.200 SCHOOL CONCURRENCY

DISTRICT'S PHILOSOPHY 1.010

WE, THE MEMBERS OF THE SCHOOL BOARD, BELIEVE:

That, each person is of individual worth and that education is the development of that worth to its fullest potential, within the innate ability of that individual.

That, the school exists as an educational institution and is responsible for the welfare of its student population. The purpose which justifies the school's existence is the guiding of the learning experiences of the school's population to the maximum capacity and potential of each student. Education is a right and a privilege, and with the right and privilege come responsibilities which the student should be willing to assume. Opportunities should be provided for each student to develop mentally, morally, socially and physically. Each individual should be provided with the tools to be a functional member of a democratic society and stimulated to perform at his/her maximum. The school should be continuously evaluated as to its ability to identify and to meet the needs of its students. Student evaluation should be on the student's performance in accordance with his/her capabilities and limitations. The goal should be the shaping of desirable character through education so that the individual is producing to this maximum.

That, the school policies should be developed jointly by the educational leaders, teachers, students, community representatives and non-instructional staff. Students should be encouraged to participate in activities which will contribute toward development of desirable social characteristics, responsible leadership, and practices of democratic principles.

That, the secondary level of curriculum should be flexible. It should provide a program that meets the needs of students whose formal education is terminal at the high school level, those desiring employment immediately after graduation, and also provide for those who plan to enter institutions of higher learning. The curriculum and teaching methods should constantly be evaluated in the light of our ever-changing society and in recognition of the underprivileged.

That, the educational leaders, teachers, non-instructional staff and students should strive to create an environment conducive to learning. The teacher should adapt methods and procedures according to principles and laws that are psychologically sound, continually studying the science of his/her art, and the material of his/her field.

That, the teacher should meet new situations and adapt his/her methods and materials to them.

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

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04
FORMERLY:

SCOPE OF THE SCHOOL DISTRICT 1.020*

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

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

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY:

RESPONSIBILITIES AND AUTHORITY OF THE BOARD 2.010

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

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

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

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

   Board members shall

   a) Observe the regulations and policies of the school system and all laws, rules and regulations governing education;

   b) Act responsibly in all Board-related matters with proper display of dignity and respect for others;

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

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

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

f) Maintain confidentiality of privileged information;

g) Respect the decisions of the Board;

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

i) Represent the entire community without fear or favor.

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

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/99, 04/05/04, 09/12/07
FORMERLY: 1.02

ORGANIZATION, MEMBERSHIP AND OFFICERS OF THE BOARD 2.02

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

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

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

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

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

LAW(S) IMPLEMENTED: **100.041, 1001.371, 1001.41, 1001.43, 1001.48, 1001.51, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S): 1/99, 04/05/04, 07/21/14
FORMERLY: 1.01

SPECIAL COMMITTEES OF THE SCHOOL BOARD 2.030

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

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

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 02/22/22
FORMERLY:

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SCHOOL ADVISORY COUNCILS 2.040*

The School Board authorizes the establishment of a school advisory council *(e.g.,* school improvement team) in each District school to assist in the enhancement ofschool site decision making, to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation andevaluation of the school improvement plan required pursuant to Florida Statutes. The Superintendent shall develop guidelines pursuant to Florida Statutes to assist school advisory councils in order to ensure their active role in school site decision-making. School advisory councils shall not assume any of the powers or duties now reserved by law for the School Board or its professional staff. Nothing contained in the district and/or local school accountability process shall be construed to lessen or otherwise alter the authority of the school principal as provided for in law, rules or regulations.

I. Composition and Selection of Councils - Council members shall include the school principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.

   A. Members shall be representative of the ethnic, racial, and economic community served by the council.

   B. Student representation shall be required for school advisory councils established at the high school and may be included for school advisorycouncils serving middle school. Student representation shall not be required for school advisory councils serving elementary schools.

   C. The term “education support employees” as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel pursuant to Florida Statutes.

   D. The term “teacher” as used herein shall include classroom teachers, certified student services personnel, and media specialists.

   E. A majority of members must be persons, who are not employed at theSchool.

   F. “Appropriately balanced" as used herein shall mean a proportionate number of council members considering each peer group being represented on the council, excluding the school principal. The size of the school advisory council and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the bylaws establishing procedures adopted by each school advisory council.

II. Selection of Council Members - New council members shall be elected by their respective peer group, except for business and community representatives and the school principal.

A. The following council members shall be elected in a fair and equitable manner as determined by their respective peer group and as set forth in the bylaws of the school advisory council.

1. A teacher(s) shall be elected by teachers;

2. An education support employee(s) shall be elected by education support employees;

3. A student(s), when appropriate, shall be elected by students.

4. A parent(s) shall be elected by parents, as defined by Florida Statutes.

B. The school advisory council shall select business and community member(s) to serve on the school advisory council after reviewing the list of nominees prepared by the school principal.

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

a. The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory council by representing businesses and the community.

b. Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.

c. The school principal shall prepare a list of individuals seeking nomination to the school advisory council and shall present the list to the school advisory council for selecting the business and community representative(s).

2. Subsequent to the initial selection as described in subsection (2)(b)(i) herein, the operational guidelines of the school advisory council shall set forth procedures for nominating business and community representatives to serve on the school advisory council.

C. The principal shall submit the list of council members to the Superintendent for review of each school to determine compliance with subsection (1) herein.

The membership list shall contain the name of each council member and the peer group, which is being represented, by each member and a description of how the council represents the ethnic, racial, and economic community served by the school.

III. Confirmation of the School Advisory Council - The Superintendent shall submit to the School Board for review and approval the membership list for each school advisory council in the District. The School Board shall determine if a school advisory council meets criteria specified in subsection I. herein; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the school advisory council.

IV. Responsibilities of Councils - Each school advisory council shall:

A. Review the results of any needs assessments conducted by the school administration.

B. Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance.

C. Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.

D. Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.

E. Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.

F. Make recommendations on the accumulation and reporting of data that is beneficial to parents.

G. Serve as a resource for the principal and advise the principal in matters pertaining to the school program.

H. Provide input on the school's annual budget and the use of school improvement funds and assist in the preparation of the school budget.

I. Inquire about school matters, identify problems, propose solutions to problems, suggest changes, and inform the community about the school.

J. Act as a liaison between the school and the community.

K. Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by and pursuant to Florida Statutes.

L. Identify other duties and functions of the school advisory council.

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

A. The bylaws shall contain procedures required by Florida Statutes and shall include but not be limited to:

1. State the duties and functions of the council.

2. Indicate the procedure for electing council members and the nomination process for selecting business and community representatives.

3. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.

4. Establish the membership term for each peer group.

5. Specify the proportionate number of council members for each peer group for the purpose of achieving an appropriately balanced council.

B. Regular meetings shall be held. The council shall determine the date, time, and place of the meetings. Members of the advisory council may attend meetings in person or through the use of telecommunications networks such as telephonic and video conferencing.

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

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

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

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

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

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

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 11/91, 11/92, 11/93, 04/05/04, 10/04, 04/07, 02/22/22
FORMERLY: 2.23

BOARD MEETINGS 2.050*

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

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

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

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

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

        ii) 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.

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

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

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

4) Any item to be placed on the agenda of a regular School Board meeting shall be submitted, in writing, to the Superintendent's office no later than five o'clock (5:00 p.m.), eight (8) working days prior to the meeting at which consideration is desired. This rule shall not preclude the right of any citizen to address the School Board; however, except for good cause as provided herein, the School Board shall not take action on any substantive proposal until such matter has been formally placed on the School Board agenda. Copies of the agenda for regular meetings shall be made available at least seven (7) days prior to the scheduled meeting date to the public or other parties who have expressed a desire for such copy of the agenda. Copies of the agenda for a special meeting shall be prepared at least forty-eight (48) hours prior to such meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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): 1/89, 1/90, 04/05/04, 08/02/10
FORMERLY: 1.05, 2.17

Emergency Policy Relating to School Board Meetings 2.051

Notwithstanding any provisions to the contrary contained in these Policies of the School Board of Baker County Florida, the following shall apply during the COVID-19 crisis:

I. **Purpose**. The Board recognizes the need during this health emergency posed by the spread of COVID-19 to hold virtual or telephonic meetings as set forth in the March 17, 2020 Florida Department of Education's Additional Guidance for the 2019-2020 School Year, and for reasons allowed by Executive Order Number 20-69, DOE directive, Attorney General Opinion, or Florida Law (hereinafter referred to as "Directives"). Board members, the Superintendent, the Board Attorney and necessary administration representatives may, if otherwise permissible, attend the meetings in person if they wish in a manner consistent with applicable governmental orders, advisories, directives, and laws with regard to safe gathering.

II. **Meetings During This Time**. This Policy modifies and supersedes School Board Policy 2.050 on Board meetings and controls where other Board Policies are inconsistent. This Policy is consistent with the directives to address items during this time and hold virtual or telephonic meetings where a quorum of Board members is not required to be physically present at the meeting in order to conduct and vote upon business. These meetings must be accessible via technology to interested members of the public who wish to monitor as contemplated by the Governor's Executive Order Number 20-69.

III. **Public Comment**. In addition, this Policy modifies certain provisions in Policy 2.050 relating to public comment and allows public comment on agenda items through e-mailing comments to the following e-mail address amy.sapp@bakerk12.org, all emails received two (2) hours prior to the scheduled meeting will be provided to Board members in advance of the meeting. The Meeting Notice shall state:

A. how interested persons can attend virtually and
B. the method for public comments to be made in writing.

IV. **Authority**. This policy supersedes any other policy and Policy 2.050 that is not consistent with the language herein relating to these emergency Board meetings.

V. **Duration of Policy**. This policy becomes effective upon its emergency adoption. This policy shall remain effective for 90 days, pursuant to FS 120.54(4).

STATUTORY AUTHORITY: **120.54(4); 120.81(1); 1001.32(2); 1001.42(28), F.S.**

LAW(S) IMPLEMENTED: **120.54(4); 1001.41(1) & (3); 1001.42, including (8); 1001.43, including (10); 1001.48; 1001.49; 1001.51 F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S):4/20/2020
FORMERLY: NEW

SCHOOL BOARD RULES 2.060*

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

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

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

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

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

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

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

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

3) 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 Superintendent shall properly record the effective date for any such emergency rule. Any emergency rule shall not be valid in excess of ninety (90) days from the adoption or effective date.

4) Any School Board employee, citizen, or agency may obtain information relating to the method for proposing a rule or may submit a rule proposal to the Superintendent's office.

5) A copy of the compiled rules shall be available for inspection in the Superintendent's office, the principal's office, and in the library of any school.

6) Copies of the School Board rules shall be assigned to various positions within the District as determined by the Superintendent.

   a) A copy of any rule change shall be made available by the Superintendent to each holder of the compilation who shall be responsible for entering all changes immediately upon receipt.

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

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

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

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

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 12/90, 11/92, 04/05/04, 11/07/05, 01/02/07
FORMERLY: 1.06

SCHEDULE FOR LEGAL ADVERTISEMENTS 2.070

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

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

3) Annually the tentative budget shall be posted on the District's 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): 04/05/04, 09/20/10, 05/21/12
FORMERLY:

COLLECTIVE BARGAINING AGREEMENTS 2.080

Collective bargaining and any provision of a collective bargaining agreement may not preclude the school board from carrying out its constitutional and statutory duties related to the following:

1. Providing incentives to effective and highly effective teachers;
2. Implementing interventions and strategies to address student performance and attendance;
3. Implementing required student discipline;
4. Implementing school safety plans and requirements;
5. Implementing staff and student recognition programs;
6. Distributing correspondence related to daily operations of schools and/or the district to parents, teachers, and community members;
7. Providing required notice of information readily available on the district's website related to the school board or district operations; or
8. The school district's calendar.

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

STATUTORY AUTHORITY: **1001.41; 1001.42, 1012.22, F.S.**

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 01/21/25
FORMERLY:

SCHOOL IMPROVEMENT AND EDUCATION ACCOUNTABILITY 2.090*+

The School Board shall be responsible for school and student performance and for developing, approving, implementing, and maintaining a system of school improvement and education accountability pursuant to Florida Statutes and State Board of Education rules. The system shall establish the individual school as the unit for education accountability and shall conform to the provisions of planning and budgeting as required by Sections 1008.385, 1001.42, 1002.20, 1010.01, and 1011.01, Florida Statutes. School as used herein shall include each school-within-a-school, magnet school, self-contained educational alternative center, and satellite center.

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

1) School Improvement plans which are adopted for each District school.

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

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

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

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

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

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

2) An approval process.

   The District process for initial approval and subsequent annual approvals of school improvement plans shall provide for each school improvement plan to be reviewed and approved or disapproved by the School Board. The Superintendent shall refer any disapproved school improvement plans to the Department of Education.

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

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

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

6) Funds for schools to develop and implement school improvement plans.

7) Reporting Procedure

   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:**
REVISION DATE(S): 04/05/04, 10.04, 01/02/07, 10/21/19, 11/18/19
FORMERLY:

FAMILY AND SCHOOL PARTNERSHIP FOR STUDENT ACHIEVEMENT 2.091*+

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

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

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

   b) Responsible parenting is promoted and supported.

   c) Parents play an integral role in assisting student learning.

   d) Parents are welcome in school and their support and assistance are sought.

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

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

3) The District will communicate parental choices and responsibilities to parents and develop procedures for a parent to learn about parental involvement, rights and responsibilities, including:

   a) Opting the minor child from any portion of the school district's comprehensive health education required under section 1003.42, F.S.;

   b) Sharing information about school choice options, including controlled open enrollment;

   c) Exemptions for immunization requirements;

   d) Reviewing statewide, standardized assessment results;

   e) Enrollment in gifted or special education programs;

   f) Inspecting instructional materials and how to object to instructional materials based on their religious or moral beliefs that the material is harmful;

g) Accessing information about the district's student progression plan, including policies for promotion, retention and graduation;

h) Receiving a school report card and being informed of attendance requirements;

i) Accessing information about the state education system, report card requirements, state standards, attendance requirements and instructional materials requirements;

j) Participating in parent-teacher associations and organizations;

k) Opting out of any district-level data collection effort not required by law; to learn about the nature and purpose of clubs and activities offered at the minor child's school

4) The District recognizes the fundamental right of parents, as defined by law, to direct the upbringing, education, and care of their minor children. Important information relating to a minor child should not be withheld, either inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district. Parents have the right to access and review all school records related to the minor child including but not limited to the right to access school safety and discipline incidents as reported pursuant to section 1006.07(7) and (9), F.S

5) Upon a parent's direct written request to the Superintendent for any of the information required under section 1014.05, the Superintendent has ten (10) days to provide the information. The parent has the right to appeal directly to the school board if the Superintendent fails to respond or provide the information within ten (10) days. The School Board must hear the appeal at its next public meeting, in accordance with meeting notice requirements.

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

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

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

9) The District will conduct, with the involvement of parents, an annual evaluation of

the content and effectiveness of this policy

a) To determine the effectiveness in increasing parent participation;

b) To identify barriers to greater parent participation; and

c) To report the findings to the State Board of Education

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

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

LAWS IMPLEMENTED: **1000.21, 1001.42, 1001.51, 1001.54, 1002.20, 1002.23, 1003.33, 1006.07, 1008.25, 1012.98, 1014 et. Seq., F.S.**
Every Student Succeeds Act, Title I, Part A, Subpart 1, Section 1116

HISTORY: **ADOPTED: 04/05/04**
REVISION DATE(S): **10/04, 01/02/07, 01/04/08, 06/15/2020, 02/22/2022**
FORMERLY: NEW

PROGRAM OF AWARDS 2.100*+

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

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

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

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

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

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

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

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

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

6) 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): 11/91, 04/05/04, 09/20/10
FORMERLY: 2.30

PARTICIPATION IN ACTIVITIES 2.110

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

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 1.04

LEGAL COUNSEL – BOARD 2.120

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

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 1.07

LEGAL COUNSEL – SUPERINTENDENT 2.130

The Superintendent 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.

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 1.19

LEGAL SERVICES FOR EMPLOYEES 2.140

(1) The School Board shall provide legal services for any School Board member or employee who is charged in civil or criminal proceedings for any action arising out of or in the course of employment by the District.

(2) Legal services for School Board employees shall be provided only upon the Superintendent's determination that the employee was at the assigned place of duty and was not guilty of willful neglect of duty, gross negligence, or improper conduct.

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 1/90, 04/05/04
FORMERLY: 2.07

SCHOOL BOARD ADOPTED PLANS 2.150+

(Each district will list those plans, manuals, handbooks and codes, which they desire to list herein.)

The School Board has plans, manuals, handbooks and codes, which outline procedures to be followed relative to stated topics. The plans, manuals, handbooks and codes listed below may be adopted by reference as part of these rules when required by other provisions contained in Board policy, Florida Statutes, or other controlling rules.

These include, but are not limited to:

Use of Facilities and Grounds Handbook (9.04)

Baker County School District Property Guidelines

Blood borne Pathogens (6.91)

Collective Bargaining Agreements (2.08)

Dropout Prevention Program (4.04)

Employee Job Descriptions

Special Programs and Procedures (ESE) (4.03)

Network/Internet Acceptable Use Procedure (8.33)

Professional Orientation Program (6.47)

Program of Awards (2.10)

Program of Studies (4.02)

Student Progression Plan (4.01)

Safety Manual

School Health Resource Manual (6,90, 6.91, 3.20)

School Nutrition Services Handbook (8.25)

School Improvement Plans (2.09*)

Special Programs and Procedures for Exceptional Student Education Manual (4.03, 5.12)

Standard Operating Procedures and School Bus Procedures (6.111*, 8.12)

Student Assignment Guidelines (5.03)

Code of Student Conduct (5.10)

Student Education Records Manual in Student Services Plan (5.19)

Student Services Plan (5.01)

Testing Handbook for District Schools (4.15)

Workplace Injuries Procedures and Limited Duty – Return to Work Policy (6.241)

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY:

PROHIBITING DISCRIMINATION AND OTHER FORMS OF HARASSMENT 2.16*

I. Policy Against Discrimination

A. The School Board of Baker County, Florida prohibits all forms of unlawful discrimination against students, employees and other persons in all aspects of the District's programs, activities and operations. The term "unlawful discrimination" encompasses any unlawful policy, practice, conduct, or other unlawful denial of rights, benefits, or privileges that is based on any legally protected status or classification under applicable federal, state, or local law including but not limited to race (including anti-semitism), color, religion, gender, age, ethnicity, national origin, marital status, pregnancy, sexual orientation, disability, political or religious beliefs, or genetic information. Various state and federal laws establish the actions that do (and do not) constitute unlawful discrimination with respect to each protected status or classification. Where applicable, unlawful harassment that is based on a legally-protected status is one form of unlawful discrimination. The School Board of Baker County, Florida also prohibits sexual harassment, and this form of discrimination is governed by Policy 2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

B. The School Board shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons or organizations protected by applicable law.

C. The School Board shall admit students to District Schools, programs, and classes without regard to race (Including anti-semitism), color, religion, gender, age, national or ethnic origin, marital status, sexual orientation, political or religious beliefs, disability, handicap or any other distinguishing physical or personality characteristics.

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

E. Established grievance procedures and appropriate discrimination complaint forms are available from the Office of Civil Rights & Equity (Professional Standards), Student Support Services or the Equity Coordinator at each school/district office. Complaints/inquiries regarding compliance with these regulations may be submitted in writing to:

1. For Employee - Office of Civil Rights and Equity Compliance at Associate Superintendent of Human Resources/Superintendent's Office at 904-259-0401.

2. For Students – Student Support Services at Director of Student Services and Exceptional Student at 904-259-0435.

3. Job applicants with disabilities requesting accommodations under the American with Disabilities Act (ADA) may contact Human Resources at Superintendent's Office at 904-259-0401.

4. Current School District employees with disabilities requesting accommodations under the ADA may contact Professional Standards at Associate Superintendent of Human Resources/Superintendent's Office at 904-259-0401.

F. The Superintendent shall submit an annual equity report addressing the district's educational and employment practices as required by Florida's Educational Equity Act.

II. Policy Against Harassment Prohibited by Law Other than Sexual Harassment or Sexual Discrimination

A. The School Board desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the Board's commitment to equal opportunities and the prohibition of discriminatory practices. The Board's prohibition against discriminatory practices includes prohibitions against sexual harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The School Board forbids any form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate any form of illegal harassment by any of its employees, students, volunteers, or agents.

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

C. Sexual harassment and sexual discrimination definitions, policies, and procedures are set forth in Policy 2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

III. Definition of Forms of Prohibited Harassment Other than Sexual Harassment or Sexual Discrimination

A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race (including ant-semitism), color, religion, national or ethnic origin, age, disability, marital status, political or religious beliefs, citizenship, pregnancy or genetic information, or any other distinguishing physical or personality characteristic protected by law and that

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

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

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

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

1. Epithets, slurs or negative stereotyping; or

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

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

IV. Procedures for Filing Complaint of Discrimination or Illegal Harassment Other than Sexual Harassment

A. Procedures for Filing Complaints

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

or religious beliefs, pregnancy or anyother distinguishing physical or personality characteristics by an employee, volunteer, agent, or student of the School District should file a written complaint detailing the alleged harassment or discrimination with the School Principal, Site Administrator, or Supervisor within sixty (60) calendar days of alleged occurrence. The complaint should set forth a description of the alleged discriminatory actions or harassment, the time frame in which the alleged discrimination or harassment occurred, the person or persons involved in the alleged discriminatory actions or harassment, and any witnesses or other evidence relevant to the allegations in the complaint.

2. Complaints filed with the Principal, Site Administrator, or Supervisor must be forwarded to the District's Equal Employment Opportunity (EEO) Officer, hereinafter referred to as the Director of Human Resources (when made by an employee or other adult) or the District Equity Officer (when made by a student) no later than five (5) business days of the filing of the complaint. If the complaint is against the Principal, or Site Administrator, or Supervisor, the complaint may be filed directly with the Director of Human Resources (when made by an employee or other adult) or District Equity Officer (when made by a student).

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

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

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

a. Upon receipt of the written complaint, the Director of Human Resources or District Equity Officer (Professional Standards 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 the School District. The investigationwill be conducted within thirty (30) business days. The investigator shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures mayinclude, but are not limited to, separating the accused and the complainant. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources;

take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation, and make a recommendation to the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) as to whether there is reasonable cause to believe a violation of the District's anti-discrimination policyhas occurred. Copies of documents, evidence, and witness statements which were considered in the investigation must be sentto the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) along with the summary and recommendation.

b. If the complaint is against the Director of Human Resources or District Equity Officer (Professional Standards Coordinator), the School Board Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section IV.B.1.a.

c. The investigation, summary, relevant documents, witnesses' statements, and recommendation should be completed and forwarded to the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) within thirty (30) business days, or to the School Board Attorney within thirty (30) business days if the complaintis against the Director of Human Resources or District Equity Officer (Professional Standards Coordinator). The Director of Human Resources or District Equity Officer (Professional Standards Coordinator), or School Board Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) business days whether there is reasonable cause to believe a discriminatory practice or harassment occurred.

d. If the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) or School Board Attorney determines thereis reasonable cause to believe a violation of the non-discriminatory policy occurred, he or she shall within ten (10) business days provide notice of the reasonable cause finding to the complainant and the accused. The Director of Human Resources or District Equity Officer (Professional Standards Coordinator) or School Board Attorney shall then forward the investigatory file, reasonable cause determination, and all related documents and evidence, to the Superintendent.

e. If the Director of Human Resources or District Equity Officer (Professional Standards Coordinator) or School Board Attorney determines, after a review of the investigation, summary, recommendation, andother evidence, that there is no reasonable cause to believe a discriminatory practice or harassment occurred, he or she shall provide within ten (10) business days notice of the finding of no reasonable cause to the complainant and accused.

f. The complainant may request that a no reasonable cause finding by the Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney be reviewed by the Superintendent within ten (10) business days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Superintendent and Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney to present his or her position. The Superintendent and Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the complaint file. The Superintendent shall within ten (10) business days of the meeting make a final determination as to whether there is reasonable cause to believe a discriminatory practice or harassment occurred.

g. If review by the Superintendent is not timely requested, the Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney's determination of no reasonable cause shall be final.

h. The accused may request, within ten (10) business days of receipt of a notice of a finding of reasonable cause, that the determination be reviewed by the Superintendent. The request must include a written statement expressing the accused's position on the complaint and findings and address any facts, statements, or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Superintendent and the Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney to present his or her position. The Superintendent and the Director of Human

Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney must within ten (10) business days of the meeting prepare a memorandum summarizing the content of the meeting to be included in the complaint file.

i. If review by the Superintendent is not timely requested, the Director of Human Resources, District Equity Officer (Professional Standards Coordinator), or School Board Attorney's determination of no reasonable cause shall be final.

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

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

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

2. Complaints against the Superintendent or a School Board Member:

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

basis of a protected status.

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

c. If reasonable cause is recommended by the investigator against a School Board Member or an elected Superintendent, the recommendation shall within twenty (20) business days be forwarded to the Governor's office to determine if there is evidence that a misfeasance or malfeasance of officeoccurred. The Governor's office will be responsible for takingany 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 Superintendentis appointed by the Board.

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

V. Penalties for Confirmed Discrimination or Harassment

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

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

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

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

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

VII. A notice relating to non-discriminatory practices shall appear in a prominent location at each work center and in District publications. The notice shall be available to School Board employees, potential employees, the general public, and students.

VIII. Retaliation Prohibited

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

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

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

LAW(S) IMPLEMENTED: **112.51, 119.07, 760.01 *et seq.*, 1000.05, 1000.21, 1001.43, 1012.22, F.S. 34 CFR 99, 34 CFR 108, 34 CFR 200.43(c), P.L.110-233**

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/99, 04/05/04, 11/07/05, 11/18/08, 07/21/14, 11/17/2020, 09/20/2021
FORMERLY: 1.10, 5.02, 3.66, 6.04

TITLE IX POLICY 2.161
PROHIBITING SEXUAL HARASSMENT AND SEXUAL DISCRIMINATION

(A) PURPOSE

The School Board of Baker County is committed to maintaining an education and work environment free from discrimination on the basis of sex, including sexual harassment, in compliance with Title IX, 20 U.S.C. § 1681 and 34 C.F.R. part 106. The School District of Baker County, Florida ("District") will address all allegations of sexual harassment or sexual discrimination with a thorough investigation, ensuring due process for the complainant and respondent.

(B) POLICY

Sexual harassment and sexual discrimination are prohibited in the District, on all District property, and at all District sponsored activities or events. Students and employees who feel that they have been subject to sexual harassment or sexual discrimination are encouraged to file a complaint in accordance with the procedure outlined in this Title IX Policy ("Policy"). Employees who become aware of sexual harassment or sexual discrimination must report to the appropriate personnel so the District can conduct a thorough investigation.

(C) DEFINITIONS

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

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

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

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

(b) Where the existence of such relationship shall be determined based on the consideration of the following factors:

(i) The length of the relationship;

(ii) The type of relationship;

(iii) The frequency of interaction between the persons involved in the relationship.

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

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

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

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

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

(d) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

(e) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(6) "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment or Sexual Discrimination against a Respondent and requesting that the District investigate the allegation of Sexual Harassment or Sexual Discrimination.

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

(8) "Sexual Assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and includes the following:

(a) rape;

(b) sodomy;

(c) sexual assault with an object;

(d) fondling;

(e) incest; and

(f) statutory rape.

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

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

(a) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

(b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

(c) Sexual Assault, as defined above and in 20 U.S.C. 1092(f)(6)(A)(v), Dating Violence as defined above and in 34 U.S.C. 12291(a)(10), Domestic Violence as defined above and in 34 U.S.C. 12291(a)(8), or Stalking as defined below and in 34 U.S.C. 12291(a)(30).

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

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

(b) Suffer substantial emotional distress.

(12) "Supportive Measures" means non-disciplinary, non-punitive individualized services offered to the Complainant or the Respondent designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter Sexual Harassment or Sexual Discrimination.

(13) "Title IX Coordinator" means the District employee designated and authorized to coordinate the District's efforts to comply with its responsibilities to prohibit discrimination on the basis of sex in the District's education programs and activities.

(D) DEFINITIONAL AND JURISDICTIONAL REQUIREMENTS

(1) The District will not address allegations of sexual misconduct that does not meet the definition of Sexual Harassment or Sexual Discrimination under this Policy but may address such allegations under another District policy.

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

(a) At all District schools;

(b) At all District events; and

(c) Under circumstances over which the District exercised substantial control over both the Respondent and the context in which the Sexual Harassment or Sexual Discrimination occurs.

(3) The District will not address allegations of Sexual Harassment or Sexual Discrimination that occurred outside the United States under this Policy but may address such allegations under another District policy.

(E) TITLE IX COORDINATOR

The District will employ a designated and authorized administrator to coordinate its compliance with Title IX for students and employees. Such administrator will be known as the Title IX Coordinator. The Superintendent or a designee will notify applicants for employment, students, parents, or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

(F) PROCEDURES

(1) General Provisions

(a) Complainants and Respondents will be treated equitably by providing remedies to a Complainant where a determination of responsibility for Sexual Harassment or Sexual Discrimination has been made against the Respondent and by following the grievance process before imposing any disciplinary sanction or other action, other than Supportive Measures, against the Respondent.

(b) The Title IX Coordinator, Investigator, Decision-Maker, or any other person designated to facilitate an informal resolution process shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

(c) A Respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

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

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

(f) Any allegations not involving Sexual Harassment or Sexual Discrimination will be addressed through the procedures outlined in the appropriate School Board Policies or applicable provisions of the Code of Student Conduct.

(g) The timelines set forth in this Policy may be subject to a temporary delay of the grievance process or an extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities.

(2) Reporting Sexual Harassment or Sexual Discrimination

(a) Any person may report Sexual Harassment or Sexual Discrimination, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Sexual Harassment or Sexual Discrimination, in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's contact information as published on the District website at www.bakerk12.org.

(b) District employees are required to report allegations or observations of Sexual Harassment or Sexual Discrimination promptly to the Title IX Coordinator. Any District employee who has independent knowledge or receives a report involving allegations of Sexual Harassment or Sexual Discrimination must promptly notify the Title IX Coordinator of such information or report.

(c) If a complaint alleges abuse of a student, or if such information is discovered in the course of the investigation of the complaint, the information shall be immediately reported to the Department of Children and Families Central Abuse Hotline as required by law and in accordance with School Board Policy 2.170.

(d) When a report of Sexual Harassment or Sexual Discrimination is made, the Title IX Coordinator, or designee, shall promptly contact the Complainant, as well as the Complainant's parent or guardian if the Complainant is under eighteen (18) years of age or under

guardianship, to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

(e) The Superintendent or designee shall designate a school-based administrator at each school to serve as the Title IX Liaison to work with the Title IX Coordinator to implement this Policy.

(f) It is a violation of this policy for a Complainant, Respondent, and/or witness to knowingly making false statements or knowingly submit false information during the grievance process, including intentionally making a false report of Sexual Harassment or Sexual Discrimination or submitting a false Formal Complaint. The Board will not tolerate such conduct and, if substantiated, will result in disciplinary action.

(3) Emergency Removal

(a) A Respondent may be removed from Respondent's school, program, or activity on an emergency basis if the site administrator determines, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment or Sexual Discrimination justifies removal.

(b) If a student Respondent is removed under this provision, the District will notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal.

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

(d) For all non-student and non-employee Respondents, the District retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or Sexual Discrimination or otherwise.

(4) Formal Complaint of Sexual Harassment or Sexual Discrimination

(a) A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information listed for the Title IX Coordinator.

(b) When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its grievance process, as set forth herein.

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

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

(e) The District shall dismiss a Formal Complaint if the conduct alleged in the Formal Complaint:

(i) Would not constitute Sexual Harassment or Sexual Discrimination, as defined in this Policy, even if proved;

(ii) Did not occur in the District's education program or activity; or

(iii) Did not occur against a person in the United States.

(f) The District may dismiss a Formal Complaint if:

(i) The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegation therein;

(ii) The Respondent is no longer enrolled in or employed by the District;

(iii) Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

(g) If a Formal Complaint is dismissed, the Title IX Coordinator must promptly send written notice of the dismissal and the reasons therefore simultaneously to the Complainant and Respondent.

(h) The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment or Sexual Discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment or Sexual Discrimination arise out of the same facts or circumstances.

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

(5) Informal Resolution Process

(a) Under no circumstances shall a Complainant be required as a condition of enrolling or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment or Sexual Discrimination. Similarly, no party shall be required to participate in an informal resolution process.

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

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

(d) If the Title IX Coordinator proposes an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

(i) The allegations;

(ii) The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and

(iii) Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

(e) The Title IX Coordinator shall obtain from the Complainant and Respondent their voluntary, written consent to the informal resolution process before commencing the informal resolution process.

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

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

(a) In conducting the investigation of a Formal Complaint and through the grievance process, the burden of proof and the burden of

gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

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

(c) As part of the investigation, the Complainant and Respondent have the right to:

(i) Present witnesses and other inculpatory and exculpatory evidence; and

(ii) Be accompanied to any meeting or interview by the advisor of their choice, who may be, but is not required to be, an attorney.

(d) The District will provide any party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

(e) Both the Complainant and Respondent will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

(f) After the investigation but prior to completion of the investigative report, the Investigator will send a summary of the evidence to the Complainant and Respondent for inspection in an electronic format or hard copy. The parties will have ten (10) business days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

(g) At the conclusion of the investigation, the Investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The Investigator will send the investigative report in an electronic format or a hard copy at least ten (10) business days prior to the Decision-Maker issuing a determination regarding responsibility.

(7) Determination of Responsibility

(a) The Title IX Coordinator shall appoint a Decision-Maker to issue a determination of responsibility. The Decision-Maker cannot be the same person as the Title IX Coordinator or the Investigator.

(b) In making the determination of responsibility, the Decision-Maker is directed to use the "preponderance of the evidence" standard. The Decision-Maker is charged with considering the totality of all available evidence, from all relevant sources.

(c) After the Investigator sends the investigative report to the Complainant, Respondent, and Decision-Maker, and before the Decision-Maker reaches a determination regarding responsibility, the Decision-Maker will afford each party three (3) business days to submit written, relevant questions that a party wants asked of any party or witness. Each party or witness will then have five (5) business days to respond to such questions. The Decision-Maker will then provide each party with the answers and allow two (2) business days for additional, limited follow-up questions from each party. Each party or witness will then have two (2) business days to respond to such questions. The Decision-Maker must explain to the party proposing the questions any decision to exclude a question as not relevant. All correspondence may be in electronic format or hard copy.

(d) Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

(e) The Decision-Maker will issue a written determination regarding responsibility. The written determination will include the following content:

(i) Identification of the allegations potentially constituting Sexual Harassment or Sexual Discrimination pursuant to this Policy;

(ii) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

(iii) Findings of fact supporting the determination;

(iv) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility,

and disciplinary sanctions the Decision-Maker is recommending that the District impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant; and

(v) The procedures and permissible bases for the Complainant and Respondent to appeal.

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

(g) In imposing a disciplinary sanction or consequence, the District will consider the severity of the incident, previous disciplinary violations, if any, and any mitigating circumstances.

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

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

(G) APPEALS

(1) Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, on the following bases:

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

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

(c) The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

(2) Any party wishing to appeal the Decision-Maker's determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) business days after receipt of the Decision-Maker's determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

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

(4) As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

(5) The Decision-Maker for the appeal shall not be the same person as the Decision-Maker that reached the determination regarding responsibility or dismissal, the Investigator, or the Title IX Coordinator. The Decision-Maker for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and shall receive the same training as required of other Decision-Makers.

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

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

(8) The Decision-Maker for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original Decision-Maker's determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error or a compelling rationale for overturning or modifying the original determination. The written decision will be provided simultaneously to both parties.

(9) The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies and disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the Decision-Maker for the appeal's decision is delivered to the Complainant and the Respondent.

(H) RECORDKEEPING

(1) The District will maintain for a period of seven (7) years records related to a report or Formal Complaint of Sexual Harassment or Sexual Discrimination.

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

(a) Any Sexual Harassment or Sexual Discrimination investigation including any determination regarding responsibility, any disciplinary sanctions recommended or imposed on the Respondent, and any remedies provided to the Complainant;

(b) Any appeal and the result therefrom;

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

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

(I) TRAINING

(1) The District's Title IX Coordinator, along with any Investigator, Decision-Maker, or person designated to facilitate an informal resolution process, must receive training appropriate to designated role on:

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

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

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

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

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

(J) RETALIATION

(1) Retaliation Prohibited

(a) No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this Policy, or because the individual made a report of complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this Policy.

(b) Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment or Sexual Discrimination, for the purpose of interfering with any right or privilege

secured by Title IX, its implementing regulations, or this Policy, constitutes retaliation.

(c) Retaliation against a person for making a report of Sexual Harassment or Sexual Discrimination, filing a Formal Complaint, or participating in an investigation, is a serious violation of this Policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

(d) Disciplining an individual for knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of Sexual Harassment or Sexual Discrimination or submitting a false Formal Complaint shall not constitute retaliation, provided, however, that a determination regarding responsibility for the alleged Sexual Harassment or Sexual Discrimination alone, is not sufficient to conclude that any individual made a false statement in bad faith.

STATUTORY AUTHORITY: **120.54, 120,81(1), 1001.32(2), 1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **20 U.S.C., 1681 et seq., Title IX of the United States Education Amendments of 1972, 34 CFR 106, 1000.05, 1000.21, 1001.32, 1001.33, 1001.41, 1001.42(4) & (8), 1001.43, 1003.31, 1012.23, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): ____
FORMERLY: NEW

REPORTING CHILD ABUSE 2.170

1. Definitions of Child Abuse, Abandonment or Neglect

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

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

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

2. Prohibition Against Child Abuse, Abandonment or Neglect

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

3. Notification of Responsibility

   A notice providing the following information shall be posted in a prominent place in each school:

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

child abuse, abandonment or neglect.

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

4. Requirements for Reporting Child Abuse, Abandonment or Neglect

(A) Florida Statute requires that any person, including, but not limited to, any:

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

(2) Health or mental health professional other than one listed in (a):

(3) Practitioner who relies solely on spiritual means for healing;

(4) School teacher or other school official or personnel;

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

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

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

(C) Reporters in the categories specified in (1) above, will be required to provide their names to hotline staff. The extent of confidentiality of the reporter's name, with respect to the Department's records, is governed by Florida Statute.

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

(E) Complaint Against School District Employee, Volunteer or Agent: If a complaint is made against a School District employee, volunteer, agent or other person affiliated with the School District which, if true, would constitute child abuse, neglect or abandonment by that person, that complaint shall be immediately

forwarded to the Superintendent. The Superintendent shall forward the complaint to the Department of Children and Family Services for investigation as provided by statute. The person accused of child abuse, abandonment or neglect shall be suspended from duties involving interaction with children pending investigation of the allegations. If the allegations are substantiated by the Department of Children and Family Services, the Superintendent shall take appropriate disciplinary action. School District staff shall in good faith cooperate with, and participate only as directed by, the Department of Children and Family Services and law enforcement during the investigation, and with respect to any subsequent criminal proceedings.

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

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

(H) Child Abuse Prevention Training for School District employees, staff, volunteers shall be provided in compliance with, and as specified in Florida Statute.

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

LAWS IMPLEMENTED: **39.0015; 39.01; 39.201; 39.202; 39.203; 39.205; 39.206; 1001.43; 1006.061, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 11/07/05
FORMERLY: NEW 04/05/04

STRATEGIC PLANNING 2.18+

I. Overview

A strategic plan shall be adopted by the School Board for achieving the District's vision, goals, and beliefs. Performance standards, assessment procedures for collecting data, benchmarks, and an evaluation process to determine whether the goals are being successfully achieved shall be established. The strategic plan shall include, but not be limited to, the District's mission statement, goals, desired outcomes, objectives, strategies, a detailed action plan, time lines, assessment tools, evaluation criteria, periodic reporting procedures, allocation of financial and human resources, budget appropriations and a process for revision. The School Board shall provide guidance in creating and formalizing the strategic plan and shall collaborate with the Superintendent, District administrators, principals, teachers, support staff, students, parents, and the community during the development, adoption and revisions of the plan.

II. Development

A. Strategic planning shall be a process by which the School Board envisions the District's future status and develops the necessary operations and procedures to achieve the desired results. The process shall initially include self-examination to identify the District's current status, performance gaps and priorities and to collect baseline data for establishing benchmarks and for measuring progress and acceptable levels of performance for programs and services.

B. Goals and objectives shall be

1. Clear and concise statements of expectations and purposes as they relate to programs, operations, departments, services, and positions;

2. Limited in number so that they may be reasonably achievable within designated time lines;

3. Time specific;

4. Measured in a quantitative and qualitative manner;

5. Researched-based, if available and appropriate; and

6. Defined with indicators or specifications for successful achievement.

C. The strategic plan shall include specific strategies for attainment of goals and objectives. Strategies shall be analyzed for effectiveness in leading to the desired outcome and for cost effectiveness.

D. The District's strategic plan shall be results-oriented with a monitoring and evaluation component. Evaluation criteria shall be developed by the Superintendent for operations, programs, and services that are targeted in the strategic· plan and shall be used to measure progress toward achieving the strategic goals.

III. Implementation

A. The Superintendent shall be responsible for implementing the strategic plan.

B. The Superintendent shall establish a management plan that enables School Board employees to direct their efforts to the strategic plan. The action plan shall include particular responsibilities of District staff. Employees shall be given specific directions for establishing daily priorities and for identifying data that needs to be collected to assess whether the goals and objectives are being met.

C. Administrative and instructional staff shall be held accountable for working diligently to achieve the strategic goals directly related to their job responsibilities and to create student success.

D. School improvement plans shall incorporate strategies, resource allocations, and budget appropriations for achieving the District's goals and objectives.

IV. Resources

A. Inservice training shall support the goals and objectives of the plan. Training shall be provided for employees to assist them in their efforts toward achieving the District’s goals.

B. Human and financial resources shall be allocated for and included in the District and school budgets to achieve stated goals, objectives and expectations. The District's financial resources shall focus on the strategic plan and shall provide adequate financial support as set forth in the District budget. The Superintendent shall maximize the allocations of funds to educational and operational programs to achieve the desired

results of the strategic plan. A coordinated cycle of budgeting to fund the strategic plan shall be included.

V. Reporting

A. The Superintendent shall provide quarterly written progress reports to the School Board.

B. The School Board shall use the quarterly reports to monitor progress, make revisions, and update the strategic plan as necessary.

C. The dates for the quarterly progress reports shall be included in the District's master calendar.

D. An annual report shall be prepared and distributed to School Board employees, students, parents, and the community about implementation of the strategic plan. Such reports shall include, but not be limited to, the status of achieving the strategic plan, performance levels, cost-efficiency data, and identification of any modifications or revisions to the strategic plan.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**
LAW(S) IMPLEMENTED: **1001.42, 1001.43, 1001.452, 1008.385, F.S.**
HISTORY: **ADOPTED: _____**
REVISION DATE(S): 07/21/14
FORMERLY: NEW

RESPECT AND CIVILITY IN SCHOOLS AND DISTRICT OFFICES 2.19

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

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

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

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

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

II. **Expected Level of Behavior**

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

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

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

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

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

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

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

D. Damaging or destroying school or Board property.

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

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

IV. **Parent Recourse**

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

V. **Authority of School Personnel**

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

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

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

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

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

5. uses loud or offensive language; and/or

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

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

B. Authority to Deal with Persons who are Verbally Abusive

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

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

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

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

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

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

STATUTORY AUTHORITY: **1001.41, 1001.43 F.S.**

LAW(S) IMPLEMENTED: **Fla. Const. Art. IX, Section 4; 1006.145 F.S.**
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: ADOPTED: _____ REVISION DATE(S): 04/03/2023

WELLNESS PROGRAM 2.20*+

On June 30, 2004, Congress passed Section 204 of Public Law 108-265, of the Child Nutrition and WIC reauthorization Act of 2004. This law requires each local education agency participating in a program, authorized by the Richard B. Russell National School Lunch Act (42 USC 1751 et.seq.) or the Child Nutrition Act of 1966 (42 USC 1771 et.seq.), to establish a local school wellness policy by July 1, 2006. In 2010, additional requirements were set forth under Section 204 of the Healthy, Hunger-Free Kids Act. This policy incorporates federal law as well as Chapter 5P-1.003(2)(d) of Florida Administrative Code (FAC).

I. Philosophy

The Baker County School District believes that a healthy school environment goes beyond the meals in the cafeteria. Maintaining a healthy lifestyle and weight require a combination of healthy food choices and an appropriate amount of physical activity. A healthy and physically active child is more likely to be academically successful. Children and youth who begin each day as healthy individuals can learn more and learn better and are more likely to complete their formal education. The District also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual and community needs.

A. Baker County School District will assemble a representative wellness committee that will meet biannually to evaluate and set goals for the development, implementation and periodic review and update of its local school wellness policy.

1. The Chief Nursing Officer and Nutrition Services Director shall ensure overall compliance with the local school wellness policy.

2. Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the

school board, school administrators and the general public shall be permitted to participate in the development, implementation and periodic review and update of the local school wellness policy.

B. Each school within Baker County School District will establish an ongoing Healthy School Team that will meet biannually to ensure compliance and facilitate implementation of Baker County School District's wellness policy.

1. The school principal and local school staff shall have the responsibility to comply with federal and state regulations as they relate to the local school wellness policy.

2. In each school, the principal or designee will be responsible for establishing the Healthy School Team that will ensure compliance with the policy.

3. The Healthy School Team will include, but not be limited to, the following stakeholders: parents, students, school food service program representatives, school administrators, school health professionals, physical education teachers and the public.

4. The Healthy School Team will be responsible for:

a. Ensuring compliance with federal and state regulations for competitive food and beverage items sold on the school campus (7 CFR 210.11 and FAC 5P-1.003).

b. Maintaining a school calendar identifying the dates when exempted competitive food fundraisers will occur in accordance with the frequency specified in paragraph (c) of FAC 5P-1.003,

c. Reporting its school's compliance of the aforementioned regulations to the Chief Nursing Officer and Nutrition Services Director, the persons responsible for ensuring overall compliance with the local school wellness policy.

C. Baker County School District will review and consider evidence-based strategies and techniques in establishing goals for nutrition promotion and education, physical activity and other school-based activities that promote student wellness to, at a minimum, include a review of Smarter Lunchroom tools and techniques.

II. Nutrition

Academic performance and quality of life issues are affected by the choice availability of good foods in our schools. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn. Students will be encouraged to start each day with a healthy breakfast. Menus will be in compliance with the new pattern requirements issued by the USDA (Healthy, Hunger-Free Kids Act of 2010).

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

- Students will have access to useful nutrition information.

A. Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by the district's Nutrition Services Department or contracted vendors. Menu and product selection shall utilize student, parent, staff and community

advisory groups whenever possible. Menus are posted in the schools, announced via school media productions, and posted on websites.

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

C. Vending Machines: The sale of food and beverage items to students in competition with the District's food service program is prohibited, including those items classified as "foods of minimum nutritional value" as listed in the Code of Federal Regulations 21. Provided, however, school organizations approved by the School Board are permitted to sell these items only in secondary schools thirty (30) minutes following the close of the last lunch period. Proceeds from the sell of foods and beverages items during the school day shall accrue to the food service program or to a school organization approved by the School Board.

D. Free water must be made readily available to children during lunch.

E. Schools must offer fat free or low-fat milk varieties.

F. Ensure students are offered both fruits and vegetable every day of the week, substantially increasing offerings of whole grain rich foods.

G. Limit calories based on age of children being served to ensure proper portion size.

H. Increase focus on reducing the amounts of saturated fat, trans fat and sodium.

I. Fundraising

1. Fundraising efforts will be supportive of healthy eating by complying with all applicable regulations and nutrition standards for competitive foods while also emphasizing the sale of nonfood items.

2. No fundraisers that include the sale of food items will occur until thirty (30) minutes after the conclusion of the last designated meal service period.

3. The school board is permitted to grant a special exemption from the standards for competitive foods as specified below for the purpose of conducting infrequent school-sponsored fundraisers, not to exceed the following maximum number of school days per school campus each school year:

School Type	Maximum Number of School Days to Conduct Exempted Fundraisers
Elementary Schools	5 days
Middle/Junior High Schools	10 days
Senior High Schools	15 days
Combination Schools	10 days

4. Each school's Healthy School Team will maintain a school calendar identifying the dates when exempted competitive food fundraisers will occur. (FAC 5P-1.003)

III. Policy for Food and Beverage Marketing

A. School-based marketing will be consistent with policies for nutrition education and health promotion. As such the following guidelines apply:

1. Schools will only be allowed to market and advertise those foods and beverages that meet or exceed USDA's Smart Snacks in School nutrition standards.

IV. Nutrition Standards for All Foods Sold in School

A. Competitive Food Sales

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

   a. 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.

   b. 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.

2. The Food and Nutrition Services department will comply with the provisions set forth in Federal law regarding the sale of competitive food and foods of minimal nutritional value. The Food and Nutrition Services department shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time other school organizations may begin to sell food and beverage items in accordance with the School Board’s wellness policy and with principal approval.

3. Accordingly, all foods and beverages for sale to students on campus from vending machines, from school stores, or as fund-raisers by student clubs and organizations, parent groups, or boosters shall comply with the current USDA dietary guidelines for Americans and the USDA Smart Snacks in Schools regulations, applicable State law, and Florida Administrative Code rule, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

4. Unless being sold by the Baker County School District food service program, it is impermissible for any competitive food item sold to students during the school day to consist of ready-to-eat combination foods of meat or meat alternative and grain products, as defined in 7 CFR 210.10 and 210.11 (FAC 5P-1.003).

B. General Nutrition Requirements

1. Water - Free water must be readily available to children during breakfast and lunch.

2. Whole Grains – All snack foods sold in schools must be whole grain rich, this means they contain at least 50% whole grains, have whole grains as the first ingredient, or have a fruit, vegetable, dairy product, or protein rich food as the first ingredient.

3. Calories - Snacks must contain more than 200 calories. A Ia carte entrees must contain no more than 350 calories.

4. Sugar - Snacks must contain no more than 35% sugar by weight.

*Exceptions exist for dried fruit without added sugars and even for some that have added nutritive sweeteners that are required for processing and/or palatability purposes.

5. Sodium - Snacks must contain no more than 200mg of sodium. A la carte entrees must contain no more than 480mg or less of sodium.

6. Fat - Total fat must be no more than 35% of calories. Saturated fat must be no more than 10% of Calories. There must be no trans-fat in the package as served.

V. Nutrition and Health Education

Nutrition education shall be provided that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors. Nutrition topics shall be integrated within the comprehensive health education curriculum. The Baker County Health Department along with other community resources can provide nutrition and health educational programs for classroom presentations upon request. Healthy living skills shall be taught to provide the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention. The Baker County School Health Services Plan. addresses the coordination of activities to promote healthy living. Comprehensive School Health Staff from the Baker County Health Department will provide health educational programs upon request.

A. Each school shall provide nutrition and health educational programs.

B. Students shall have access to valid and useful health information.

C. Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day.

VI. Physical Education and Activity

Physical education and physical activity shall be an essential element of each school's instructional program. The program shall provide the opportunity for students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity. Physical education and activity will be provided by Board approved personnel.

A. All elementary school students will have at least 20 minutes of daily recess. Each school will provide space, equipment and an environment conducive to safe and enjoyable play.

B. Students will have additional opportunities for physical activity through before- and afterschool activities or other activity programs. Students will be encouraged to participate in community-offered fitness and athletic programs.

VII. Physical Education Program

The physical education program shall be designed to encourage physical activity and encourage healthy, active lifestyles. The program shall consist of physical activities that are sufficient to provide a significant health benefit to students, subject to the differing abilities of students.

A. Continues to require 150 minutes each week for students in grades K-5 and requires at least 30 consecutive minutes of physical education on any day during which physical education instruction is conducted.

B. High school students must have one credit of a HOPE physical education course for graduation purposes.

C. Students electing one of the three-year, 18 credit graduation options do not have to meet the high school requirement and may use the physical education courses listed as elective credit.

VIII. Health Services

An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff. The Baker County School District and the Baker County Health Department are required by Florida Statute 381.0056 to jointly develop a School Health Services Plan. Each school is provided with a licensed nurse.

A. Primary coordination of health services shall be through a licensed nurse with the support and direction of the Baker County School District and the Baker County Health Department.

B. A coordinated program of accessible health services shall be provided, to students and staff and may include violence prevention, school safety, communicable disease prevention, health screening [including Body Mass Index (BMI)], community health referrals, immunizations, parenting skills, first aid and other priority health education topics.

IX. Family, School and Community Partnership

A. Long term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

B. Family, student and community partners shall be included on an ongoing basis in school and district wellness planning processes. The equality and

diversity of the school and district community shall be valued in the planning and implementation.

X. Staff Wellness

The district, and each work site, shall provide information about wellness resources and services to assist in identifying and supporting the health, safety and well-being of site staff.

A. Employees shall be encouraged to engage in daily physical activity.

B. Wellness messages will be provided to all District employees on a quarterly basis.

XI. Evaluation and Monitoring

To ensure compliance each school wellness team will coordinate with team members to review the status of their wellness plan implementation at the end of each school year.

XII. Informing the Public

The Baker County School district will ensure the wellness policy, information and updates to and about the wellness policy are available to the public at all times.

Xlll. Record Keeping

Baker County School District will retain records to document compliance with the requirements of the local school wellness policy at Baker County, FL. Documentation kept in this location will include, but is not limited to, the following:

1. The written local school wellness policy;

2. Documentation demonstrating compliance with the public notification requirements (consistent with the section on informing/updating the public)

STATUTORY AUTHORITY: **381.0056, 1001.41, 1001.42, 1001.43, 1003.42, 1003.429, 1003.43, 1003.455, 1006.06, 1006.0606, F.S.**

LAW(S) IMPLEMENTED: **CHILD NUTRITION ACT OF 1966 (42 USC 1771 *et seq.*)**
RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT P.L. 108-265
USDA HEALTHY, HUNGER-FREE KIDS ACT OF 2010, PUBLIC LAW 111-296

STATE BOARD OF EDUCATION RULE(S); **6A-7.0411**

HISTORY: **ADOPTED: 11/07/05**
REVISION DATES: 02/21/06, 04/23/07, 01/05/08, 07/21/14, 04/05/21
FORMERLY:

RESPONSIBILITIES OF SUPERINTENDENT 3.010

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

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

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

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 01/99; 04/05/04, 10/04
FORMERLY: 1.11

PERFORMANCE GRADE SCHOOLS 3.011*+

The Superintendent shall establish procedures which shall be approved by the Board to give autonomy, including authority over the allocation of the schools' budget, to schools designated as performance grade category "A", making excellent progress and schools rated as having improved at least two (2) performance grade categories as required by Florida Statutes.

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

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 01/02/07
FORMERLY: NEW

RESPONSIBILITIES OF PRINCIPALS 3.020

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

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

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04
FORMERLY: 1.16

EMERGENCIES 3.030

(1) In case of an emergency involving, but not limited to, the welfare and safety of students and employees, the Superintendent may suspend any part of these regulations; provided, that he/she shall report the fact of and the reason for suspension at the next meeting of the School Board; and provided further, that the suspension shall expire at the time of such report unless continued in effect by actions of the School Board.

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

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

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

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

HISTORY:

ADOPTED:
REVISION DATE: 04/05/04
FORMERLY: 1.12

DIRECTIVES, PROCEDURES, AND ADMINISTRATIVE MANUALS 3.040

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

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

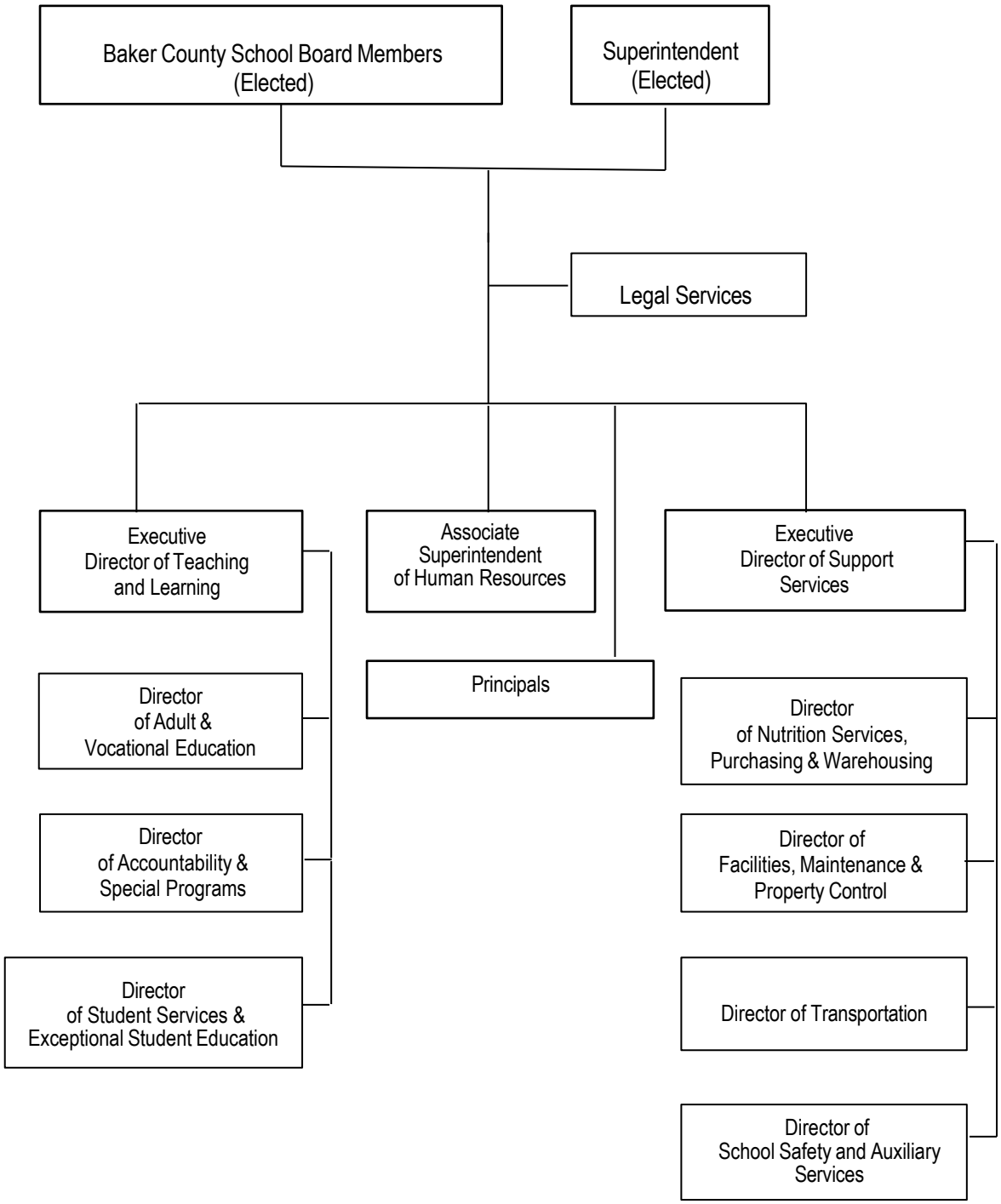
LAWS IMPLEMENTED: **1001.43; 1001.51, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 1.14

ADMINISTRATIVE ORGANIZATION 3.050*

Baker County School District
Organizational Alignment



STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

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

HISTORY: ADOPTED:

REVISION DATE(S): 05/21/12, 06/21/21,

FORMERLY:

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 45
MIN BOOK PG #

SAFE AND SECURE SCHOOLS 3.060*+

I. Introduction

The Baker County District School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

II. Orderly Environment

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

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

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

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

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

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

Revised: 11/3/2025
Board Approved: 04/05/2004

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

Emergency Response Agency	Type of Emergency
Baker County Sheriff's Department	Communitywide Threats
National Weather Service (NOAA)	School Site Threats
Emergency Operations Center (EOC)	Weather Events

IV. Safety, Security and – Emergency Plans

A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services, building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Baker County Health Department.

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

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

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

E. The Superintendent shall report the self-assessment results and any action taken by the Board to review and/or approve changes to 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 assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.

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

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

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

V. Threat Management

A. The primary purpose of 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 the school community. The threat management process uses a methodology that identifies students exhibiting

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

B. The Board authorizes the Superintendent to designate a Threat Management Coordinator; a District Threat Management Team and school-based management teams.

1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public k-12 schools, including charter schools sponsored by the District. The DTMC must:

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

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

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

   d. Assist School Based Threat Management Teams in the District.

2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the DTMC, persons from school district administration and persons with expertise.

3. School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.

   a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.

   b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer).

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

Florida Model training and may not participate in the decision-making process.

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

e. Parental Notification

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

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

iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. 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.

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

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

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

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

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

8. Upon the student's transfer to a different school, the threat management team must verify that any intervention service provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.

9. Through the DTMC, the District must ensure that all threat management teams in the District report to the DOE office on the team's activities during the previous year. The District School Safety Specialist must ensure all schools in the District timely report all required information. The report will contain all data or information required by Florida law.

VI. Safety – Procedures

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

B. A safety program shall be established consistent with the provisions of Policy 8.01. The emergency preparedness procedures will identify the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.

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

1. Developing and posting emergency evacuation routes and procedures;

2. Assigning and training all 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 drill and fire drill to the district school safety specialist for review.

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

E. Parents, 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.
2. Prior to the start of each school year, or at the time of a student's enrollment, if during the school year, the District shall make training available for parents and guardians on the use of FortifyFL. The training must explain the potential disciplinary actions and potential criminal charges that may result as a consequence for anyone making a threat or false report concerning school or school personnel's property, school transportation, or a school sponsored activity. The information concerning criminal charges must include a summary of Sections 790.162, 790.163, 836.10 and 837.05, F.S., and the penalties for violating those statutes.
3. Within the first five (5) days of each school year, each district school board must ensure that instruction on the use of FortifyFL is provided to students in accordance with Section 943.082(4)(b), F.S. Instruction on FortifyFL must be developmentally appropriate and include the possible school disciplinary actions as well as the potential for criminal charges as a result of making a threat or false report involving school or school personnel's property, school transportation, or a school-sponsored activity.

VII. Safety – Violence Prevention

A. The Superintendent shall develop a violence prevention plan for use by each school.

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

VIII. Security

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

B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus. These security procedures and protocols will apply from 30 minutes before the start time until 30 minutes after the end of the school day.

C. When students are on campus, all gates or other access points that restrict ingress to or egress from the "exclusive zone" (the area within a gate or door allowing access to the interior perimeter of a school campus beyond a single point entry) of a campus shall remain closed and locked. Gates or other access points to or from the exclusive zone shall remain closed and locked when students are on campus, unless the gate or access point separates the open or unlocked gate from areas occupied by students, or the use complies with a shared use agreement. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked, or if the space is designed as an open area for career and technical instruction where locking door affects the health and safety of the students, said determination(s) must be documented in the FSSAT.

D. Within the first ten (10) days of school students must be notified of the safest areas to shelter in a classroom. The safety areas for students to shelter within the classrooms and/or instructional spaces must be clearly marked. All classrooms and other instructional spaces must be locked or actively staffed when occupied by students except between class periods.

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

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

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

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

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

5. The school safety specialist will develop a process related to safety used to identify and correct instances of non-compliance at the school.

   a. On a quarterly basis, the school safety specialist will report to the superintendent and school board any non-compliance by the district or school(s) with school safety laws or rules.

   b. Deficiencies relating to safe-school officer coverage must be resolved by the next school day.

   c. 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 if non-compliance that is determined to be an imminent threat to health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of non-compliance that is not corrected within 60 days.

6. The School Safety Specialist must make unannounced visits while school is in session to all public schools in the district, including charter schools and perform inspections for safe school compliance. The school safety specialist must notify and report to the district's superintendent or charter school principal, if there are any violations discovered or if non-compliance of the safe school requirements is suspected by a district school or charter school.

F. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.

G. Each school's emergency plan shall include security provisions including emergency "lock down" procedures.

H. 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.

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

J. Security trailers may be located on school property.

IX. Mental Health

A. The School Board shall identify a mental health coordinator for the district. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.

B. The mental health coordinator shall be responsible for:

1. working with the Office of Safe Schools.
2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation.
3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals.
4. coordinating the staffing and training of threat assessment teams with the school safety specialist, and facilitating referrals to mental health services, as appropriate for students and their families.
5. coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and
6. annually review of the district's policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the superintendent and the district 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: 4/5/04

REVISION DATE(S): 10/04, 01/02/07, 01/05/08, 04/01/19, 12/02/19, 11/17/20, 04/05/21, 02/22/22, 04/03/23, 02/20/24, 01/21/25, 7/28/25, 11/3/25

FORMERLY: 2.22; 9.06

DOMESTIC SECURITY 3.061+ OPTION 1

I. The Superintendent shall establish a District domestic security plan that is consistent with the requirements of National Incident Management System (NIMS). The District plan shall include a plan for each school and facility operated by the School Board. The Superintendent shall ensure that the plan is consistent with NIMS requirements by

A. Incorporating NIMS protocols and Incident Command System (ICS) procedures into the emergency plans;

B. Ensuring that emergency plans are consistent with NIMS terminology and applicable state and county emergency management protocols;

C. Coordinating the initial plan and plan modifications with appropriate county emergency management officials;

D. Assigning appropriate staff as members of the District incident command element;

E. Ensuring that staff receive appropriate initial training and follow up training.

II. The domestic security plan shall include the following components:

A. Access Control

The District shall control access to and enhance the security of school campuses, District facilities, and transportation by implementing access control procedures and practices including, but not limited to,

1. Establishing single points of entry;

2. Integrating fencing in to the design of school campuses;

3. Providing uniformed school resource officers (SROs) and/or security officers;

4. Establishing visitor control;

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

6. Adhering to background screening procedures for staff, volunteers and mentors;

7. Controlling bus embarkation and debarkation; and

8. Establishing safe mail handling procedures.

B. Emergency Equipment

The District shall ensure that emergency equipment and supplies are available and operable and that communication between school/District personnel and first responders is readily available.

1. Primary and back up communication systems shall be maintained and routinely tested to ensure functionality and coverage capacity and determine if adequate signal strength is available in all areas of the school's campus;

2. Personal protective equipment shall be available to school personnel;

3. Emergency equipment shall be monitored and/or tested to ensure operability;

4. Supplies shall be monitored to ensure current shelf life;

5. Emergency supplies and equipment shall be appropriate for specific school campuses or facilities.

C. Training

Initial and follow up training shall be provided for school/District personnel, students, and state and local partners. New employees shall receive training relevant to the position. When an employee is reclassified to a different position; his/her training record shall be reviewed and appropriate training shall be provided. Training shall include, but not be limited to,

1. Conducting a standard Weapons of Mass Destruction course for first responders in the District;

2. Conducting table-top exercises for school/District administrators;

3. Conducting training at schools specific to the age of students, number of students and the school needs.

4. Conducting domestic security drills;

5. Training personnel to recognize hazards and to respond appropriately;

6. Providing security training to bus drivers, bus assistants, and school personnel; and

7. Providing safe mail handling training for appropriate personnel.

D. Communication and Notification Procedures

The District shall ensure that external and internal communication and notification procedures are developed and implemented. Communication and notification procedures shall include, but not be limited to,

1. Providing proper ThreatCom access for appropriate school/District staff;

2. Establishing communication procedures to notify parents of possible or actual emergency;

3. Informing parents and students of the plan and the notification procedures;

4. Reviewing school and District websites to ensure that sensitive information is not included with general public information; and

5. Establishing procedures to communicate with the media during an emergency.

E. Coordination with Partners

The District shall ensure coordination with state and local partners by

1. Establishing and maintaining a close working relationship with local law enforcement agencies, first responders and the county emergency operations center;

2. Notifying state and local partners of changes in the District plan; and

3. Participating on the Regional Domestic Security Task Force (RDSTF).

F. Vulnerability Assessment

The District shall assess vulnerability and establish standards by

1. Working with RDSTF for vulnerability assessment tools and standards;

2. Tailoring assessment to each school or facility;

3. Assisting school and District staff to assess vulnerability;

4. Establishing core recommendations for critical areas; and

5. Establishing standards based on best practices.

III. The District plan including all school and facility plans shall be reviewed annually or more frequently if needed. Modifications shall be made and communicated to relevant school/District personal and emergency management officials. Conditions which may warrant interim review and possible modification of the plan include addition to or renovation of a facility, change in the use of a facility, change of grades served by a school, new programs added to the school and change in security threat level.

IV. The Superintendent shall request documentation of compliance with the National Incident Management System (NIMS) standards from the county emergency management agency and shall obtain certification of compliance from the Commissioner of Education.

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

LAW(S) IMPLEMENTED: **1001.43, 1001.51, 1001.54, 1006.07, 1006.08, 1006.09, 1006.21, 1013.13, F.S.**

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

HISTORY:

ADOPTED: _____
REVISION DATE(S): 04/01/19
FORMERLY: NEW

COPYING OF PUBLIC RECORDS 3.070

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

(2) Charges for copies of audio, video, and other materials shall be charged at rates established by the Superintendent/designee.

(3) The Board authorizes the Superintendent to establish uniform charges for documents not covered in (1) above.

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

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

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05, 7/21/2025
FORMERLY:

Board Approved: 04/05/2004

COPYRIGHTED MATERIALS 3.080

The District shall abide by all provisions of the copyright laws including as they apply to software and media.

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

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

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

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

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

LAWS IMPLEMENTED: **119.07, 1001.43, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S): 11/92; 04/05/04, 10/04, 04/07
FORMERLY: 2.39

A MOMENT OF SILENCE 3.090

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): 04/05/04, 02/22/22
FORMERLY:

FLAG DISPLAY AND PLEDGE 3.100

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

(2) A student may be excused from instruction and/or reciting the pledge of allegiance when his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.

(3) The United States flag and the official flag of Florida shall be displayed daily on a suitable flag staff on the grounds of each school and School Board facility when the weather permits.

(4) Each classroom and auditorium shall display the United States flag.

(5) All flags shall meet the requirements of Florida statutes.

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

LAWS IMPLEMENTED: **1000.06, 1000.21, 1001.43, 1002.20, 1003.42, 1003.44, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 01/88; 04/05/04, 11/07/05, 01/02/07
FORMERLY: 2.06

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS 3.101

It is the policy of the Baker County School District that the district will not discriminate against a student, parent, or school personnel on the basis of a religious viewpoint or religious expression.

I. Student Expression of Religious Viewpoints

A. Baker County School District will treat a student's voluntary expression of a religious viewpoint on an otherwise permissible subject in the same manner that a school district treats a student's voluntary expression of a secular viewpoint.

B. A student may express his or her religious beliefs in coursework, artwork, and other written and oral assignments free from discrimination. A student's homework and classroom assignments shall be evaluated, regardless of their religious content, based on expected academic standards relating to the course curriculum and requirements.

C. A student may not be penalized or rewarded based on the religious content of his or her work if the coursework, artwork, or other written or oral assignments require a student's viewpoint to be expressed.

II. Religious Clothing, Jewelry, and Accessories

A student may wear clothing, accessories, and jewelry that display a religious message or symbol in the same manner and to the same extent that secular types of clothing, accessories, and jewelry that display messages or symbols are permitted to be worn.

III. Students Engaging in Religious Activities and Expression at School

A. A student may pray or engage in religious activities or religious expression before, during, and after the school day in the same manner and to the same extent that a student may engage in secular activities or expression.

B. A student may organize prayer groups, religion clubs, and other religious gatherings before, during, and after the school day in the same manner and to the same extent that a student is permitted to organize secular activities and groups.

IV. Employees Engaging in Religious Activities and Expression at School

A. Baker County School District may not prevent school personnel from participating in religious activities on school grounds that are initiated by students at reasonable times before or after the school day if such activities are voluntary and do not conflict with the responsibilities or assignments of such personnel.

B. Baker County School District must comply with the federal requirements in Title VII of the Civil Rights Act of 1964, which prohibits an employer from discriminating against an employee on the basis of religion.

V. Equal Access to School Facilities

A. Baker County School District shall give religious groups access to the same school facilities for assembling as given to secular groups without discrimination based on the religious content of the group's expression.

B. A group that meets for prayer or other religious speech may advertise or announce its meetings in the same manner and to the same extent that a secular group may advertise or announce its meetings.

VI. Limited Public Forum Required for Student Speakers

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

B. Must provide the forum in a manner that does not discriminate against a student's voluntary expression of a religious viewpoint on an otherwise permissible subject;

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

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

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

F. Student expression of a religious viewpoint on an otherwise permissible subject may not be excluded from the limited public forum.

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

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

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 11/18/19
FORMERLY: NEW

AGENTS, SOLICITORS AND SALESPERSONS 3.110

Because there are legitimate and necessary calls from business and professional representatives who render services to the schools/departments by demonstrating products and methods, agents, solicitors and salespersons may visit schools/departments if the following rules are observed:

(1) All such persons must sign in at the school's main office upon arrival.

(2) The principal/supervisor shall exercise judgment as to the merit of any such calls and shall issue written permission when deemed necessary for such a call to be made on a member of the staff.

(3) The principal/supervisor shall prohibit all forms of canvassing or soliciting of teachers or students on school/department premises during school/department hours.

(4) Teachers/employees are not to be used as captive audiences for sales promotion.

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 11/94; 04/05/04, 11/07/05
FORMERLY: 2.18

VISITOR IDENTIFICATION MEASURE 3.111+

1) The Superintendent/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. In developing and implementing the plan, consideration shall be given to the organization and grade level of the school and to receive input from the principals as to the feasibility of implementing such safety measures.

2) The Superintendent/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.**

LAWS IMPLEMENTED: **856.022, 1001.43, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 05/201/12
FORMERLY: NEW

PUBLIC INFORMATION AND INSPECTION OF RECORDS 3.120

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

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

II. Records maintained by the District which are exempt from public inspection include:

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

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

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

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

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

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

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

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.**

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

HISTORY ADOPTED:
REVISION DATE(S) 04/05/04, 11/07/05, 08/21/17
FORMERLY:

SCHOOL VOLUNTEERS 3.130

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

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

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

III. School volunteers shall be subject to background checks that may include fingerprinting with the costs paid as determined by the School Board. If a school volunteer will be working with students unsupervised by school personnel or traveling overnight with students, the volunteer will need to comply with level two (2) screening requirements. 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.

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

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

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

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

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

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

E. The volunteer is limited to providing no more than 20% of the number of hours the volunteer was expected to work per week before his/her date of retirement.

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

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

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

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

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

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

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 11/94, 04/05/04, 11/07/05, 01/02/07, 06/01/09, 02/20/24
FORMERLY: 3.55

SUICIDE PREVENTION 3.14+

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

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

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

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

IV. Professional development training in youth suicide prevention opportunities shall be provided to student personnel services staff, administration and instructional staff. A two (2) hour continuing education program of youth suicide awareness and prevention training, utilizing training materials from the list approved by the Florida Department of Education (FLDOE) is also available for all district staff in all job categories as well as other adults on campus who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide. All FLDOE training requirements will be available to related staff. 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 CSSRS or SAFE-T suicide risk assessment prior to determining whether the student requires an involuntary examination (Baker Act).

A. Annually the District and local mobile response teams coordinate with each other on the suicide screening assessment tool to be used to ensure they are using the same screening instrument.

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

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

STATE BOARD OF EDUCATION RULE(S):

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 06/15/20, 04/05/21, 04/03/23
FORMERLY: NEW

ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING SUBSTANCE ON BOARD PROPERTY 3.150

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

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

(2) 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.

(3) 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.

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

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

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

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 11/19/91, 04/05/04
FORMERLY: 2.15

CHARTER SCHOOLS 3.160 OPTION 1

The purpose of this policy is to ensure the highest quality of instruction and safety for all Charter School participating students and to maintain accountability for the appropriate use of all allocated resources.

I. Eligibility to Apply

A. A proposal for a new charter school may be made by an individual, teachers, parents, group of individuals, a municipality, or any legal entity organized under the laws of the state of Florida. The school shall organize as a nonprofit organization prior to receiving approval as a charter school with the School Board.

B. The principal, teachers, parents and/or the school advisory council at an existing public school that has been in operation at least two (2) years may submit a proposal for converting the school to a charter school, provided that they demonstrate the support of at least fifty percent (50%) of the teachers then currently employed at the school and fifty percent (50%) of the parents whose children are then currently enrolled in the school. A majority of the parents eligible to vote must participate in the ballot process. The ballot process must be conducted in accordance with State Board of Education rule.

C. A charter school may operate a virtual charter school to provide full time online instruction to eligible students. An existing charter school may become a virtual charter school by amending its charter or submitting a new application.

D. Private schools, parochial schools and home education schools are not eligible for charter status. A charter school may not be affiliated with a nonpublic sectarian school or religious institution and shall be nonsectarian in programs, admission policies, employment practices and operations.

II. Timelines for Approving Charter Schools

The School Board shall annually accept applications on or before February 1 and staff may provide technical assistance to organizations and individuals submitting proposals. Before approving or denying any application, the district shall allow the applicant, upon receipt of written notification, at least seven (7) calendar days to make technical or non-substantive corrections and clarifications. A charter school application shall be approved or denied no later than ninety (90) calendar days after receipt of the application unless the sponsor and the applicant mutually agree in writing to temporarily postpone the vote to a specific date. An approved charter school will open 18 months later (at the beginning of the district's school year) or

to be opened at a time determined by the applicant. However, a charter school may defer the opening of the school for up to three (3) years to provide time for adequate facility planning.

III. Application

A. Proposals for charter schools shall be submitted on the application form prepared by the Department of Education. The application does not constitute the charter which will be considered the legal contract between the School Board and the school organizational body.

B. Before final approval or denial of an application, the District shall notify the applicant in writing if technical or nonsubstantive corrections need to be made or signatures need to be added if the errors may cause denial of the application. The applicant will be allowed at least sever (7) calendar days to make the corrections.

C. The application shall include

1. All items required by Florida Statutes.

2. Proof of insurability from an adequate rated insurer with a policy of no less than one million dollars ($1,000,000) for errors and omissions and general liability coverage to include but not limited to prior acts, sexual harassment, civil rights and employment discrimination, breach of contract, insured vs. insured, consultants and independent contractors.

3. Coverages for property and casualty equal to replacement costs for school structures and contents, automobile and workers' compensation.

4. An indemnification or hold harmless agreement releasing the School Board of all liability for actions by the charter school governing body or its employees.

D The applicants and members of the governing body of the proposed charter school shall submit with the application a complete set of fingerprints taken by an employee of the School District who is trained to take fingerprints. These fingerprints shall be submitted to the appropriate state and federal law enforcement agencies for processing with the cost borne by the applicant and charter school governing body members.

E The applicants, members of the governing body, and all proposed service providers shall disclose the name and sponsor of any charter school operated by an applicant, governing board member, or service provider that has closed, the reason for the closure, and the academic and financial history of those

charter schools.

F The Board will solicit information regarding the history, professional records, and background of individual applicants and/or founding/governing boards and its individual members including, but not limited to, a demonstration of the professional experience or competence of those individuals or organizations applying to operate the charter school or those hired or retained to perform professional services.

IV. Charter

A. Within thirty (30) days of approving a charter school application, the District shall provide an initial proposed charter contract to the charter school.

B. The applicant and the District shall have forty (40) days to negotiate the charter and provide notice for final approval of the charter contract.

C. The following elements shall be included in the school's charter agreement with the School Board:

1. School vision and mission

2. Students to be served (ages, grades, current school or zone and projected FEFP categories)

3. Student criteria for admissions, selection process and dismissal procedures

4. Marketing/recruitment plan

5. Method for achieving racial and ethnic balance of student population

6. FTE enrollment verification process

7. Focus of the curriculum with emphasis on reading

8. Instructional methods to be used, including service to ESE, ADA and ESOL students and students who are reading below grade level

9. Current baseline standard of student achievement, outcomes to be achieved and method(s) of measurement

10. Methods used to identify the educational strengths and needs of students and how well goals are met by the students

11. Participation in the statewide assessment program

12. Method for determining that a student has met graduation or promotion requirements

13. *Code of Student Conduct* consistent with District policies and discipline code

14. Method of identification and acquisition of appropriate technologies needed to improve educational and administrative performance

15. Means for promoting safe, ethical, and appropriate uses of technology which comply with legal and professional standards

16. Nature of parent involvement

17. Conflict resolution strategies for students, parents and staff

18. Methods for resolving conflict between School Board and governing body of the charter school

19. Program evaluation and reporting plan

20. Annual progress reports to include state required information

21. Status as a private or public employer

22. Staff status related to certification or subcontracting

23. Strategies that will be used to recruit, hire, train, and retain qualified staff to achieve best value

24. Staff selection process, including fingerprinting and criminal background check

25. Disclosure of employees of the charter school who are related to the owner, board of directors, president, superintendent, school administrator or other person with decision making authority at the charter school.

26. Qualifications of teachers which must be disclosed to parents

27. Professional development plan

28. Alternative arrangements for students and teachers at a converting public school who choose not to participate

29. Charter School Board members and background checks including fingerprinting for governing body

30. Articles of Incorporation and governance structure, including names,

addresses, financial disclosure to include the same requirements as in Florida Statutes

31. Financial and administrative management of school

32. Internal financial controls and audit process

33. Proposed budget including salary and benefits of staff and letter of credit or other funds to cover start-up costs

34. Procedure for notification by auditor if school is in a state of financial emergency or deficit financial position

35. Insurance coverage at specified limits no less than one million dollars ($1,000,000) for errors and omissions and general liability and property equal to replacement costs of all structures and contents

36. Indemnification or hold harmless agreement

37. Transportation, food service or other plans and agreements with the District or other contractors

38. Facilities to be used and their location and evidence of all codes having been met

39. Length of agreement

40. Renewal and modification of the agreement

41. Provision for cancellation of the agreement for insufficient progress

42. Implementation timetable

D. The District shall provide academic student performance data to charter schools for each of their students coming from the District, as well as rates of academic progress of comparable student populations in the District school system.

E. The governing body shall exercise continuing oversight over charter school operations.

F. The governing body shall participate in governance training approved by the Department of Education.

G. After a public hearing to ensure community input, the governing body of the charter school and the District shall sign the charter.

V. Approval

A. The School Board shall review all completed applications for a charter school received on or before February 1 of each calendar year for charter schools to be opened 18 months later (at the beginning of the district's next school year) or to be opened at a time determined by the applicant. The School Board shall by a majority vote of the full Board approve or deny a formal application no later than ninety (90) days after receiving the completed application during the submission period, unless the sponsor andthe applicant mutually agree in writing to temporarily postpone the vote to aspecific date.

B. If the Board denies an application for a charter, the Board shall provide notice of denial to the applicants in writing within ten (10) days after the meeting at which the Board denied the application. The notice must specify the exact reason(s) for denial, based on good cause, and must provide documentation supporting those reasons. The notification shall also be submitted to the Department of Education.

VI. Selection Criteria

Utilizing the Department of Education evaluation instrument, the School Board shall consider but is not limited to using the following criteria to evaluate applications for charter school approval:

A. Mission, guiding principles, and purpose

B. Target population and student body

C. Educational program design

D. Curriculum plan

E. Student performance, assessment, and evaluation

F. Exceptional students

G. English language learners

H. School culture and discipline

I. Supplemental programming

J. Governance

K. Management and staffing

L. Human resources and employment

M. Professional development

N. Student recruitment and enrollment

O. Parent and community involvement

P. Facilities

Q. Transportation

R. Food service

S. School safety and security

T. Budget

U. Financial management and oversight

V. Start-up plan

VII. Nonrenewal or Termination of Charter

A. At the end of the term of a charter, the School Board may choose not to renew the charter for any of the following grounds:

1. Failure to participate in the state's education accountability system or failure to meet the requirements for student performance stated in the charter.

2. Failure to meet generally accepted standards of financial management.

3. Material violation of law, or

4. Other good cause shown.

B. During the term of a charter, the School Board may terminate the charter for any of the grounds listed in paragraph VII. A. If the health, safety, or welfare of the student(s) is threatened, the charter may be terminated immediately.

C. At least ninety (90) days prior to renewing or terminating a charter, unless a state of emergency exists, the School Board shall notify the governing body of the school of the proposed action in writing, detailing the grounds

for the action and stipulating that the school's governing board may within fourteen (14) calendar days of receipt of the notice request a hearing. The hearing shall be conducted by an administrative law judge assigned by the Division of Administrative Hearings.

1. The administrative law judge's final order shall be submitted to the sponsor and shall award to the prevailing party attorney fees and costs incurred during the administrative proceeding and any appeals.

2. Within thirty (30) calendar days after receiving the final order, the charter school governing board may appeal the decision as allowed by law.

D. After all school grade appeals are final, a charter school's charter contract is automatically terminated if the school earns two (2) consecutive grades of "F" unless the school meets certain criteria.

E. A charter may be terminated by a charter school's governing board through voluntary closure.

F. In the event a charter is not renewed or is terminated, the School District may assume the operation of the school, or the school shall be dissolved and students assigned to other public schools. All unencumbered funds, as well as property and improvements, furnishings and equipment purchased with public funds shall automatically revert to full ownership of the School Board.

G. If a charter is not renewed or is terminated, the governing body of the school is responsible for all debts of the charter school. The District shall not assume the debt from any contract for services made between the governing body of the school and a third party, except for a debt that is previously detailed and agreed upon in writing by both the governing body of the school and the School Board and that may not reasonably be assumed to have been satisfied by the District.

H. If a charter is not renewed or is terminated, any unencumbered capital outlay funds provided pursuant to 1013.62, F.S., and federal charter school program grant funds shall revert to the Department of Education for redistribution among other eligible charter schools.

VIII. Tuition Prohibition

A charter school shall not charge tuition or fees, except those fees normally charged by other public schools.

IX. Rule Exemptions

A charter school shall be exempt from all School Board policies except those pertaining to health, safety, civil rights, financial records, accountability related to student enrollment reports, financial audits, and collective bargaining agreements if the staff chooses to remain part of the District bargaining unit(s).

X. Personnel Options

A. Charter school employees may bargain collectively as a separate unit or as part of the existing applicable District collective bargaining unit(s).

B. If teachers at a charter school choose to be part of a professional group that subcontracts with the charter school to operate the instructional program under the auspices of a partnership or cooperative that they collectively own, they shall not be considered public employees.

C. Employees of the School District may take leave to accept employment in a charter school upon the approval of the district school board. While employed by the charter school and on approved leave, the employee may retain seniority accrued in the district and may continue to be covered by the benefit program of the School District only if the charter school and the School Board agree to the arrangement and its financing.

D. Teachers employed or under contract to a charter school shall be certified as required by Florida Statutes or if not certified, contracted with according to the provisions defined in Florida Statutes.

E. The charter school shall conduct screenings and employment history checks, as required by law, on candidates for instructional and administrative positions that require direct contact with students.

F. All governing board members and employees of a charter school shall be fingerprinted and shall undergo a background screening as provided for in Florida Statutes.

G. The governing body of a charter school may elect to participate in the Florida Retirement System after proper application and approval under Florida Statutes.

XI. Funding

Students enrolled in a charter school shall be funded the same as students enrolled in a basic or special program in any other public school in the District.

A. Each charter school shall report its student enrollment to the District School Board as required by Florida Statutes and School Board policy and procedures. The School Board shall include each charter school's enrollment in the District's report of students.

B. Charter schools whose students or programs meet the eligibility criteria in law shall be entitled to their proportionate share of all Florida Education Finance Program and General Appropriations Act funds, gross state and local funds, discretionary funds, categorical program funds and federal funds. Total funding for each charter school will be recalculated during the year to adjust for the actual weighted full-time equivalent and eligible students reported by the school and the revised calculations under the Florida Education Finance Program, following the October and February Full Time Equivalent (FTE) counts.

C. Any administrative fee charged by the School District to the charter school shall be no more than five percent (5%) of the available funds defined in XI.B. The District may only withhold an administrative fee for enrollment up to and including five hundred (500) students. Administering the contract includes providing technical assistance, monitoring policy compliance and processing financial, student and other records or required reports. This does not include contract(s) for other specific services to staff or student participation in the benefit packages or other special programs. The fees for these services will be negotiated and will be determined on an actual cost basis.

D. The School District shall make every effort to ensure that charter schools receive timely and efficient reimbursement with payment issued no later than ten (10) working days after receipt of funding or pay a penalty of one percent (1%) interest per month. Under no circumstances will the School District advance funds before a charter school is open, but the School Board may approve a charter before the applicant has secured space, equipment or personnel if the applicant indicates approval is necessary for it to raise working capital.

XII. Facilities Requirement

A charter school shall utilize facilities which comply with the Florida Building Code adopted pursuant to Florida Statutes, the Florida Fire Prevention Code pursuant to Florida Statutes and the comprehensive land use plan as adopted by the authority in whose jurisdiction the facility is located. A certificate or temporary certificate of occupancy may be required by the School District within fifteen (15) days of the opening of school.

XIII. Length of the School Year

A charter school shall provide instruction for at least one hundred eighty (180) days and may provide instruction for additional days. Reimbursement for additional days of instruction will be subject to the limits of the Florida Education Finance Program, General Appropriations Act and other rule or programs that restrict funding to the School District. Upon approval of a charter application, the initial startup must be consistent with the beginning of the school year calendar(s) adopted by School Board.

XIV. Monitoring and Review

A. The Superintendent, or designee, and the District internal auditor shall have ongoing responsibility for monitoring the health, safety and well-being of students and the fiscal responsibility of all approved charter schools. The Superintendent, the Superintendent's designee, the District internal auditor and all School Board members shall have free and open access to the charter school at all times.

B. The charter school shall submit a monthly financial report to the School District.

C. Annually, no later than forty-five (45) calendar days following the end of the regular school term, the governing body of the charter school shall submit the following for School Board review:

1. The charter school's progress towards achieving the goals outlined in its charter;

2. The charter school's annual report to parents pursuant to Florida Statutes;

3. An annual financial audit report obtained by the school reflecting generally accepted financial accounting standards;

4. Salary and benefit levels of school employees;

5. Certification status of instructional personnel; and

6. Any other information provided by the school, the Superintendent or the internal auditor.

D. Upon receipt of the required annual report, the School Board shall forward the report to the Commissioner of Education, at the same time as other annual school accountability reports.

E. If a deteriorating financial condition is identified, the School District shall notify the governing board of the charter school and the Commissioner of Education within seven (7) business days. The governing board and District shall develop a corrective action plan and submit the plan to the Commissioner of Education within thirty (30) business days after notifying the charter school.

F. If a certified public accountant or an auditor finds that a charter school is ina state of financial emergency, the charter school shall file a detailed financial recovery plan with the District and the Commissioner of Educationno later than thirty (30) days after receipt of the audit. The Superintendent or

designee shall monitor implementation of the recovery plan.

G. A charter school that receives a school grade of D shall report to the District regarding areas of deficiency. The charter school shall submit a school improvement plan for approval by the School Board. The Superintendent or designee shall monitor implementation of the plan in accordance with Florida Statutes.

XV. Appeal Process

A. An applicant may appeal any denial of an application for a charter school to the State Board of Education no later than thirty (30) days after the School Board's final decision or failure to act on an application. The State Board of Education must accept or reject the decision of the School Board no later than ninety (90) days after an appeal is filed, and remand the application with its written recommendation to the School Board.

B. The School Board shall act upon the recommendation of the State Board of Education no later than thirty (30) days after it is received.

C. The decision of the State Board of Education is a final action subject to judicial review.

D. A governing body may appeal the School Board's decision not to renew or to terminate a charter as outlined in VII.C.

XVI. Immunity

For the purposes of tort liability, the governing body and employees of a charter school shall be governed by Florida Statutes. The School Board shall assume no liability for actions of the governing body of the charter schools or its employees.

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

LAW(S) IMPLEMENTED: **120.68, 1001.02, 1001.43, 1002.33, 1002.331, 1002.345, 1002.45, 1002.455, 1013.62, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.0781, 6A-6.0787**

HISTORY: **ADOPTED: 09/12/07**
REVISION DATE(S): 12/07/09, 11/18/19, 02/22/22
FORMERLY:

OPENING AND CLOSING OF SCHOOLS 3.170*

The Superintendent shall recommend and the board shall set the opening and closing of schools and fix uniform dates.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.41; 1001.43, F.S.

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

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 05/21/12
FORMERLY:

SCHOOL CALENDAR 3.180

1) Annually the Superintendent shall establish a school year calendar committee.

2) The committee shall prepare a proposed school year calendar for the school year following the next occurring fiscal year and present it to the Superintendent for approval and recommendation to the Board.

3) School calendars shall adhere to the provisions of Florida Statutes.

4) The Superintendent/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 Board rules related to student attendance.

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

LAWS IMPLEMENTED: **1001.42, 1001.43, 1001.51, 1003.21, F.S.**

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

HISTORY:
ADOPTED:
REVISION DATE(S): 1/99, 04/05/04, 10/04, 01/02/07, 05/21/12
FORMERLY: 2.02

ASSESSMENT OF FEES, TUITION, AND OTHER CHARGES 3.199

(1) Except in adult/community education courses where the fee is established by the Board, no school may charge a Florida student any fee as a condition of enrolling or participating in any school course, program or activity which constitute a part of the regular school program. However, in classes where basic projects are required, a student may be charged for materials he might wish to use in lieu of the supplied basic materials.

(2) When as a result of misuse or abuse by a student, school property is damaged, destroyed, or lost, the student or his parents shall be assessed a charge appropriate to cover the cost of repair or replacement.

(3) Any student, whose parents are non-residents of the State of Florida, may be charged a tuition fee, unless expressly exempted by law. The amount of each tuition fee will be fifty (50) dollars per year.

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

LAWS IMPLEMENTED: **1000.21; 1000.04, F.S. 6A-1.09983 SBEAR**

HISTORY:

ADOPTED:
REVISION DATE(S): 12/90. 11/94, 04/05/04
FORMERLY: 2.36

GUIDELINES AND PROCEDURES CONCERNING HIV, OR OTHER COMMUNICABLE DISEASES (STUDENTS AND EMPLOYEES) 3.200+

1) It is the School Board's intent to protect employees and students from exposure to infectious diseases and from risk occasioned by infectious diseases and environmental hazards and to provide reasonable accommodations to infected students and employees.

2) It is recognized that HIV-positive employees who are not debilitated or exhibiting symptoms that would facilitate transmission of the virus will remain in their current jobs if conditions permit.

3) Reasonable accommodations are available to HIV-positive employees.

4) It is recognized that students with any illness, including (HIV) infected persons, may continue to attend school as long as academic, behavioral, and medical evidence indicates that their condition is not a threat to themselves or to others. If it becomes necessary, reasonable accommodations within the school setting shall be made, or an alternative educational services delivery shall be implemented. Students with AIDIS/HIV-positive are served in accordance with the requirements of IDEA, Section 504 and the Office for Civil Rights' Guidelines on Placement of School Children with AIDS, which can be found on the web at: *http://www2.ed.gov/about/offices/list/ocr/docs/hg53e9.html.*

5) All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need to know.

6) School Board employees shall receive and review procedures governing Hepatitis B infection, HIV, AIDS, blood-borne pathogens, other communicable disease, and environmental hazards.

7) Staff members shall cooperate with public health authorities by practicing and promoting standard precautions, as deemed by the Centers for Disease Control and Prevention (CDC). Procedures for dealing with students who pose a threat of transmitting a blood-borne health condition are contained in the *Health Services Manual.*

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

LAWS IMPLEMENTED: **381.0098, 1001.42; 1001.43; 1002.22; 1010.305; 1011.62, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-6.03020; 6A-6.0331**

STATE DEPARTMENT OF HEALTH RULE(S): **64E-16**

HISTORY: **ADOPTED:**

REVISION DATE(S): **12/90, 11/95, 10/04, 11/07/05, 01/02/07, 09/12/07, 08/20/12**
FORMERLY: 3.57

SOFTWARE AND NETWORK POLICY 3.210

(1) Each school and district-level department shall have the appropriate license for any copyrighted software in use within the Baker County School District. It is advised that a copyrighted license, site license, or lab pack license be on file with district employee or department head responsible for the software and for each floppy disk, or CD-rom used for his/her computer(s).

(2) Pirated and/or illegal software of any kind cannot be copied into a computer that belongs to the Baker County School District. Such an unlawful act shall constitute willful infringement.

(3) Students and personnel will not user personal disks in any computer belonging to the Baker County School District until the disk is verified to be free of any virus.

(4) Computer software, including games, shall have an instructional value/purpose. The instructional value/purpose shall be determined by the teacher(s) or department(s).

(5) Each school shall develop appropriate student and staff policies and procedures regarding FIRN, Internet and any other external networking capability.

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

LAWS IMPLEMENTED: **1001.41, F.S.; TITLE 17, U.S. CODE**

STATE BOARD OF EDUCATION RULES: **6A-6.03020; 6A-6.0331**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 2.44

RECORDING OF PARENT-STAFF MEETINGS 3.22

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

II. The requirements of this policy shall not be interpreted to be in conflict with the requirements of Policy 5.25 – Student Use of Cellular Telephones and Other Communication Devices. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competition, plays, musical performances, awards ceremonies, and graduation.

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

IV. The principal or a District administrator may 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 principal in writing, preferably at least two (2) school days before the meeting, of his/her desire to record the meeting and the reason the recording is required. The principal, Director of 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, 934.03, 1003.57 F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.03311**

HISTORY: ADOPTED: _4/3/2023_____ REVISION DATE(S): _3/16/26_____

INTERNET SAFETY 3.225*+

Introduction

I. It is the policy of Baker County School District to:

A. prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

B. prevent unauthorized access and other unlawful online activity;

C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

D. Implement technology protection measures that will:

1. filter or block access to material that is not appropriate for students based upon the subject matter and/or the age of the students served at each school;
2. prevent hacking or unauthorized access by students to data or information that they should not have access to, or other unlawful online activities by students;
3. prevent access to websites, web or mobile applications, or software that do not protect against the disclosure use or dissemination of students' personal information in accordance with Florida Administrative rules; and
4. prohibit students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose

E. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications

II. Access to Inappropriate Material

A. Require the use of technology protection measures to filter or block access to material that is not appropriate for students, taking into consideration the subject matter and the age of the students served at each school;

B. Protect the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;

C. Require the use of technology protection measures to prevent hacking or unauthorized access by students to data or information that they should not have access to, and to prohibit other unlawful online activities by students;

D. Prevents 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 rule 6A-1.0955, F.A.C.; and

E. Prohibits students from accessing social media platforms, except when expressly directed by a teacher for an educational purpose.

F. TikTok. School districts and charter school governing boards must:
   1. Prohibit the use of TikTok, and any successor platforms, on all district- or school-owned devices, or on any device (including privately owned) connected to district- or school-provided internet; and
   2. Prohibit the use of TikTok, or any successor platforms, to be used to communicate or promote any school district, school, school-sponsored club, extracurricular organization, or athletic team.

G. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications, access to inappropriate information.

H. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

I. 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.

III. Inappropriate Network Usage

A. To the extent practical, steps shall be taken to promote the safety and security of users of the Baker County School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

B. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

1. unauthorized access, including so-called 'hacking,' and other unlawful activities; and
2. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

IV. Education, Supervision and Monitoring

A. It shall be the responsibility of all members of the Baker County School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

B. Prior to requiring students to use online content, staff must confirm the content is not blocked by the student internet filter. Policies must provide a process for staff to request that blocked content or social media platforms to be reviewed and unblocked for educational purposes.

C. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of IT or designated representatives.

D. Baker County School District will provide age-appropriate training for students who use the District's Internet facilities. The training provided will be designed to promote the District's commitment to:

1. The standards and acceptable use of Internet services as set forth in the School District's Internet Safety Policy;
2. Student safety with regard to:
   a. safety on the Internet;
   b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
   c. cyberbullying awareness and response.

E. In compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA") and following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the district's acceptable use policies.

V. Adoption

A. Internet Safety. The following policy guidelines are in place to protect students and visitors:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications
   a. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
   b. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
   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.

2. Prevent unauthorized access and other unlawful online activity
   a. To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
   b. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

      (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
      (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors

3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

4. Provide student education, supervision and monitoring
   a. School staff will educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

   b. Procedures for the disabling or otherwise modifying any

technology protection measures shall be the responsibility of the IT Department.

c. Schools will provide age-appropriate training for students who use the Internet facilities.
d. The training provided will be designed to promote the commitment to:
    1. The standards and acceptable use of Internet services as set forth in the Electronic Resources Responsible Use Policy (ESRUP) and Internet Safety Policy guidelines.

    2. Student safety with regard to:
        (a) Safety on the Internet.
        (b) Appropriate behavior while on online, on social networking Web sites, and in chat rooms.
        (c) Cyberbullying awareness and response.

    3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

    4. Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use and Internet Safety policy guidelines.

    5. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. Acceptable Use of the Digital Network of the Baker County School District The following are typical uses of the digital network:

1. Students' use of the District's digital network, internet service and other electronic resources is a privilege. As a condition of that privilege, students must comply with this policy and the Electronic Resources Responsible Use Policy (ESRUP).

2. The following general rules govern students' use of the District's digital network and technology resources:
    a. The use must be in support with the District's educational goals and policies.
    b. The use must comply with this policy and the Electronic Resources Responsible Use Policy (ESRUP).
    c. The use must comply with the instructions of teachers and staff.

3. Require that students who access our network with district or personally owned electronic equipment sign the Electronic Resources Responsible Use Agreement which is to be kept on file at each school or district department. Annually each student will receive a copy of the ERRUA.

4. The use must comply with applicable laws and regulations, Including
   a. bullying and harassment and
   b. copyright laws.

VI. Prohibited Activities

A. The following are prohibited:
   1. Use that violates the Code of Conduct.
   2. Use of another individual's account or providing individual account information to another person.
   3. Use of the network for financial gain or for political or commercial activity.

B. Attempting to send or sending anonymous messages of any kind or pretending to be someone else while sending a message.

C. Attempting to access, modify, harm or destroy another user's data on the network.

D. Harassing, insulting, ridiculing, attacking or defaming others via network communications.

E. Attempting to subvert, defeat or disable installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school district's technology resources.

F. Users of unauthorized methods of access to Baker County School District technology resources such as modems and virtual private networks (VPN's).

G. Use of remote access software or services to access remote computer networks, workstations or servers from the district system.

H. Attempting to transmit damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data.

I. Attempting to interfere with the normal operation of computers, terminals, peripherals, or networks.

J. Usage invades the privacy of others.

K. Use or experimentation with software or hardware without written approval from the I.T. Department. Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene, threatening, profane, prurient, sexually suggestive or otherwise inappropriate.

L. Changing, deleting or modifying Internet browser settings including hiding or deleting Internet history or records of Internet use.

M. Use of the system for an unauthorized purpose.

N. Broadcasting a WiFi signal or operating a personal Hotspots from personal devices.

O. Students shall not perform any kind of maintenance, repair, configuration or installation services on District owned devices.

VII. Enforcement

Students who violate these procedures may be denied access to Baker County School District computing or technology resources and may be subject to disciplinary action, including possible expulsion. Alleged violations will be subject to the Baker County School District disciplinary procedures.

VIII. No Expectation of Privacy

Students and visitors have no expectation of privacy in their use of the District system.

IX. Electronic Resources Responsible Use Agreement and Acknowledgement

As a condition of the privilege of using the District's system and technology resources, students/parents are required to annually acknowledge and agree to the District Electronic Resources Responsible Use Policy.

X. The Use and Operation of Personally Owned Technology Devices or Electronic Property Students and visitors who are authorized to use or operate personally owned devices must adhere to the following:

A. District employees are not authorized to install software, perform any repair, configuration or maintenance on student-owned technology resources, that are brought to school property or present during school sponsored activities including both software and hardware resources.

B. Students who are authorized to bring and/or use a personally owned technology devices are responsible for the safe keeping and proper use of their property. The District is in no way liable for any loss or damage for student-owned devices.

C. Schools/Departments will not be responsible to hold or store student-owned devices.

XI. Additional Requirements

A. Students or Visitors Requesting a Waiver for Personal Electronic Property or Bring Your Own Device (BYOD): Students and visitors requesting to operate their personal computing device (notebook computer, touch tablet, etc.) within the district must obtain written approval and abide by the following additional requirements: Any computer that is connected to the District Digital Network via wired or wireless control must have functioning anti-virus software running with up-to-date virus definitions. Preferable antivirus software includes those by Norton/Symantec, McAfee, and Trend Micro. A Waiver for Personal Electronic Property form must be signed (denoting approval) by the school or district department administrator prior to operating any personal electronic property in Baker County School District schools or offices. Any student or visitor that operates any personal electronic property must also sign and acknowledge this Acceptable Use Policy.

B. Additional Guidelines for Students Student users must adhere to the following additional guidelines:
   1. Students will follow teacher instructions regarding the use of the Baker County digital network.
   2. Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.
   3. Students will comply with the Baker County Digital Citizenship Guidelines.

C. Additional Rules Governing the Use of Video, Photo and/or Audio

Recording Devices at School: This section addresses the use of devices that can record audio, photo or video content in the school environment, particularly the classroom. Such recording devices include:

1. Smart Pen (i.e. Livescribe Echo), Personal audio recorder
2. Mobile/Smart Phone (i.e. iPhone), Personal Media Player/MP3/MiniDisc Player (i.e. iPod)
3. Mobile Tablet or Slate Device (i.e. iPad, Nexus), eReader (i.e. Nook, Kindle)
4. Mobile Computer System capable of recording video, photo, audio (i.e. notebook, netbook)
5. Digital or film-based Camera or video recorder
6. Digital or film-based Audio Recorder (i.e. Cassette player)

D. Except at open house and public events as discussed below, students, parents and visitors are not allowed to videotape, photograph or make audio recordings while on school premises. All recording devices must be turned off at school. The purpose of this general rule is to foster an appropriate educational environment, prevent unwarranted disclosure of student images and information, and to comply with the requirements of the negotiated agreement with the Baker County Education Association.

E. Open House and Public Events Exception. Open house and public events are events where school premises are opened to the public or a segment of the public at the direction of the principal. They include: open houses, sporting events, plays, musicals, contests, fairs, fund raisers, awards/recognitions and theatre performances. They also include off campus events such as graduations, contests, fund raisers and other school sponsored public events. In the exercise of judgment and discretion, a principal may also allow videotaping or photographing under other circumstances, provided that appropriate steps are taken to prevent unwarranted disclosure of student images contrary to their directory information optout election and to avoid disruption of the educational environment.

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

LAW(S) IMPLEMENTED: **1001.02, 1003.02 F.S.**
Rule 6A-1.0957, 6A-1.0955

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 02/20/24

BACKGROUND SCREENING FOR CONTRACTORS 3.250+

I. Contractual personnel, who are permitted access on school grounds when students are present, who have direct contact with students, or who have access to or control of school funds must meet the background screening requirements and process as set forth in section 1012.32 Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with a school or the School Board. Each vendor, individual contractor or employee of a contractor as described in this section, must provide verification that he/she has met the background screening requirements prior to accessing a school campus and provide evidence of compliance with Florida Statute Section 448.095 (evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number).

II. An employee or contractor of an employer who offers a high school student internship(s) must meet background screening requirements, if he/she has direct, unsupervised access to the student intern(s).

III. Contractual personnel having access to school grounds when students are present, shall submit a complete set of fingerprints and photograph taken by an authorized law enforcement officer or an employee of the District trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).

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

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

VI. A noninstructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present and shall be immediately suspended from having access to school grounds and shall remain suspended unless and until the conviction is set aside in any post-conviction proceeding. A non-instructional contractor shall not have access to school grounds unless the contractor has received a full pardon or has had his or her civil rights restored. A non-instructional contractor who is present on school grounds in violation of this subsection commits a felony of the third degree,

punishable as provided in s. 775.082 or s. 775.083.

VII. Contractual personnel must also meet the background 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.

VIII. Each person under contract as described in Section I. and II. must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. The individual shall also be responsible for returning the badge within forty-eight (48) hours to the district that issued the badge. If it is found that a person under contract does not meet the background screening 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.

IX. The following noninstructional contractors shall be exempt from background screening:

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

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

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

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

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

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

X. A noninstructional contractor, as described in Section 8, who is exempt from background 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.

XI. The Superintendent shall develop procedures to implement this policy.

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

LAWS IMPLEMENTED: **288.061, 435.12 448.095, 1001.43;**
1003.496, 1012.32, 1012.465, 1012.467, 1012.468, F.S.

HISTORY: **ADOPTED:**
REVISION DATE(S): 09/12/07, 11/17/2020, 04/03/2023, 7/21/2025
FORMERLY:

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

AUTOMATED EXTERNAL DEFIBRILLATORS 3.300+

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

2) Using evidence-based core elements as well as considering recommendations by the American Heart Association, each school shall develop a plan for urgent life-saving emergencies (PULSE) to address the appropriate use of school personnel needed to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds.

3) All people who are reasonably expected to use an AED shall be trained in first aid, cardiopulmonary resuscitation, and how to use the defibrillator device. Employees or volunteers must complete a course in cardiopulmonary resuscitation (CPR), a basic first aid course, and demonstrate proficiency in the use of a defibrillator.

4) Each school must have at least one operational automated external defibrillator on school grounds. In addition, each school, that is a member of the Florida High School Athletic Association, must have a separate operational AED on school grounds for all activities, including those held outside of the school year. The device(s) shall be available in a clearly marked and publicized location(s). The location(s) of the device(s) shall be registered with the local emergency medical services director. All persons, reasonably expected to use the device, shall be notified annually in writing of the location of each AED on school grounds.

5) The Superintendent or designee shall develop procedures to implement this policy. School officials shall work with local emergency service providers to integrate the PULSE into the community's emergency responder protocols and the procedures. The protocols and procedures shall be reviewed annually and approved by the local emergency medical services director.

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

LAWS IMPLEMENTED: **401.2915, 768.1325, 1001.42, 1001.43, 1003.457, 1006.165, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 11/17/2020, 11/3/2025
FORMERLY: NEW

Rev. 11/3/2025

LOSS OF OR DAMAGE TO PERSONAL PROPERTY 3.400

(1) An employee may report any damage, loss, or destruction of personal property, which the supervisor, in writing, has authorized the employee to use in the performance of his/her assigned duties. However, prior approval is not required to cover damage caused to clothes, glasses, and other items normally worn on the person in the function of his/her regular duties, if such, damage is caused when the employee is attempting to break up an altercation or is assaulted or touched. If the employee was using suitable discretion and care, the Superintendent, after having been presented the replacement costs of the property by the employee, will determine the worth of such property and reimbursement may be made under the following conditions: To qualify for reimbursement, the property must be worth more than $5.00 and the maximum reimbursement shall not exceed $500.00.

(2) No payment will be made for items covered by insurance or recovered by lawsuit. Payments will not be made until the employee has exhausted all possibilities of collecting such loss through other means.

STATUTORY AUTHORITY: **1001.14, F.S.**

LAWS IMPLEMENTED:

1012.22, F.S.

HISTORY:

ADOPTED: 5/94
REVISION DATE(S): 04/05/04
FORMERLY: 2.42, 3.20

ANIMALS ON CAMPUS 3.401*+

I. Animals may be allowed on a school campus under the following conditions;

A. The presence of the animal(s) is related to the curriculum and significantly contributes to the instructional program.

B. The animal(s) does not present a danger to students or staff.

C. The animal(s) is kept in an appropriate cage or container or on a leash or other restraint.

D. The length of time the animal(s) may be on campus is specifically designated.

E. Animals are housed and cared for in a humane manner.

F. The principal has approved the presence of the animal(s) on campus.

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

III. 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.

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

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

LAWS IMPLEMENTED: **1001.32, 1001.43, 1003.47, 1006.07, 1006.08, F.S.**

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

HISTORY: **ADOPTED: 08/02/10**
REVISION DATE(S):
FORMERLY: NEW

SERVICE ANIMALS 3.410+

1) The purpose of this policy is to implement standards related to service animals as set forth in federal and state law including

   A. Individuals with Disabilities Education Act

   B. Rehabilitation Act of 1973, as amended;

   C. Americans with Disabilities Act

   D. Section 4l3.08, F.S.

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

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

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

3) A *service animal* is any dog that is trained to do work or perform tasks for the benefit of an individual with a disability. The animal must be trained to perform tasks directly related to the person's disability.

   A. Other species of animals are not considered to be service animals.

   B. Miniature horses may be used as an alternative to dogs, with certain limitations. However, they are not included in the definition of service animal.

   C. An animal whose sole function is to provide comfort, therapy, or companionship is not considered a service animal.

   D. A service animal is not a pet.

4) 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.

5) 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.

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

7) The Superintendent shall develop guidelines for service animals on campus. Guidelines shall include but not be limited to

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

B. Standards of behavior for the service animal;

C. Required accommodation documentation;

D. Required health certification for the animal;

E. Transportation of the service animal;

F. Emergency procedures; and

G. Orientation for school personnel and students.

8) The District shall not assume responsibility for training, health care or daily care of any service animal.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS 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:
REVISION DATE(S): 05/21/12, 04/05/21
FORMERLY: NEW 05/21/12

STUDENT PROGRESSION PLAN 4.01*+

The School Board shall approve the *Student Progression Plan* and copies shall be maintained in the District office and at each school. The plan shall be pursuant to Florida Statutes and shall be comprehensive to include student performance standards and promotional and graduation requirements for Grades K-12, adult and general education, exceptional student education, dual enrollment, job entry, and career education including programs and courses in agriculture, business, marketing, health occupations, public service, home economics, industrial, technical education, and compensatory education. The plan shall include options for virtual instruction, academic acceleration and early high school graduation. After School Board approval, the *Student Progression Plan* shall be made a part of this rule. The Area Vocational-Technical Center shall be authorized to add courses/programs during the school year in addition to those listed in the *Student Progression Plan*. These courses/programs shall be added on the basis of business, industry, or community needs.

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

LAW(S) 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): 04/05/04, 09/12/07, 12/07/09, 07/21/14, 08/21/17, 04/05/21
FORMERLY: 5.32

ACADEMIC ACCELERATION 4.013+

The Baker County Public Schools 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 indicators and benchmarks shall be provided opportunities to participate in accelerated learning.

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

A. Whole grade promotion;

B. Midyear promotion;

C. Virtual instruction;

D. Subject matter acceleration;

E. Advanced academic courses;

F. Credit Acceleration Program;

G. Enrichment programs; and

H. Early high school graduation.

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

A. Accelerated learning options including early graduation;

B. Eligibility requirements;

C. Referral process and relevant deadlines;

D. Appeals process; and

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

III. 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.

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

V. An Acceleration Evaluation Committee shall be established at each school. The committee shall conduct a fair and thorough evaluation of each student who is referred for academic acceleration.

A. The committee shall include

1. The principal or an assistant principal from the student's current school;

2. A current teacher;

3. A teacher at the grade level or subject area to which the student may be accelerated;

4. A guidance counselor for the student's current school;

5. A parent of the referred student; and

6. Other school or District staff as may be advisable.

B. After careful evaluation based on appropriate data sources, the committee shall issue a written recommendation to the principal of the student's current school and to the parent.

C. The committee shall develop a written acceleration plan for each student who will be whole grade accelerated or accelerated in one (1) or more individual subject areas.

D. If the student is recommended for academic acceleration, the committee shall designate a school staff member to ensure successful implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

VI. A parent may appeal the decision of the Acceleration Evaluation Committee in writing if the committee does not recommend the child is eligible to participate in academic acceleration.

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

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

IX. The District and schools shall establish procedures for the implementation of academic acceleration.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1002.3105, 1002.321, 1003.4281, 1003.429, 1003.4295, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): 07/21/14
FORMERLY: NEW

EARLY HIGH SCHOOL GRADUATION 4.017*+

I. A student who completes a minimum of twenty-four (24) credits and meets the graduation requirements stated in Florida Statutes may elect early graduation. The District shall notify the parent and student who qualifies for early graduation.

II. Procedures for the implementation of this policy and relevant law shall be established.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.4281, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): 07/21/14, 08/21/17
FORMERLY: NEW

THE CURRICULUM 4.02*+

I. The District curriculum shall be determined by

A. Student performance standards, curriculum frameworks, and assessment tests;

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

C. Continuous evaluation of curriculum effectiveness in meeting students' needs in the District; and,

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

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

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

4. 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. Each of these subject matter fields shall include instruction in study and work habits, health and hygiene, citizenship, career orientation, the establishment of purposes, the development of character and morality.

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

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

1. Library instruction and counseling services shall be provided.

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

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

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

5. The Superintendent or designee shall make an annual report to the School Board each year, giving the status of the instructional program in meeting the District's educational goals and objectives and recommendations for improving the curriculum.

6. 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 issue without bias or prejudice and shall permit each student to arrive at his/her own conclusions.

7. 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.

8. 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 sex education is an incidental part of the course.

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

10. 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.

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

12. 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.

13. In compliance with Florida Statute 1003.46, throughout instruction in Acquired Immune Deficiency Syndrome, sexually transmitted diseases, or health education, when such instruction and course material contains instruction in human sexuality, a school shall:

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

    B. Emphasize that abstinence from sexual activity is a certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS), and other associated health problems.

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

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

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

15. 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.

16. 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.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1003.42, 1003.4203, 1003.45, 1003.455, 1003.46, 1006.28, 1006.29, 1008.25, 1010.305, F.S.**

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

HISTORY: **ADOPTED: 1/89**
REVISION DATE(S): **12/90, 11/92, 11/94, 11/96, 04/05/04, 10/04, 11/04, 11/07/05, 01/02/07, 09/12/07, 12/07/09, 07/21/14, 08/21/17, 11/18/19**

FORMERLY: 4.47, 5.01, 5.18, 5.29

PHYSICAL EDUCATION 4.021*+

The School District of Baker County believes that physical education is an important component of the total educational program. Physical activity is essential to the development and maintenance of good health. The physical education program shall focus on providing students with the knowledge and skills to make healthy lifestyle decisions.

I. The physical education program shall be consistent with the standards of the National Association for Sport and Physical Education and with the Next Generation 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, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **1001.43, 1003.41, 1003.42, 1003.453, 1003.455, F.S.**

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 11/18/08, 08/21/17
FORMERLY: NEW

ACADEMIC AND CAREER PLANNING 4.025

I. Middle grade students shall participate in a career and education planning course during the sixth, seventh or eighth grade. The course must be internet-based, customizable to each student, and include research-based assessments to assist with determining educational and career options and goals. Career exploration shall be included in the curriculum. The purpose of this course shall be to enable students and parents to develop a personalized academic achievement and career goals for postsecondary experience.

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 and Florida College System institution admission.

G. Opportunities available to earn college credit in high school, including Advanced Placement courses; the International Baccalaureate Program; the Advanced International Certificate of Education Program; dual enrollment, including career dual enrollment; and career education courses.

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. Each high school principal shall

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

1. Coordinate the use of student achievement strategies;

2. Assist teachers in integrating academic and career curricula, using technology, providing feedback about student achievement and implementing career and technical preparation programs;

3. Coordinate the review of academic plans; and

4. Coordinate the collection and retention of signed academic plans.

B. Implement strategies to improve reading, writing and mathematics skills and eliminate deficiencies in these areas.

C. Ensure that each student shall have an academic advisor if parental involvement is not evident.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.4156, 1003.491, F.S.**

HISTORY: **ADOPTED:** _____

REVISION DATES(S): **11/20/07, 04/05/21**

FORMERLY: NEW

EXCEPTIONAL STUDENT EDUCATION 4.030+

1) Upon recommendation of the Superintendent, the Board shall annually adopt a plan for the provision of exceptional student education programs for all exceptional students.

2) The annual plan for special programs and procedures for exceptional students shall include, but not be limited to: screening procedures; pre-referral activities; referral procedures; eligibility criteria; program placement; program dismissal; and descriptions of program organization and operations.

3) The annual plan for exceptional student education shall be subject to the approval of the State Commissioner of Education.

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

5) Every parent, as defined by Florida Statutes, of an exceptional student shall be informed about the services that are available and appropriate for the student's disability.

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

LAWS IMPLEMENTED: **1000.21, 1001.42, 1001.43, 1003.01, 1003.57, 1006.07, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-6.0331, 6A-6.03411**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 01/02/07, 09/12/07, 06/01/09
FORMERLY: 5.08

DROPOUT PREVENTION PROGRAM 4.040

The Superintendent or designee shall develop, for the School Board's approval, a Dropout Prevention Program pursuant to Florida Statutes. The Dropout Prevention Program shall be incorporated through the Student Progression Plan.

The student's parent or guardian has the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1003.53; F.S.

STATE BOARD OF EDUCATION RULE: 6A-6.0523

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05, 01/21/25
FORMERLY: 5.25

EXTRACURRICULAR PROGRAM 4.050

Interscholastic extracurricular activities shall be defined as a planned secondary school-sponsored competitive activities, which exists or are performed between students representing schools, school districts, regions, or the state. The extracurricular program shall be considered an essential part of the total school program and shall be under the principal's direction and general supervision. The principal shall select the personnel to direct and to act as advisors for the various extracurricular activities. Care shall be exercised to limit the load assigned to any one teacher.

1) The principal shall be responsible for determining each participant's eligibility in interscholastic extracurricular activities pursuant to the Bylaws of the Florida High School Athletic Association, Inc. (FHSAA). Any school, which allows an ineligible student to participate 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 District's accounting procedures.

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

LAWS IMPLEMENTED: **1001.43, 1006.15, 1006.20(9), 1012.22, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 1/99, 04/05/04, 01/02/07
FORMERLY: 2.25, 3.38,

STUDENT CLUBS AND ORGANIZATIONS 4.06

I. All student clubs and organizations shall be approved by the principal before they can operate within a school center.

A. The Director and staff of the Area Vocational-Technical Center shall be authorized to establish and utilize a student council composed of students representing each vocational program. The objective for establishing a student council is to promote a better understanding of the role of vocational education in the Center's service area and to facilitate students' input regarding the operation of the Center based upon their needs.

B. Vocational student organizations may be organized to provide an extension of training and may include clubs such as Vocational Industrial Clubs of America (VICA), Health Occupations Students of America (HOSA), and Future Business Leaders of America (FBLA) - Phi Beta Lambda (ΦΒΛ).

II. All student clubs and organizations shall comply with the following:

A. The decision of a 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 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 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 Board property. This may be waived for special meetings and events upon the faculty sponsor's request and principal'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 internal accounting system.

I. A student club or organization shall not conduct any activity or act which violates Florida Statutes, School Board rules, or the policies of the local school.

III. 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 school principal.

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

LAW(S) IMPLEMENTED: **1001.43, 1006.07, 1006.09, 1006.135, 1006.14, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 01/02/07, 12/07/09, 07/21/14
FORMERLY: 4.24

STUDENT PUBLICATIONS 4.070

The school principal may approve establishment of a school newspaper or magazine for students and their parent(s), as defined by Florida Statutes, as a part of the school curriculum.

1) The principal shall be responsible for supervising the publication of newspapers, magazines, yearbooks, and programs and for ensuring these publications do not impede or otherwise interfere with the educational purpose of the school. Publications shall conform with School Board rules relating to communications with the public.

2) The principal shall not allow advertisements in school publications from businesses which include, but are not limited to, the sale of intoxicants or tobacco.

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

LAWS IMPLEMENTED: **1000.21, 1001.43, 1006.28, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 01/02/07
FORMERLY: N/A

PUBLIC APPEARANCE OF SCHOOL GROUPS 4.080

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

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

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

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

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

LAWS IMPLEMENTED: **1001.43; 1006.07, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 2.24

ATHLETICS 4.09

I. Athletic programs shall be under the control of the school principal.

II. All District high schools shall be members of the state-sanctioned athletic governing association (governing association) and shall be governed by the rules and regulations adopted by that governing association. Students who participate in athletics shall meet eligibility requirements established by the governing association and the School Board which are consistent with Florida Statutes.

III. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a copy of the insurance card and a signed statement from the student's parent(s), as defined by Florida Statutes, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) through the school, or the parent(s) may submit evidence that insurance has been provided through another source.

IV. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) being on file.

V. No student shall be a candidate for an athletic team or a participant in athletic competition without filing an informed consent signed by his/her parent(s). The consent must explain the nature and risk of concussion and head injury as required by law. The consent must be filed annually prior to participating in any physical activity related to athletic competition or candidacy for an athletic team.

VI. The School Board recognizes the value of interscholastic athletics and the positive impact sports have on students. The Board shall comply with the rules and regulations promulgated by the state-sanctioned athletic governing association, Florida law, and this policy when determining the eligibility of a transfer student to participate in the district's interscholastic athletic program.

VII. Participation by Transfer Students

A. Pursuant to the bylaws of the governing association, a "transfer" occurs when a student makes any change in schools after s/he establishes residency at a school each year. A student who transfers from one school to another will be eligible at the new school provided the student qualifies under one of transfer eligibility

categories set forth in the governing association's bylaws and meets all other eligibility requirements. A transfer student who has not participated in school-sponsored activities on or after the official start date of that sport season may seek to immediately join a team, provided the roster has not reached the identified maximum size and the coach determines that the student has the requisite skill and ability to participate.

B. However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

1. Dependent children of active-duty military personnel whose move resulted from military orders.

2. Children who have been relocated due to a foster care placement in a different school zone.

3. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.

4. Authorized for good cause.

C. For purposes of this policy, "authorized for good cause" means the student is able to satisfactorily demonstrate to the principal that one (1) of the following applies:

1. New Residence (Full and Complete Move) - The student moves to a new home address due to a move by the student and a person or person(s) with whom the student has been previously living that makes it necessary for the student to attend a different school.

2. A parent residing in the County relinquishing formal legal custody of his/her student to someone other than the parent (i.e., aunt, friend, grandparent, etc.) residing in a different school zone - extenuating circumstances must be documented. The guardianship must be due to the fact that the parent is truly not capable of caring for the student. This type of enrollment is not available if the student's parent is not suffering from a documented physical, mental, or financial infirmity which, by ordinary and reasonable standards, precludes the parent from actually caring for the student. Once guardianship has been validated with legal documentation, the student shall be allowed to enroll in a school zoned for the residence of his/her legal guardian/custodian.

3. Student Marriage - The student moves to a new residence following marriage of the student. The student must immediately establish a new residence that makes it necessary to attend a different school.

4. Assignment or Reassignment by District Policy - The student is reassigned to a new school pursuant to Board policy.

5. Transfer during first twenty (20) days - The student transfers from the current school within the first twenty (20) school days of a new school (i.e., acceptance into a previously applied for magnet program, charter, or private school).

6. Superintendent Assignment - Special assignment by the Superintendent.

7. Undue hardship – All other extenuating circumstances that may not fit the above-stated criteria.

D. The principal of each school in the district shall be responsible for enforcing the governing association's bylaws and policies in his/her school. The principal shall review and determine whether a transfer student qualifies under one of the transfer eligibility categories set forth in the governing association's bylaws and meets all other eligibility requirements. Upon approval of the transfer student's eligibility, a Notice of Transfer form prescribed by the governing association shall be submitted to the governing association prior to the student participating in any sport season.

E. The principal or designee must annually submit all eligibility reports electronically and sign all eligibility correspondence. The principal or designee shall certify that the information provided to the governing association is accurate and that the students named in the report are eligible to participate in accordance with the governing association's bylaws.

F. Eligibility Appeals - If the Principal determines that a transfer student is ineligible to participate in interscholastic athletics, a student may submit an appeal in accordance with Florida law and the governing association's bylaws.

VIII. A student athlete who is suspected of sustaining a concussion or head injury in a practice or competition shall be removed from play immediately. The athlete may not return to play without a clearance from appropriate medical personnel.

IX. Pursuant to Section 768.135, Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

X. An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest and at every governing association state championship series contest. Staff will be trained to use such equipment.

XI. All students shall be subject to all School Board rules and to the *Code of Student Conduct* while attending athletic events and practices.

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

LAW(S) IMPLEMENTED: **768.135, 943.0438, 1000.21, 1001.43, 1002.20, 1002.31, 1006.07, 1006.15, 1006.16, 1006.195, 1006.20, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S):
4/5/04, 1/2/07, 7/21/14, 3/16/26
FORMERLY:

ADULT EDUCATION 4.100*

The School Board shall establish and maintain an Adult Education Program which is based on a needs assessment and is designed for Adult Basic Education, Adults with Disabilities, Family Literacy and General Education Development (GED) pursuant to Florida Statutes and State Board of Education rules. This program shall be the direct responsibility of the Director of Career, Adult, and Community Education. The primary goal of Florida's Adult Education Program is to promote literacy and reduce under-education among adults in the state.

1) The School Board will establish and maintain, where needed in the district, programs of basic and secondary education. An adult for the purposes of the program shall be defined as a person who has attained the age of sixteen (16) years who has withdrawn from the elementary or secondary school last attended. The Adult Education Program shall be open to any adult in priority order as outlined in Florida Statute 1004.93 of the Adult General Education Act.

2) Tuition shall be assessed for the Adult General Education Program as required by law.

3) The Adult Education students will have the opportunity to prepare for the GED testing which will be conducted in accordance with State Board Rules which will be offered a minimum of four (4) times annually. The State Department of Education will be responsible for the determination of test results and the issuance of the State of Florida High School Diploma.

4) The School Board will establish GED testing fees as prescribed by Florida Statutes and State Board of Education Rules.

5) Any candidate for a GED diploma shall be at least eighteen (18) years of age on the date of examination, except that in extraordinary circumstances as determined by the Superintendent of Schools or his/her designee in the district which the candidate resides or attends school, said candidate may take the examination after reaching the age of sixteen (16) years.

6) Candidates who receive a GED diploma may not return to a secondary school.

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

LAWS IMPLEMENTED: **1004.93; 1000.04; 1001.42; 1001.43, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-6.011; 6A-6.014, 6A-6.021**

HISTORY: **ADOPTED:**
REVISION DATE(S):1/90; 1/95; 04/05/04, 12/07/09, 05/21/12
FORMERLY: 5.09

DISTRIBUTION OF INSTRUCTIONAL MATERIALS FUNDS 4.110*

The distribution of all textbooks, library resources, and other instructional materials shall be made on an equitable basis to District schools. The allocation of these materials shall be based solely on student full time equivalent membership funds, school enrollment and membership, or similar indicators of the schools' student population and needs.

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

LAWS IMPLEMENTED: **1001.43; 1006.28, 1006.40 F.S.**

HISTORY:

ADOPTED: 11/93
REVISION DATE(S): 04/05/04, 08/21/17
FORMERLY: 5.33

INSTRUCTIONAL MATERIALS SELECTION 4.12

All classroom instructional materials, used in the Baker County Schools including State-adopted single source textbooks, instructional aids, and other supplementary materials, for the first time shall undergo an evaluation. This evaluation shall determine the suitability of the materials for information being taught in the classroom in relationship to State standards, curriculum frameworks, and district programs, as well as with state and district performance standards.

I. Evaluation of Instructional Materials. The Superintendent shall establish a District Review Committee and develop procedures for the review and evaluation of instructional materials. The District Review Committee will include content area teachers, one or more parents of children at content grade level and district personnel. Meetings of the District review committee convened for the purpose of ranking, eliminating, or selecting instructional materials for recommendation to the School Board must be noticed and open to the public in accordance with s. 286.011 F.S. The staff involved in this process shall recommend to the Superintendent the instructional materials that address the goals and objectives for adopted courses of study and the course descriptions established by State Board Rule as well as the state and district performance standards for submission to the Board for adoption. The instructional materials shall be from the State-adopted instructional materials list if there has been a State adoption or from publishers and other resources if there has not been a State adoption.

II. Adoption of Instructional Materials. The following procedures for the adoption of instructional materials apply only to those instructional materials that serve as the major content tool and basis for instruction for each student in the core subject areas of mathematics, language arts, social studies, science, reading, and literature:

A. Prior to final adoption, student editions of the recommended instructional materials will be made accessible for review online for at least twenty (20) calendar days before consideration by the School Board.

B. Public notice of the materials being considered for adoption shall specifically list the materials and how they can be accessed.

C. The School Board shall conduct an open noticed public hearing to receive comment on recommended materials prior to adoption.

D. The School Board shall conduct an open, noticed public meeting to approve an annual instructional materials plan to identify any

instructional materials that will be purchased. The public meeting will take place on a different date after the public hearing.

E. The School Board shall receive comment at the public hearing and meeting as prescribed by policy.

F. The School Board must select, approve, adopt, or purchase all materials as a separate line item on the action agenda.

G. The following procedures shall apply to all objections to instructional materials adopted by the School Board.

1. The parent or a resident of the County, as defined by Florida Statutes, may contest the district school board's adoption of a specific instructional material by filing a written objection using the form that is available in each school office, the Superintendent's office, or on the District website.

2. The form must be signed by the parent or resident of the county, include the required contact information, and state the objection to the instructional material based on the criteria stated in Florida Statutes s. 1006.31(2) or 1006.40(3)(d).

3. The written objection must be filed within thirty (30) calendar days of the adoption of the material. A complainant who does not complete and return the form within the required time shall receive no consideration. The statement shall include the following information:
    a. Author, compiler, or editor;
    b. Publisher;
    c. Title;
    d. Reason for objection;
    e. Page number of each item challenged; and
    f. Signature, address and telephone number of person making the complaint.

4. Within thirty (30) days after the initial thirty-day period has expired, the School Board shall conduct at least one public hearing before an unbiased and qualified hearing officer on all petitions timely received during the thirty-day time period. The petitioner(s) shall be notified in writing of the date and time of the hearing at least seven (7) days prior to the hearing. The hearing must provide sufficient procedural protections to allow each petitioner an

adequate and fair opportunity to be heard and present evidence to the hearing officer.

5. The contested material shall be made available to the public online at least seven (7) days before the hearing.

6. The decision of the School Board, after convening a hearing, shall be final and not subject to further review or petition.

H. The Superintendent shall annually submit to the Commissioner of Education a report identifying each material the District received an objection to pursuant to s. 1006.40(3)(d) and the specific objections raised; the material that was removed or discontinued as a result of an objection; and the grade level and course for which the removed or discontinued material was used.

III. Evaluation and Adoption of Other Classroom Instructional Aids and Materials. The following procedures will be followed in the evaluation, selection, and use of additional instructional aids for classroom use that have not been adopted by the State Board of Education, and approved for use:

A. When teachers, groups of teachers, or academic departments determine that the need exists for new or additional classroom instructional aids, they shall review available items and seek input and assistance, when appropriate, from parents, students, and other lay members of the community, and determine which instructional aid or aids best meet instructional needs.

B. After making this determination, they shall prepare a written rationale for each instructional aid, which includes, but is not limited to, the following:

1. The class(es) or age group(s) that the instructional aid is appropriate.
2. How the use of the instructional aid will meet the curriculum objective(s).
3. The way(s) in which the instructional aid will be used to meet the curriculum objective(s).
4. Problems, if any, of style, tone, content or theme inherent in the instructional aid, and the way(s) in which these problems will be addressed during the instructional process.
5. Other appropriate instructional aids available for individual students to use in place of the one selected.

6. Where applicable, supporting professional materials which were used in selecting the instructional aid.

C. The rationale shall be submitted to the principal. The principal shall review the rationale to determine whether it demonstrates that the instructional aid is consistent with the district goals and with the school and course objectives. Within ten (10) working days, the principal shall recommend, in writing, the approval or the rejection of the instructional aid, or shall return the rationale to the teacher for revision. If the instructional aid is recommended for rejection or returned for revision, the principal shall state the reasons in writing. Upon resubmission of a revised rationale by the teacher, the principal shall make a decision for recommendation or rejection within ten working days. The principal shall submit the recommendation to the Director of Curriculum and the Superintendent. If the instructional aid is rejected by the Director of Curriculum and the Superintendent, the teacher shall have ten (10) working days from the date of rejection to file a written request for review by the School Board.

D. The Superintendent shall submit a written list of any instructional aids that have been submitted by teachers and rejected by a principal, the Director of Curriculum or by the Superintendent, and not appealed by the teacher. The list shall state the reasons for the rejection of each instructional aid.

E. The rejection at any level, of the use of an instructional aid shall be for that academic year only. Any instructional aid previously rejected, at any level may be resubmitted in any subsequent year.

F. Materials approved shall be deemed appropriate for use at the grade level requested and may be used at higher levels throughout the district providing that the curriculum sequence is maintained.

G. A parent, as defined by Florida Statutes, may object to his/her child's use of a specific instructional material or an adult student may object to the use of a specific material in his/her instructional program. The parent or adult student may request a conference with the principal or principal's designee to discuss the use of the material.

H. The complainant will be provided with the District's policies and procedures for the selection of instructional materials. The principal or designee will explain the use of the material in the instructional program and answer questions from the individual.

I. If the issue is not resolved at the conference, the complainant will be provided with the form to file a written objection and an explanation of the process that will be followed.

J. Within ten (10) working days of such filing, parents of other students in the class(es) involved or potentially affected in that school shall be notified in writing by the principal that a challenge has been initiated.

K. School-level Instructional Appeals Committee. The Appeals Committee shall consist of two teachers selected by the Superintendent from that particular school, two teachers selected by the principal from that particular school and three (3) citizens selected by the School Board who reside in the particular school zone to evaluate the challenged materials and to make recommendations of any changes. The principal shall notify the Superintendent and the instructional materials coordinator when a committee is convened.

L. Challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days. The committee recommendations shall address whether the challenged material is consistent with the selection criteria outlined herein. The Committee shall have no authority to determine curriculum. Within ten (10) working days of receiving the recommendations of the Committee, the principal shall make a decision whether to retain the material or remove the material. The principal shall take into account the Committee's recommendations when making his/her decision.

M. The complainant shall be informed in writing concerning the principal's decision.

1. If the principal determines the challenged material be retained, the complainant shall be notified in writing within five (5) working days. The Complainant shall be given a copy of the decision of the Committee's decision and a copy of the procedures for filing an appeal.
2. If the principal determines that the challenged material be removed, then the complainant, the teacher(s), the students in the class, and the parents of the students in the class where the complaint was initiated, shall be notified in writing within five (5) working days of the decision at the same time the decision will

be referred to the District's Instructional Material Review Committee.

N. District-Level Appeals. An appeal of a principal's determination to retain challenged materials must be filed with the principal within five (5) working days of notification of that determination and shall include a specific statement of the complainant's grounds for disagreement with the principal's determination. Copies of the appeal shall be furnished to the teacher(s) and the parents of the students in the class where the complaint was initiated within five working days of the filing of the appeal.

O. A committee shall be appointed by the Superintendent to review the appeal. The Superintendent shall designate the Curriculum Director as being responsible for the organization of this review committee according to School Board policies. The committee's recommendations shall be submitted to the Superintendent within fifteen (15) working days. A committee member shall not be selected from the school where the challenged materials originated. The district level committee will include:

1. District Level Staff Member. One staff member from the level or special area where the material has been challenged.
2. Three Principals. One principal shall be appointed from each level (elementary, middle, and high school). However, only the principal from the same level as the school at which the challenge originates shall serve on the review panel for the particular material.
3. Grade Level Instructional Staff Member. One instructional staff member who is a department head, grade level chair or team leader from the same level (elementary, middle, or high school) at which the challenge originates.
4. Three Teachers. Three teachers from the same level at which the challenge originates shall be appointed by name.
5. Four Parents. One shall be a parent of an elementary school student, one shall be a parent of a middle school student and two shall be the parents of high school students.

P. The committee's review shall be treated objectively, unemotionally, and in a businesslike manner and shall be conducted in the best interest of the students, the school, and the community. Efforts shall be made to meet with citizens who register concerns to consider their objections.

Q. The complainant shall be informed, in writing, in fifteen (15) working days after the committee's recommendation is received by the Superintendent.

R. A School Board appeal may be requested by the complainant when the school and district-level appeals do not satisfactorily resolve the concerns. The School Board shall review recommendations from the school and district-level committees and shall render the final decision on the complainant's concern.

S. The decision to remove challenged material from use shall, unless otherwise determined by the School Board, be effective at the grade level at which the material is in use and all lower grades.

T. Classroom Libraries. Materials in this category presently in the classroom which have been approved for classroom use shall remain available for continuing use by students. Materials acquired to replace or duplicate books or other materials which have already been approved may be made available for student use without resubmission of their titles to the school's media center. When new materials are added to the classroom library, a list of said new materials shall be submitted to the school's media center. Teachers shall apply the selection criteria set forth in Policy # 4.13 Education Media Materials Selection.

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

LAW(S) IMPLEMENTED: **1001.43, 1006.28, 1006.29(5), 1006.31, 1006.32,1006.40 F.S.**

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 04/05/04, 01/02/07, 12/07/09, 04/05/21, 04/03/23
FORMERLY:5.14, 5.28

EDUCATIONAL MEDIA MATERIALS SELECTION 4.13*+

I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view. The School Board asserts that the responsibility of the media center is to provide:

A. Instructional and supplemental materials that will enrich and support the curriculum, taking into consideration the varied 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 School Board is legally responsible for all matters relating to the operation of the Baker County Schools. The responsibility for the selection of educational materials, regardless of whether the book is purchased, donated, or otherwise made available to students is delegated to a school district employee who holds a valid educational media specialist certificate. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials. The School Board shall adopt and publish on its website the process for a parent to limit his or her student's access to materials in the school or classroom library.

III. Parental Responsibility. Parents shall have the right to review materials in the media center and request that it be noted in the Student's library record that the student not be allowed to check out certain material.

IV. Criteria for Selection of Media Materials

A. The standards to determine the propriety of the educational materials shall

be pursuant to Florida Statutes.

B. First consideration shall be given to the needs of the individual school based on knowledge of the curriculum, of the existing collection, and of the needs of children and youth. Requests from users of the collection, (*i.e.*, administrators, faculty, parents, and students) shall be given high priority.

C. Materials shall be considered on the basis of accuracy of content, overall purpose, timeliness, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, comprehensiveness of material, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format and price.

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

1. Religion. Factual, unbiased material which represents all major religions

2. Ideologies. Factual information on any ideology or philosophy that exerts a strong force in society

3. Sex Education. Factual information, appropriate for the age group or related to the school curriculum

4. Sex. Pornographic (as defined or prohibited under F.S. section 847.012), sensational, or titillating materials shall not be included

5. Profanity. The fact that limited profanity appears in material shall not automatically disqualify a selection. However, care shall be taken to exclude materials using profanity in a lewd or detrimental manner and not in context with the material

6. Science. Factual information about medical and scientific knowledge, without any biased selection of facts.

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

V. Procedures for Selection

A. In selecting materials made available to students through the district library

media center, the school media specialist shall:

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

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

3. Library media center collections will:

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

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

    a. Purchase materials which are outstanding and frequently used;
    b. Periodically replace periodically worn or missing basic items;
    c. Withdraw out-of-date or unnecessary items from the collection or items required to be removed pursuant to subparagraph 2; and replaced by new and age appropriate materials,
    d. Purchase materials in many types of format: digital, e-books, electronically, soft or hard bound.
    e. Examine sets of materials and materials acquired by subscription and purchase only material to fill a definite need.

B. District elementary schools must publish on their 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, Baker County 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. A county resident who is not the parent or guardian of a student with access to school district materials may not object to more than one material per month. 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 remain available for circulation during the reconsideration process. Any material that is not a course material required by section 1003.46 or 1003.42 challenged based on being pornographic or prohibited by F.S. section 847.012 or depicting or describing sexual conduct as defined in F.S. section 847.001(19), must be removed within 5 school days after receiving the objection and remain unavailable to students of that school until the objection is resolved.

E. The challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen (15) working days.

F. The Complainant shall be informed in writing concerning the school-level committee’s decision.

G. District Review Committee. If the Complainant disagrees with the decision rendered by the school-level committee, an Appeal may be filed with the District.

H. The Superintendent shall appoint a District Review Committee with the following composition:

1. One representative of the Public Library Board;
2. One representative of the general public at large; and
3. One representative of a school parent organization.
4. One principal from the level at which the complaint originated (K-5, 6-8, or 9-12).
5. Three school-level instructional staff members including the following:
   a. One media specialist from the level at which the complaint

originated;
b. One media specialist from another level; and
c. One classroom teacher from the level at which the complaint originated.

6. Two district-level instructional staff members including the following:
   a. One district-level instructional staff member from the level where the material is in question; and
   b. The Supervisor of Technology and Instructional Media Services.

I. The Review Committee, in carrying out its assigned function, shall:

1. Read, view or listen to the material in its entirety;
2. Check general acceptance of the material by reading reviews and consulting recommended lists;
3. Determine the extent to which the material supports the curriculum;
4. Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and
5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent.

J. The Superintendent's designee will inform the complainant and the school's media specialist of the committee's decision to retain or withdraw the challenged material as recommended by the District Review Committee.

K. If the complainant or the media specialist is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent. Failure of the complainant to file a written appeal within 30 days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.

L. The Superintendent shall, within 30 days of receipt of the appeal, send the complainant and the school media specialist a written decision. An appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision.

M. The School Board shall consider the decision of the District Review Committee and the Superintendent 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 item will be considered final.

N. 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: **847.001(19), 847.012, 1000.21, 1001.43, 1003.42, 1003.46, 1006.28, 1006.34(2)(b), 1006.40 F.S.**

HISTORY:

ADOPTED:

REVISION DATE(S): 04/05/04, 11/08/06, 2/05/22,

01/21/25

FORMERLY: 5.21

EXTRACURRICULAR TRAVEL 4.140

The following provisions shall apply to trips in which students and teachers voluntarily and individually participate and which are not sponsored, endorsed, or supported by the School Board or within the scope of the regular instructional program.

(1) Trips shall be organized between the individual participants and any sponsoring agency.

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

(3) Promotional activities shall not include the name of the individual school or School Board nor be distributed through the school.

(4) Class time or district facilities may not be used for planning or advertising such trips.

(5) Participation in such travel by employees and students shall be subject to the District's 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): 04/05/04
FORMERLY:

FIELD TRIPS 4.141+

I. Educational Field Trips

Any trip which 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.

A. An educational field trip for one (1) day shall be limited to a radius of one hundred twenty (120) miles from the school unless otherwise approved by the School Board.

B. Transportation costs of educational field trips shall be paid from the school's transportation budget. Educational field trips shall not be of a prohibitive cost to the students.

C. The Superintendent shall develop procedures to be followed relating to educational field trips.

II. Extracurricular Field Trips

A. A trip which 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.

B. The Superintendent shall develop procedures to be followed relating to extracurricular field trips to ensure all eligible students have the opportunity to participate in the field trip.

III. Parental Notification and Permission

The parent, as defined by Florida Statutes, shall be notified prior to any field trip. Such notice shall state the nature of the field trip; ~~place~~ specific location and type of establishment to be visited; the date of the trip; the time of departure and ~~the~~ time of return to the school; mode of transportation; method of student supervision consistent with Florida Statutes; and if it is an overnight trip, whether room assignments for lodging are not separated by biological sex at birth. Any student making a trip shall present a note from his/her parent giving permission for him/her to make the trip.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1006.21, 1006.22, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-10.085, 6A-3.0171**

HISTORY: **ADOPTED: 06/27/13**

REVISION DATE(S): 04/03/2023

FORMERLY: IJOA

DISTRICT AND STATE-WIDE ASSESSMENT PROGRAM 4.150+

I. Provisions of the District and statewide testing program for students shall be set forth in the *Testing Handbook for District Schools*. The handbook shall be approved by the School Board and is hereby incorporated by reference and made a part of these rules. No student shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any District testing program on the basis of race, color, gender, national or ethnic origin, political or religious beliefs, marital status, sexual orientation, pregnancy, disability, genetic information, or religion. Test modifications shall be made for students with disabilities and Limited English Proficiency (LEP) consistent with state and federal requirements.

II. Measurement of student performance shall be the responsibility of the District for subjects and grade levels that are not measured under the statewide standardized assessment program.

III. The statewide standardized end of course assessment shall be used as the final cumulative examination for the relevant course. A local assessment may be required as the final cumulative examination for a course that is not assessed under the statewide assessment program. A student enrolled in an Advanced Placement (AP), International Baccalaureate (IB), or Advanced International Certificate of Education (AICE) course who takes the respective AP, IB, or AICE assessment and earns the minimum score necessary to earn college credit, does not have to take the EOC assessment for the corresponding course.

IV. The uniform calendar of assessment and reporting schedules, provided by the Department of Education, shall be published on the District website. The District assessment schedule and required information shall be incorporated into the uniform calendar.

V. The parent, as defined by Florida Statutes, of each student must be notified regarding the progress of the student towards achieving state and district expectations for proficiency in reading, science, writing and mathematics. A student's state assessment results and the results of district-required local assessments must be reported to the parent or guardian.

VI. The District shall provide student performance results on statewide standardized assessments and district-required local assessments to instructional personnel for the purpose of improving instruction.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.11(5), 1001.43, 1008.22, 1008.34, F.S.**

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 04/05/04, 01/02/07, 08/21/17, 04/05/21
FORMERLY: 5.22

SECURITY OF TESTS 4.160

All mandatory tests administered by or through the State Board of Education, District administered national norm-referenced achievement tests, and local assessments adopted under the provisions of §1008.22, F.S. shall be secured pursuant to Florida Statutes and State Board of Education rules.

I. District and school personnel who have access to mandated tests shall be informed of test security laws and procedures and of penalties for breaches of test security.

A. The testing coordinator shall instruct school test coordinators and principals on test security measures.

B. Principals shall be responsible for informing their faculty of test security measures.

II. The loss of tests, cheating, or any other breach of test security procedures and laws shall be reported immediately to the testing coordinator. Any unresolved problems in the District shall be reported to the Florida Department of Education pursuant to provisions in State Board of Education rules.

III. The testing coordinator shall coordinate the return and/or destruction of test materials as directed by the Florida Department of Education.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

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

LAW(S) IMPLEMENTED: **1001.11(5), 1001.43, 1008.22, 1008.23, 1008.24, 1008.34, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-10.042**

HISTORY:

ADOPTED: _____
REVISION DATE(S): 04/05/04, 10/04, 08/21/17
FORMERLY:

EXERTIONAL HEAT ILLNESS 4.18*+

I. Purpose of policy:

This policy describes the best practice procedures for the prevention, monitoring, and when necessary, the treatment of exertional heat illnesses for students/athletes, faculty, and staff of Baker County School District. This policy applies to all staff members, including but not limited to athletic trainers, physicians, athletic administrators, coaches, strength and conditioning staff, and school administrators who are associated with activities where heat illness poses a risk, including but not limited to, outdoor and indoor activities where high temperature and specifically, high humidity environmental risks are present (e.g., athletics, intramurals, course instruction, marching band). Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS)). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is necessary.

II. Definitions:

A. *Acclimatization* – The process of gradually increasing the intensity of activity in a progressive manner that improves the body's ability to adapt to and tolerate exercise in the heat. The acclimatization period is defined as the first 14 calendar days of a student-athletes' participation, beginning with the first allowable date of practice in the sport for the first day an athlete begins official practice, whichever is later.

B. *Wet Bulb Globe Temperature* – The WBGT is a measurement tool that uses ambient temperature, relative humidity, wind, and solar radiation from the sun to get a comprehensive measure that can be used to monitor environmental conditions during exercise. WBGT is different than heat index, as it is a more comprehensive measurement of environmental heat stress on the body.

C. *Non-Practice Activities* – Activities that include meetings, injury treatment, and film study.

D. *Practice* – The period of time that a student-athlete engages in coach-supervised, school approved sport or conditioning related-activity. Practice time includes from the time the players report to the field until they leave.

E. *Walk Through* – A period of time where players are reviewing positional strategy and rehearsing plays. Players do not experience contact and thus they do not wear equipment and the intensity of the activity is minimal often involving walking. This period of time shall last no more than one hour. It is not considered part of the practice time regulation. It may not involve conditioning or weight room activities. Players may not wear protective equipment during the walk through.

F. *Recovery Time* – This period of time is defined as non-activity time outside of practices or games. NO ACTIVITY, including non-practice activity, can occur during this time. When it is possible, proper recovery should occur in an air-conditioned facility for a minimum of 3 hours in duration.

G. *Rest Breaks* – This period of time occurs during practice and is a non-activity time that is in a 'cool zone' out of direct sunlight.

H. *Exertional Heat Stroke* (EHS)– Defined as having a rectal temperature over 104°F-105°F (40.5°C), and central nervous system dysfunction (e.g. irrational behavior, confusion, irritability, emotional instability, altered consciousness, collapse, coma, dizzy, etc.).

I. *Cooling Zone*- An area out of direct sunlight with adequate air flow to assist in cooling. A cold-water or ice tub and ice towels should be available to immerse or soak a patient with suspected heat illness This may be outdoors or indoors depending on proximity to field.

J. *Qualified Health Care Professional (QHP*) - As defined by the American Medical Association (AMA), "is an individual who is qualified by education, training, licensure/regulation (when applicable), and facility privileging (when applicable) who performs a professional service within his/her scope of practice and independently reports that professional service."

K. *Hypohydration*- (reduced hydration status) is a deficit of body water that is caused by acute or chronic dehydration.

L. *Central Nervous System dysfunction*- includes any sign or symptom that the central nervous system is not working properly, including: dizziness,

drowsiness, irrational behavior, confusion, irritability, emotional instability, hysteria, apathy, aggressiveness, delirium, disorientation, staggering, seizures, loss of consciousness, coma, etc.

III. Monitoring Heat Stress - Schools must monitor heat stress. Heat stress is determined by measuring the ambient temperature, humidity, wind speed, sun angle and cloud cover at the site of the athletic activity. Schools are required to follow and adhere to the guidelines set forth by the FHSAA for heat stress readings.

A. A pre-participation history and physical exam is required. Individuals with risk factors will be identified and counseled on heat illness.

B. The athletic trainer or persons responsible will be notified of individuals with pre-existing conditions that place the individual at risk of exertional illness.

C. Coaches will be notified of individuals at higher risk as needed.

IV. Each athletic coach involving outdoor practices or events shall annually complete training in exertional heat illness identification, prevention, and response, including the effective administration of cooling zones.

V. Environmental Monitoring and Activity modification/Cancellation

A. Environmental monitoring will occur utilizing a WBGT device

B. Environmental monitoring will occur any time it is warm outside (i.e. over 70°F)

C. Environmental monitoring and activity modifications may be necessary for certain types of indoor facilities.

D. Monitoring of WBGT will occur every 30 minutes beginning at the scheduled practice time.

E. All environmental monitoring will be recorded and stored either hard copy or electronically.

F. Modifications will be made in accordance with the best practice guidelines for our region. Baker County School District is in the southern region and will follow the guidelines based on the Florida High School Athletic Association policy.

VI. Acclimatization protocols apply to all sports. Days 1 through 5 of the heat acclimatization period consists of the first 5 days of formal practice. During this time, athletes may not participate in more than one (1) practice per day. If a practice is interrupted by inclement weather or heat restrictions, the practice will recommence once conditions are deemed safe. Total practice time will not exceed 3 hours in a single day. A 1-hour maximum walk-through is permitted during days 1-5 of the heat acclimatization period. A 1-hour recovery period will take place between the practice and walk-through (or vice versa).

VII. Student-athletes who participate in activities that last for an extended amount of time or multiple activities in a day should be provided electrolytes to assist in rehydration. Rest breaks must involve unlimited hydration intake and rest without any activity involved.

VIII. Coaches are required to adopt a heat injury prevention philosophy by promoting unrestricted access to water at all times. A student-athlete should never be denied access to water.

IX. The school's emergency action plan must include a procedure for onsite cooling using cold-water immersion or equivalent means before a student-athlete is transported to a hospital for exertional heatstroke.

X. Cooling zones must be available for each outdoor athletic contest, practice, workout, or conditioning session. Cooling zones must include the immediate availability of cold-water immersion tubs or equivalent and may also include ice sponges and towels or tarps that can be filled with ice and wrapped around

individuals to rapidly cool internal body temperature. An employee or volunteer trained to administer cold-water immersion must be present.

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

LAW(S) IMPLEMENTED: **1006.165, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S):
FORMALLY: NEW

FEE FOR POST-SECONDARY ADULT VOCATIONAL AND ADULT GENERAL EDUCATIONAL PROGRAMS 4.190

(1) A fee per FTE, as established by the Legislature, shall be charged for all students in post secondary adult vocational education programs and in all adult general education programs.

(2) The following students are exempt from any requirement for the payment of registration, matriculation, and laboratory fees for instruction:

(a) A student who does not have a high school diploma or its equivalent and who is enrolled in adult basic, adult secondary, or vocational-preparatory instruction.

(b) A student who has a high school diploma or its equivalent, who is enrolled in adult basic, adult secondary, or vocational-preparatory instruction, and who has academic skills at or below the eighth grade level pursuant to state board rule.

(c) A student enrolled in a dual enrollment or early admission program pursuant to Florida Statute. Fee-exempt instruction provided at community colleges pursuant to this subsection generates an additional one-fourth of a full-time equivalent enrollment.

(d) A student enrolled in an approved apprenticeship program, as defined in Florida Statutes.

(e) A student for whom the state is paying a foster care board payment pursuant to Florida Statutes, or pursuant to parts III and V of Chapter 39 for whom the permanency planning goal pursuant to Part V of Chapter 39 is long-term foster care of independent living. Such exemption includes fees associated with enrollment in college preparatory instruction and completion of college-level communi-cation and computation skills testing program.

(f) A student enrolled in an employment and training program pursuant to Florida Statutes. Such a student may receive a fee exemption only if the student applied for and does not receive student financial aid, including Job Training Partnership Act or Family Support Act funds. Schools and community colleges shall help such students apply for financial aid, but shall not deny such students program participation during the financial aid application process. Such a student may not be required to incur debt within the financial aid

package. Fee-exempt instruction provided at community colleges pursuant to this subsection generates an additional one-fourth of a full-time equivalent enrollment.

(g) A student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

(h) Fees may be waived for students with documented absolute financial need as determined by the criteria as outlined in 6A-6.-0572(2)(d), State Board of Education Rules.

(3) Additional fees for adult education are established by the Board. Fees may be charged for the General Education Development Test, credit by examination, defensive driving course, vocational job preparation and supplemental courses, and others as prescribed by law.

(4) The Director of Career, Adult, and Community Education will be responsible for collecting and accounting for fees.

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

LAWS IMPLEMENTED: **1009.22, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/90, 11/91, 11/92, 11/94, 11/95, 04/05/04, 12/07/09
FORMERLY: 5.10

COMMUNITY EDUCATION 4.200

(1) The Community Education Program shall be under the immediate supervision of a Coordinator of Community Education. A Coordinator of Community Education will promote, organize, coordinate, direct and supervise a school district-wide community education program.

(2) Community Education classes, programs, and services shall be fee-based and supported by participant fees. A Coordinator of Community Education will be responsible for collecting and accounting for fees.

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

LAWS IMPLEMENTED: **100103; 1010.305; 1006.28(13); 1008.25: F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 1/89, 11/95, 04/05/04
FORMERLY: 5.11

HOME EDUCATION PROGRAM 4.210

1) Home education programs shall adhere to the provisions of Florida Statutes.

2) The following provisions shall govern home education programs;

a) The parent, as defined by 1000.21, F.S., shall

i) Notify the superintendent or designee in writing within thirty (30) days of the establishment of a home education program. The notice shall be signed by the parent and include the names, addresses, and birth dates of all children who shall be enrolled in the program. The Superintendent shall accept the notice and immediately register the home education program upon receipt of the notice. Copies of applicable Florida Statutes and the home education policy will be given to the parent and a conference to discuss the requirement will be held with the parent.

ii) Maintain a portfolio of records and materials for a period of two (2) years. Contents of the portfolio shall include:

1. A log made contemporaneously with the instruction, which designates by title the reading material being use; and

2, Sample of any writing worksheets, workbooks, and creative materials used or developed by the student.

3. Portfolios may be inspected by a District employee upon fifteen (15) days written notice to the parent or legal guardian.

iii) Provide an annual educational evaluation of each student in the home education program. The annual educational evaluation shall document the student's demonstration of educational progress at a level commensurate with his/her ability. A copy of the evaluation shall be filed annually with the School Board. The annual educational evaluation shall be conducted in accordance with Florida Statutes.

iv) A Home education student may enroll in a public school solely for career and technical courses or programs. Industry certifications, national assessments and statewide assessments offered by the district shall be available to the home education program student.

b) The Superintendent shall receive and accept the results of the annual educational evaluation of the student in the home education program. If the student has not demonstrated educational progress commensurate with

his/her ability, the parent shall be notified in writing and have one (1) year from the receipt of written notification to provide remedial instruction. Continuation in the home education program shall depend upon the student's educational progress at the end of the one (1) year probationary period.

c) Home education families are to provide written notice to the Superintendent's office of an address change or of their intention to terminate the home education program.

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

LAWS IMPLEMENTED: **1000.21; 1001.41; 1001.43; 1002.01, 1002.41, F.S.**

HISTORY: **ADOPTED: 11/93**
REVISION DATE(S): 04/05/04, 01/02/07, 04/05/21
FORMERLY: 5.35; 4.28

Personalized Education Plan (PEP) Student Participation in District Courses and Other Activities 4.215*+

I. Contracting for Course Participation

The District allows PEP students to enroll, on a tuition basis, in courses offered for grades K–12, in accordance with the district's published fee schedule. These students will not be reported for full-time equivalent (FTE) purposes. Parents or eligible students are responsible for paying all course fees, which must be submitted through an Education Savings Account (ESA) or personal funds. Enrollment is dependent on space availability. PEP students enrolled in District courses must follow all applicable District rules, the Student Code of Conduct, and course expectations. Non-compliance may result in removal from the course and/or discontinuation of services.

The following identifies the Board's policies related to fees for participation in courses offered by the Board:

II. Fee Structure

A. **Determination of Fees:** Course fees are based on the cost associated with full-time equivalent (FTE) student participation. This calculation may include, but is not limited to, expenses for instructional materials, specialized resources, and required technology.
B. **Communication Fees:** Course fees will be communicated to parents or guardians of eligible students at the registration and posted on the district's website. Parents and guardians and eligible students will receive an itemized invoice, with instructions for payment through the Education Market Assistance (EMA) system. The parent or guardian must submit the invoice for direct payment via the EMA system within ten (10) business days of receiving it.
C. **Payment Responsibility:** For students participating in the PEP program or the Family Empowerment Scholarship for Unique Abilities program, course fees are not reimbursed by the state and must be paid by the parent or guardian of an eligible student through an Education Savings Account (ESA) or personal funds.
D. **Additional Fees:** Any extra costs, such as materials or supplies required for specific courses, must be paid in full by the parent or guardian of an eligible student before enrollment and participation.
E. **Fee Publication:** The current fee schedule will be published and maintained on the District's website.
F. **Funding and Billing for PEP Students**: Per F.S. 1002.395, students enrolled in PEP programs cannot generate (FTE) funding for the District. Therefore, the District will invoice parents or eligible students directly for course fees, or coordinate with Step Up for Students and other authorized nonprofit scholarship-funding organizations to facilitate payment through the student's (ESA).

III. **Non-Payment Consequences**:

A. Students, including those enrolled through PEP or on a part-time basis, will not be officially enrolled in any course with a required fee until payment is received, a payment plan is established, or an approved fee waiver is granted F.S. 1002.44.

B. If one of the above conditions is not met, the student will be ineligible for enrollment in the following school term. Failure to pay by the deadline may result in cancellation of course registration or removal from the course. However, in compliance with Florida law, students cannot be denied enrollment in a course required for participation in an extracurricular activity due to an inability to pay.

IV. **Exceptional Student Education (ESE)**

A. **Referral and Evaluation**

1. Parents of non-District students who suspect their child may have a disability or is gifted should contact the District's ESE office and or the Florida Diagnostic and Learning Resources System to request an evaluation or contact the Florida Department of Education's Diagnostic and Resource System (FDLRS) to request evaluation, as required by 34 CFR § 300.111 and 1006.03.
2. Upon request, the district will conduct all necessary testing and evaluations to determine eligibility for ESE services.

B. **Eligibility and Placement Options**

If a student is found eligible for ESE, the student's parent(s) or guardian(s) have the following options:

1. Enroll the student in the district to receive appropriate ESE instruction and services.
2. Educate the student through a home education program; or
3. Access other educational options permitted under Florida law.

C. PEP Students

The District is not required to provide ESE instruction or services to students participating in the PEP program.

V. PEP Student Participation in District Activities

A. Florida law permits PEP students to participate in designated district activities, including, but not limited to:
   1. Dual Enrollment programs
   2. District virtual instruction programs
   3. Interscholastic extracurricular student activities, F.S. 1006.15 and 1006.20
      a. PEP students participating in interscholastic extracurricular activities will be subject to a participation fee according to a fee structure which will be published and maintained on the District website.
   4. Career and Technical courses and programs; and
   5. Industry Certifications and standardized assessments offered by the district.

B. If enrollment in a specific course is required for participation in a competitive extracurricular activity, all students, including PEP students, must be allowed to enroll in that course, whether on a full-time or part-time basis. PEP students will be invoiced for participation.

C. According to **F.S. 1002.395**, PEP students are responsible for securing their own educational services. If a PEP student utilizes a scholarship for these services, the district is not obligated to provide a Free Appropriate Public Education as defined in 34 CFR § 300.101 and the Individuals with Disabilities Education Act.

STATUTORY AUTHORITY: **1002.01; 1002.395, 1002.44, 1006.20, 1006.15 F.S.**

LAWS IMPLEMENTED: **1002.01; 1002.395, 1002.44, 1006.20, 1006.15 F.S.; 34 CFR § 300.101, 34 CFR § 300.111 and 1006.03**

HISTORY: **ADOPTED: 3/16/26**
REVISION DATE(S):

MANAGEMENT OF INSTRUCTIONAL MATERIALS 4.219

The principal shall be responsible for the proper care and storage of textbooks. In the discharge of this responsibility the following shall be observed.

(1) Students shall be informed that textbooks are on loan from the school district and that proper care of the book and an accounting for the book will be required.

(2) All textbooks received by the school shall be properly accounted for by the principal.

(3) Where a book is lost or damaged beyond normal usage, the student shall be assessed the cost of replacement or the estimated damage. Lost or damaged books shall be paid for according to the following schedule:

"A" condition (new) – full price
"B" condition – 75% of list price
"C" condition – 60% of list price
"D" condition – 25% of list price

(4) Under no conditions may a report card or progress report be delayed or may grades be withheld from the permanent record for failure to pay an assessment for destroyed, lost, or damaged books or for any other reason. (6A.10955, SBEAR)

(5) Teachers shall make periodic checks to see that books are being cared for properly and to determine that each student can account for the books issued to him/her.

STATUTORY AUTHORITY: **1001.41, Florida Statutes**

LAWS IMPLEMENTED: **1006.41, 1006.42, Florida Statutes**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 5.16; 4.21

PARTICIPATION OF HOME EDUCATION, PRIVATE SCHOOL, AND VIRTUAL SCHOOL STUDENTS IN EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS

4.22*

I. Home education students currently enrolled in home education programs registered with the School District are eligible to participate:

a at the public school to which the student would be assigned according to District school board attendance area policies or which the student chooses to attend pursuant to F.S. 1002.31, and meets the designated requirements set forth in F.S. 1006.15.

b on an interscholastic athletic team at any public school in the district where the student resides, provided they meet the designated requirements set forth in F.S. 1006.15. Whether the School is at capacity is not a factor in the student's ability to participate.

II. Students entering grades nine (9) through twelve (12) in a public school from a home education program, are eligible to participate in extracurricular activities, provided they meet all Florida Statutes, requirements and rules established by the School Board, and state-sanctioned athletic governing association (governing association), and Florida School Music Association bylaws.

III. A private school student is eligible to participate in an interscholastic or intrascholastic sport at a public member high school, a public member middle school or a six (6) through twelve (12) public member school provided the student meets all Florida Statutes, requirements and rules established by the School Board, and the governing association bylaws. This includes the requirement that the private school where the student is enrolled is not a member of the governing association or does not offer the sport in which the student wishes to participate.

IV. A full-time Florida Virtual School student is eligible to participate if the student registers his or her intent to participate:

a in the extracurricular activities at the school to which he/she would be assigned or could choose to attend under District enrollment policies and the student meets the designated requirements set forth in F.S. 1006.15.

b on an interscholastic athletic team at any public school in the district in which the student resides provided the student meets the designated requirements set forth in F.S. 1006.15.

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

Revised: **3/16/26**

LAW(S) IMPLEMENTED: 1001.43, 1002.31, 1006.15, F.S.

HISTORY:

ADOPTED: 4/5/2004
REVISION DATE(S): 5/21/12, 7/21/14, 3/16/26
FORMERLY:

VIRTUAL INSTRUCTION 4.221

I. At least one (1) course required for graduation must be earned through online learning. A student shall not be required to take an online course outside the regular school day or in addition to the courses in which a student is registered in a given semester.

II. The District shall provide various options for eligible students to participate in part-time or full time virtual instruction. Options may include

A. Courses in the traditional school setting taught by certified personnel who provide instruction through virtual instruction;

B. Blended learning courses taught by certified personnel that consist of traditional classroom and online instructional techniques;

C. Online courses offered by the District;

D. Online courses offered by another Florida school district;

E. Enrollment in MyDistrict Virtual School;

F. Enrollment in Florida Virtual School; and

G. Enrollment with a virtual instruction provider approved by the Florida Department of Education.

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

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

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

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

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

A. Industry certification examinations, national assessments, and statewide assessments offered by the school district shall be available to all Florida Virtual School students.

B. All industry certification examinations, national assessments, and statewide assessments must be taken at the school to which the student would be assigned according to district school board attendance areas, unless an alternative testing site is mutually agreed to by Florida Virtual School and the District.

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

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

LAW(S) IMPLEMENTED: **1000.04, 1001.20, 1001.42, 1002.20, 1002.321, 1002.37, 1002.45, 1002.455, 1003.02, 1003.4282, 1003.498, 1006.29, 1007.27, 1011.62, F.S.**

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

HISTORY:

ADOPTED: _____
REVISION DATE(S): 04/01/19
FORMERLY: NEW

STUDENT PERFORMANCE STANDARDS OF EXCELLENCE 4.229

Students in Baker County schools will be given instruction, which will afford them the opportunity to master the standards of excellence approved by the State Board of Education.

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

LAWS IMPLEMENTED: **1003.41, F. S.; 6A-1.09411 SBEAR**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/93
FORMERLY: 5.19

FLORIDA ACADEMIC SCHOLARS PROGRAM 4.230

(1) In order to qualify, as a Florida Academic Scholar, a student must complete a program as prescribed by the State Board of Education.

(2) The state will require specific courses as defined by the Course Code Directory. Alternatives to these courses may be offered provided that adopted curriculum frameworks for an alternative demonstrate that it is equivalent or more advanced.

STATUTORY AUTHORITY: 1001.41, F.S.

LAWS IMPLEMENTED: 1009.534, F.S.

HISTORY: ADOPTED:
REVISION DATE(S): 11/95, 04/05/04
FORMERLY: 5.20

BIOLOGICAL EXPERIMENTS ON LIVING SUBJECTS 4.240

(1) No surgery or dissection shall be performed on any living mammalian vertibrate or bird in biological experiments involving living subjects by students in grades Pre-K through 12.

(a) Dissection may be performed on nonliving mammals or birds secured from a recognized source of such specimens and under supervision of qualified instructors.

(b) Students may be excused upon written request of a parent or guardian.

(2) Lower orders of life and invertebrates may be used in such experiments.

(3) Non-mammalian vertebrates, excluding birds, may be used in biological experiments, provided that physiological harm does not result from such experiments as outlined in Section 1002.20, Florida Statutes.

(4) Any high school instructional employee, who knowingly or intentionally fails or refuses to comply with any provision of this rule may be suspended, dismissed, returned to annual contract, or otherwise disciplined as provided in Section 1012.22(f), Florida Statutes, in accordance with procedures established in Chapter 1000, Florida Statutes.

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

LAWS IMPLEMENTED: **1003.47; 1002.20(12)(a), F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 5.27

DRIVER EDUCATION 4.250

A course in driver education shall be available to each senior high school student prior to the time of the student's graduation, either through the regular program or through the summer school program.

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

LAWS IMPLEMENTED: **1003.48, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 11/92, 11/93, 9/94, 1/99, 04/05/04
FORMERLY: 5.15, 5.30

WELLNESS PROGRAM 4.260*+

I. Philosophy and Commitment

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

II. Nutrition Goals

A. To promote good nutrition for students and staff.

B. To provide meals that are appealing and attractive and served in clean and pleasant settings.

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

D. To offer and serve low-fat and fat-free milk.

E. To offer and serve a variety of fruits and vegetables.

F. To ensure that *a la carte* items meet recommended nutritional standards.

G. To limit the portion sizes of foods and beverages that are sold individually.

H. To provide and encourage participation in the school breakfast program.

I. To schedule meals at appropriate times and allow a minimum of ten (10) minutes to eat breakfast and twenty (20) minutes to eat lunch after being seated.

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

K. To establish guidelines for content and portion size of food and beverages in vending machines located at schools and at other worksites.

L. To encourage participation of eligible students in the free and reduced price meal program.

M. To sponsor a summer nutrition program consistent with Florida Statutes.

N. To establish guidelines for snacks and foods used for rewards, celebrations and school sponsored events.

O. To establish guidelines for any foods that are included in fund-raising activities.

P. To provide nutrition education to students through a planned, sequential curriculum and a variety of classroom and lunchroom activities.

Q. To incorporate nutrition education in subjects such as mathematics, science, social studies and language arts.

R. To provide staff development activities for school food service and all other employees.

S. To provide nutrition education to families through newsletters, parent meetings and other family activities.

III. Physical Activity Goals

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

B. To provide a physical education program that includes the development of positive attitudes toward wellness and physical activity, safety guidelines, responsible behavior in physical activity settings, appreciation for a variety of physical activities, and understanding of the relationship between physical activity and wellness.

C. To provide daily recess at elementary schools and to encourage physical activity during the recess period.

D. To provide opportunities for physical activity before and after school.

E. To provide opportunities for physical activity during the school day in addition to scheduled physical education classes.

F. To provide opportunities for physical activity in other subject area classes.

G. To encourage and assist students to set personal fitness goals.

H. To provide opportunities for school-wide events, such as field day, that promote physical activity.

I. To provide opportunities for physical activities for staff.

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

K. To avoid the use of physical activity as punishment.

IV. Health and Safety Goals

A. To ensure that all buildings, structures, and grounds are inspected and meet health and safety standards.

B. To maintain a school and worksite environment that is free from tobacco except in designated smoking areas.

C. To maintain a school and worksite environment that is free from alcohol and drugs.

D. To monitor routes to school and encourage walking and bicycle riding where appropriate and safe.

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

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

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

H. To provide bicycle safety training for students.

I. To provide health screenings for students and staff.

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

K. Promote and support health and safety programs in the community.

V. Family and Community Involvement Goals

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

B. To promote nutritional awareness by families.

C. To sponsor family wellness activities and schools and worksites.

D. To make facilities available to the community for wellness related activities.

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

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

VI. Wellness Coordinator and Worksite Contact Persons

A. The Superintendent shall appoint a Wellness Coordinator to manage and coordinate the implementation of the program.

B. Each principal shall appoint a Wellness Contact for his/her school as part of the School Health Advisory Council.

C. The Superintendent shall appoint a Wellness Contact from the District office, to be Nutrition Services Director and School Health Specialist.

VII. Wellness Steering Committee

A. The Superintendent shall appoint a Wellness Steering Committee which shall include, but not be limited to, representatives from the following areas:

1. School Board

2. elementary teacher

3. secondary teacher

4. physical education teacher

5. school administrator

6. school food service

7. dietitian

8. school health council

9. health professional

10. recreation professional

11. risk management

12. student

13. parent

14. community

B. The Wellness Coordinator will also serve on the Wellness Steering Committee.

VIII. Implementation

A. The Wellness Steering Committee will conduct a baseline assessment of current nutrition guidelines and activities, nutrition education, physical activity, involvement of students, families and staff in wellness activities, student attendance, staff absences and other wellness related topics.

B. The Wellness Steering Committee will work with staff to develop a comprehensive wellness program based on the adopted goals and results of the initial assessment.

C. The goals of the program will be implemented in a progressive manner. The plan will identify the goals for each year.

D. The program shall be implemented at all grade levels, for staff, for parents and for the community.

Artificial Intelligence Acceptable Use 4.265+

I. Introduction

It is the policy of Baker County School District to:

A. Support the use of technology to improve teaching and learning, and to support innovations throughout the educational system.

B. With artificial intelligence ("AI") technology shifting from providing access to instructional resources and capturing data to automating decisions about teaching and learning processes and detecting patterns in data it is necessary for there to be an increase in the level of responsibilities a person may delegate to a computer system.

C. Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is developed for and used in education.

D. This policy outlines the acceptable use of AI tools and applications within Baker County Schools to ensure their safe, ethical, and responsible use.

E. It is the District's responsibility to educate and train students to utilize AI in an ethical and educational way. The District is not banning teacher or student use of AI, but each teacher and student needs to be aware of the limitations and guidelines of its usage.

1. Teachers may allow the use of AI for curriculum purposes. For example, AI programs may assist students with providing clarifications of information or explanations of ideas and concepts. AI may also be helpful for students with generating ideas, topics and writing prompts.
2. If the District uses grant funds for subscription fees and/or professional learning for students in grades 6-12 during the school day, the AI platform selected must:

    i. Use large language models based on GPT-4 or its equivalent;

ii. Be on a closed system;

iii. Provide professional learning to teachers;

iv. Provide one-on-one tutoring aligned to the B.E.S.T standards for reading and math;

v. Provide standards-aligned lesson plans and insights on student progress; and

vi. Provide District and school-level reporting and parental access to AI interactions.

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

1. Generative AI is not a substitute for human creativity, judgment, and creation.
2. Supervisors must be notified when AI is being used to complete a task.
3. The use of AI may implicate Intellectual Property rights, Privacy rights, and other District policies.
4. Any work product prepared by AI should be peer reviewed for accuracy, appropriateness, and bias (depending on the nature of the work)
5. Students and staff shall not enter passwords, confidential, proprietary, or sensitive District data into AI.
6. Students and staff shall not enter employee or student records, names, addresses, etc., into AI.
7. Students and staff shall not integrate AI tools with District software.
8. Students and staff shall not use AI for employment decisions about applicants or employees.
9. Students and staff shall not use AI tools specifically prohibited by the District, the Florida Department of Education, the State of Florida, or the United States Department of Education.

G. Students Responsible Use –

1. When using AI, students need to be aware that anything entered into AI may be retained or reused by the AI, without the ability of the student or the District to retract or further control such information. Students are prohibited from entering any District information and documents or personally identifiable information of students or District

staff into AI on District-owned or operated computers, devices, software, and hardware, including through Internet-access provided by the District.

2. AI can have implicit bias, and even present incorrect information. Students must understand 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.
3. If a student is using AI, they need to think critically and be sure to fact-check using primary sources.
4. AP, IB, and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
5. The use of AI, including tools like Chat GPT, necessarily implicates academic integrity and therefore it is the policy of the School Board that Chat GPT—and any other AI the Superintendent or his/her designee determines implicates academic integrity—cannot be used for essays or other papers submitted on behalf of the student. Should AI be used in any capacity, the student must indicate the use of AI related to his or her school work: attributing AI text, image, multimedia, etc. when using them in his or her school work and to what extent AI-generated information was prepared, e.g., attributing AI text, image, or multimedia use, etc. The use of AI could be subject to the District's Academic Dishonesty Policy.
6. Students are not permitted to use AI to avoid doing his or her own work.
7. Students may not use AI when his or her teacher has expressly forbidden its use.
8. Student access to certain websites using AI may be granted; however, privacy guidelines and age restrictions must be considered prior to allowing the usage.

H. Any misuse of AI or AI-related tools and applications, such as hacking or altering data, on District-owned or operated computers, devices, software, and hardware, including District-provided Internet-access, is strictly prohibited. The use or misuse of AI or AI-related tools and applications, such as hacking or altering data, with the intent to substantially disrupt District-owned or operated computers, devices, software, or hardware, or with the intent to impermissibly alter data on District-owned or operated computers, devices, software, or hardware shall be grounds for discipline.

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 his or her privacy may not be protected.

STATUTORY AUTHORITY: **1002.321 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:
REVISION DATE(S):01/21/25, 7/21/2025

Operation of Unmanned Aerial Vehicles (Drones) 4.27

I. The School Board is committed to providing all students and staff with technology-based learning opportunities. Unmanned remotely controlled aerial systems ("drone(s)") have value in an instructional setting. Use of drones is a privilege which comes with responsibilities to which students, staff, and any other drone operators must adhere to.

II. Drones are defined as any powered, aerial vehicle that do not carry a human operator, use aerodynamic forces to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a lethal or nonlethal payload. Drones are subject to Federal and/or State regulations when operated outdoors.

III. Students, staff and all other persons are prohibited from operating a drone over a public school serving students unless prior written consent from either the school principal, district school board, or superintendent is given authorizing the use of drones.

IV. For purposes of this policy, "Drone operators" shall mean any student or staff member of the School Board operating a drone with the permission of the School Board, as well as any authorized vendor, contractor, or approved third party who is operating a drone with the permission of the School Board, pursuant to the requirements in section IV of this policy.

V. The Superintendent shall develop procedures by which approved vendors, contractors, or other authorized third parties may obtain permission from the School Board to operate drones on Board property or school grounds, and by which these vendors, contractors, or third parties shall be informed of this policy and its requirements and limitations. These procedures shall include, at a minimum, development of a form that all vendors, contractors, or third parties operating drones with the permission of the School Board shall execute. No vendor, contractor, or third party shall be permitted to operate drones on the property of the School Board or on school grounds prior to the execution of this permission form.

VI. Drone operators who have received written consent to use drones on school property shall only operate drones in accordance with this policy and applicable Federal guidelines. Any inappropriate use must be reported to the Superintendent or his/her designee.

VII. A teacher wishing to use/demonstrate any drone(s) in an instructional related setting must adhere to the guidelines of this policy and applicable Federal guidelines. A clear connection between drone technology and the approved course curriculum must exist.

VIII. Drone Use Pre-Qualification Guidelines

A. Any staff member who requests to use drones in their curriculum program must provide educational objective supporting documentation and obtain permission from their administrator.
B. Any staff member who requests to use drones in an athletic program must meet the Florida High School Athletic Association (FHSAA) guidelines and seek permission from their administrator.
C. Any staff member who has been granted permission to use drones in their curriculum or athletic program must obtain a Remote Pilot Certificate (FAA Part 107 Guidelines) to operate the drone.
D. Any vendor, contractor, or third party seeking to use drones with the permission of the School Board shall demonstrate that he or she possesses a Remote Pilot Certificate (FAA Part 107 Guidelines) to operate the drone, prior to permission being given by the School Board to operate the drone on School Board property or on school grounds.
E. All drones owned and operated by the District are to be registered with the Federal Aviation Administration (FAA).
F. Only drones produced by approved drone manufacturers can be used for educational purposes and by the District for operations and maintenance of District property.

IX. Operation Guidelines

A. Drone operators shall follow the operating requirements as outlined in FAA Part 107 Guidelines for Small Unmanned Aircraft Systems when operating drones.

B. When operating a drone, drone operators shall:
    i. Always avoid manned aircraft;
    ii. Never operate in a careless or reckless manner;
    iii. Keep the drone within sight. There must be a visual observer always keeping the drone within unaided sight (for example, no binoculars);
    iv. Not fly a drone over people;
    v. Not have a pilot or visual observer for more than one drone operation at a time;
    vi. Not operate the drone from a moving aircraft; and
    vii. Not operate the drone from a moving vehicle.

C. Drone operators shall not operate drones within five (5) miles of any airport without prior notification and acknowledgment from airport authorities. Written documentation for notification should be logged and kept on file by the notifying staff member or, if the drone operator who receives notification is not a staff member, this notification must in turn be given by the drone operator to a staff member for filing.

D. Students operating drones on school grounds must: be enrolled in a program that includes the use of drones in its curriculum and have been trained in the use of drones by the teacher.

E. Students shall not operate drones without the direct supervision and presence of a staff member who holds a Remote Pilot Certificate.

F. All proper safety equipment must be used by any drone operator(s) and observer(s) to include eye and ear protection.

G. The use of any drone on school grounds must be approved in advance by the principal or a District administrator.

H. Drone operators must maintain safe control and line-of- sight at all times during operation and are prohibited from flying drones over playing fields, seating and spectator areas where and when people are present, as well as parking areas where and when people and/or vehicles are present. Broadcast from a remote location does not constitute line of sight.

I. Drone operators shall not operate drones above an altitude of 400 feet above ground level or within 400 feet of a structure as outlined in FAA Part 107 guidelines.

J. The maximum speed any drone may be operated at is 100 MPH (87 knots).

K. Any District- or teacher-provided drone operated on school grounds must be of relatively low power, be equipped with blade guards, weigh less than 0.55 lbs., and not be subject to FAA registration requirements. Staff and students shall not operate a drone with a weight of more than 0.55 lbs. If any approved vendor, contractor, or third party wishes to operate a drone with a weight of greater than 0.55 lbs., the vendor, contractor, or third party shall demonstrate compliance with FAA registration requirements prior to permission being given to operate the drone.

L. Drone operators shall not operate drones before sunrise or after sunset or in adverse weather conditions.

M. Drone operators shall not operate drones within proximity to or above individuals, crowds, or vehicles, to include parking lots, bleachers, sporting events, school-based activities or functions.

N. Students are not permitted to bring drones to school.

O. The drone can carry an external load if it is securely attached and does not adversely affect the flight characteristics or controllability of the drone.

P. If used outside, and if the drone were to be flown/blown onto a building roof, off-campus location, or another restricted area, a staff member must report it immediately to school administration and appropriate support staff, i.e., custodial staff, or technical services if the drone is located on the roof. Students shall not be used to retrieve the drone under any such circumstances.

Q. Any variance from this policy requires the prior written authorization from both the Director of Safety and Security and the Supervisor of Risk Management.

X. Inappropriate Use

A. Staff and students shall not operate drones under circumstances where profit would be generated.

B. Drone operators shall not operate drones broadcasting or recording images of people or property where the reasonable expectation of privacy exists or over areas that are normally deemed private by social norms, such as restrooms, locker rooms, or residential areas.

C. Drone operators shall not operate drones indoors, i.e. no flying in classrooms.

XI. Drone Injuries or Incidents

A. Any injuries or property damage resulting from District drone use shall immediately be reported to the drone operator's Direct supervisor and to the Risk Management Department. Further use of the drone in question will be suspended until an investigation of the events takes place and clearance for use is provided.

B. Any scenarios not addressed within this policy shall be governed by the appropriate Federal Aviation Administration regulations.

C. Any operation that results in serious injury, loss of consciousness, or property damage (to property other than the drone) of at least $500 must be reported

to the FAA no later than ten (10) days after any operation thereof.

D. Violations of this policy may result in disciplinary action for staff and/or students and/or revocation of drone use privileges.

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

LAW(S) IMPLEMENTED: **330.41, 934.50 F.S.**

Title 49 U.S.C §§40101, 40102 and 40103
14 C.F.R § 1.1
Federal Aviation Administration Advisory Circular AC 91-57A
Public Law 112-95
Code of Federal Regulation Part 107 – Small Unmanned Aircraft Systems
Florida High School Athletic Association Guideline Handbook

HISTORY: **ADOPTED:**

REVISION DATE(S): 02/20/24, 01/21/25

FORMERLY:

STUDENT SERVICES PLAN 5.010

The provisions of this chapter and any other applicable rule or policy of the School Board shall apply to any student enrolled in the schools of the district' provided, that where a student has attained the age of eighteen years, any requirement that the parent, parents, or guardian be notified concerning any matter relating to the student shall not apply and in lieu of such requirement due written notice shall be given directly to the student. The student, who has attained the age of eighteen years shall be personally responsible to the school for his/her conduct and shall make all decisions relating to his/her affairs in relationship to school matters except where the student is enrolled in the exceptional child program as any intellectually handicapped student or has been declared mentally incompetent by a court of competent jurisdiction.

The *Student Services Plan* contains district procedures used in Baker County to provide guidance services, psychological services, visiting teacher and school social work services, occupational and placement services, group conflict resolution services, health services, and services related to suicide prevention. This plan is outlined in the publication entitled *Baker County Student Services Plan* herein adopted by reference as part of these rules.

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

LAWS IMPLEMENTED: **1001.32, 1003.53, 1003.27, 1003.26, 1006.14, 402.32, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S):1/90, 11/95, 11/96, 04/05/04
FORMERLY:5.24, 4.01

NON-DISCRIMINATORY ADMISSION 5.020

The School Board shall admit students to District schools and programs without regard to race, sex, national origin, marital status, handicap, or religion.

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

LAWS IMPLEMENTED: **1000.05, 1003.21, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/95, 04/05/04
FORMERLY: 4.05

EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE 5.025*+

I. The District shall collaborate with child welfare agencies to ensure educational stability for children in foster care.

II. The District shall designate a contact person for students in foster care. The point of contact will be reported to the Florida Department of Education and the local child welfare agency.

III. The District shall ensure that children in foster care remain in the school of origin when it is in the best interest of the child.

IV. If it is determined that it is not in the child's best interest to remain in the school of origin, the District shall expedite transfer and enrollment in the new school.

V. The District shall provide transportation so that a child in foster care may remain in the school of origin. If additional costs are incurred, the District shall work with the child welfare agency to resolve the issue of transportation expense.

VI. The District shall ensure that children in foster care receive all appropriate services.

VII. Relevant personnel shall be trained on the requirements relating to educational stability for students in foster care and the procedures for best interest determination and transportation.

VIII. The Superintendent shall develop procedures for ensuring educational stability for students in foster care. Procedures shall include but are not limited to

A. Identification of students in foster care;

B. Role of the point of contact;

C. Determination of the child's retention in the school of origin or placement in another school;

D. A dispute resolution process developed with the child welfare agency to be used when all parties do not agree on the proposed placement of the student;

E. Methods of providing transportation to maintain enrollment in the school of origin or to provide transportation to a different school;

F. Process for expediting enrollment and attendance in another school if it is determined to be in the best interest of the child;

G. Process for expediting transfer of student records to the enrolling school if the student does not remain at the school of origin.

H. Training for staff regarding the requirements for maintaining stability for children in foster care and the effects placement in foster care on students.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1003.21, F.S.**

LAW(S) IMPLEMENTED: **1000.21, 1001.43, 1003.01, 1003.21, 1003.22, 1003.25, F.S.**
Elementary and Secondary Education Act of 1965, P.L. 89-10
Family Educational Rights and Privacy Act, 20 USC 1232g
Fostering Connections Act of 2008, P.L. 110-351
Every Student Succeeds Act of 2015. PL 114-95
20 USC 6311(g)(1)(F)

HISTORY: **ADOPTED:**
REVISION DATE(S): 11/18/19, 06/15/2020
FORMERLY: NEW

STUDENT ASSIGNMENT 5.03+

The School Board shall establish residential attendance zones for each school based upon the Superintendent's recommendation. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. Each residential attendance zone shall be established to achieve maximum utilization of all School Board facilities and to consider the time and distance of travel for students. The instructional capacity for each school will be set yearly by the School Board after the recommendation by the Superintendent or his/her designee ("Instructional Capacity"). For the purposes of this policy, Enrollment Capacity is defined as ten percent less than the Instructional Capacity. A student's residence is the residence of his/her parent(s), legal guardian, legal custodian, or other such person as defined by any order issued by a court of competent jurisdiction of the state of Florida and by Florida Statutes. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee based upon the Controlled School Choice Program.

I. No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled from another school district. This prohibition shall be effective for the period of time in which the student was expelled from another district. Such students shall be accorded the same appeals procedure which is available to District students. However, under §1006.07, F.S., the Superintendent may recommend to the School Board that the other school district's final order of expulsion be waived and the student be admitted. The School Board shall make the final decision.

II. A student may be permitted to attend a school in another residential attendance zone pursuant to the following procedures of the School Controlled Open Enrollment Plan listed below:

A. Parents must request reassignment following published timelines if they desire reassignment to any school other than their assigned school.

B. An Appeals committee will be appointed by the Superintendent to hear appeal requests for reassignment.

C. Once a child attends an out-of-zone school, preference for continued attendance will be given to that student and their younger brothers and sisters.

D. Parents participating in the controlled open enrollment program will provide their own transportation. The District will provide parents with Information on transportation options available within the

community. Parents will be provided information on transportation options available for students attending their school of choice pursuant to 1002.38, 1002.39 or 1002.394 and including within the community, as well as the funds available for transportation pursuant to ss. 1002.394, 1002.395 and 1011.68.

E. Out of county transfers may apply for their school of choice and will be placed in their school of choice in accordance with the procedures set forth in Policy 5.031 Student Out of Zone Transfers/CHOICE following the placement of the Baker County Residents who have priority.

F. In implementing the school choice initiative, no school will be out of compliance with federal desegregation orders.

G. Students in the Exceptional Education Program will be placed in the best interest educationally for the child and where the programming for that specific disability is being housed.

III. Any student whose legal residence is outside the boundaries of the county may be enrolled in any District school under the provisions of Florida Statutes and the Controlled Open Enrollment Plan. The assigned school for an out-of-district student shall be designated on the basis of space available. Such transfers shall be on a nondiscriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.

IV. A student who has been attending, in the year prior to the designation, a public school that has been classified as performance grade category "F" or has earned three (3) consecutive grades of "D" or a student who is assigned to a public school that has been designated as performance grade category "F" or has earned three (3) consecutive grades of "D" may attend a higher performing public school in the District or a school in another district as allowed by law.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1002.20 1002.31, 1002.38, 1002.39, 1002.394,1002.395, 1006.07, 1011.68 F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): **01/02/07, 07/21/14, 10/21/19, 12/02/19, 04/03/23**
FORMERLY:

STUDENT OUT OF ZONE TRANSFERS/CHOICE 5.031*+

I. The School Board strives to accommodate family choice to the maximum extent possible. Students may attend a school other than their zoned school if they have been granted a choice assignment in accordance with this policy. Disciplinary and/or attendance issues may result in a return to the home zoned school the following school year and/or may result in immediate return to the home zoned school. School choice is available for the following:

A. Magnet Programs

B. Controlled Open Enrollment

C. Charter Schools

D. Family Empowerment, Hope, or Opportunity Scholarships

E. Home School

F. Virtual School

G. Dual Enrollment

II. The following provisions apply to all choice assignments:

A. The student must remain in the zoned school until a choice assignment is granted.

B. Applications for certain choice assignments must be submitted within the designated time frame. Time frames are published on the Board website by April for applications for the following school year.

C. With the exception of children of full-time Board employees who are non-residents of the District, students whose primary legal residence is in the District shall be given preference over non-resident students with respect to the granting of choice assignment.

D. The Board does not provide transportation to students with choice assignments except as otherwise provided for in this policy or by law.

III. Magnet Programs

A. Magnet programs for elementary, middle, and high school students have pre-established criteria for admission which vary by school/program. These admission criteria and application procedures will be made available to interested persons through the school where the program is located.

B. Application to magnet programs will begin in January for entry into the program at the beginning of the following school year. The Superintendent will annually establish caps for each magnet program and a deadline for applications.

C. For any school year, parents may apply for admission of the student to magnet programs and, must signify their choice by registering the student by the date established by the Superintendent.

D. A student who is accepted to a magnet program who ceases to participate in the program will be returned to his/her zoned school. Participation is defined as being registered in and maintaining the expected levels of success as defined by the magnet program. A minimum, grade point average may also be required.

E. Transportation may be provided for students enrolled in magnet programs at the discretion of the Superintendent or as may be required by applicable law.

IV. Controlled Open Enrollment

A. Students may be granted choice assignments to schools that are not crowded and would not become crowded as a result of such assignments.

B. The Board will establish a ninety percent (90%) capacity determination for each school, by grade level, in the District. The capacity determination will be identified on the school district's website and must be updated every 12 weeks. Schools having a projected enrollment of less than ninety percent (90%) of capacity for the following school year will be available for controlled open enrollment. Projected enrollment will be calculated by taking the number of students zoned to the school, subtracting those students granted acceptance to magnet programs at other schools, adding students granted acceptance to magnet programs at the school, and adding students with continuing zoning exceptions.

C. Schools having a projected enrollment equal to or greater than ninety percent (90%) capacity for each school, by grade level, will not be available

for controlled open enrollment, any applications submitted will be placed on a waiting list. Students denied access due to capacity will be notified when space becomes available. Eligible schools will be posted on the District website.

D. Applications for controlled open enrollment will be submitted to the School on the Controlled Open Enrollment Form. The Superintendent will annually establish an application period for controlled open enrollment.

E. The Title I and Special Programs Office will compile applications into lists by school of application.

1. If the school's ninety percent (90%) capacity would not be exceeded by the number of choice applications when added to the projected school population, choice applicants for that school will be approved as in alignment with the School Choice Plan.

2. If the school's ninety percent (90%) capacity would be exceeded by the number of choice applications when added to the projected student population, admission will be granted first to students who have siblings in the chosen school, and all other available positions will be filled through a stratified lottery that will be utilized to maintain socioeconomic and demographic balance as defined in statute.

3. Other priorities, once verified, applications for students meeting one or more of the priority criteria as described in this paragraph shall be granted priority to attend their first choice school if a seat is available. Applications with one or more of the priorities provided in this paragraph shall be separated from each group and placed in random order. Students who are eligible for priority preference include:

    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.
    c. Children who have moved due to a court-ordered change in custody due to separation or divorce.
    d. Children who have moved due to the serious illness or death of a custodial parent.
    e. Students at multiple session schools; and
    f. Students residing in the District.

F. Parents will be notified of the approval or denial of their student's application.

G. A student who is granted a choice assignment under Controlled Open Enrollment must register at the new school within ten (10) days of being notified or the choice assignment will be rescinded.

H. Students who are not selected to attend the school(s) to which they applied will be notified that the District will be unable to place them at a requested school and they must register at their zoned school. The student will be placed on a waiting list. The school capacity determination for each grade level must be updated every 12 weeks. If capacity becomes available at a grade level within a school, parent(s) of students placed on the waiting list will be notified of the opening and permitted to enroll throughout the school year.

I. Positions at a school that were assigned to a student under Controlled Open Enrollment will be monitored at the beginning of the school year. Students who have accepted assignments but who are not in attendance by the tenth (10th) day of school will have their assignments revoked. A revoked choice assignment may then be assigned to the next student on the waiting list.

V. Charter Schools

In addition to choice within schools operated by the Board, parents may elect for students to attend charter schools that have been approved by the Board. (See Policy# 3.160 - Charter Schools). Each charter school is operated and governed by its own independent board. Parents who elect this option need to communicate directly with the charter school to resolve questions and concerns.

VI. Hope, Opportunity, and Family Empowerment Scholarships

Students assigned to attend a school that has earned a grade of “F” or three consecutive grades of “D” may request and receive an Opportunity Scholarship for the student to enroll in and attend a public school that has been designated by the state as a school performing higher than that in which the student is currently enrolled. (F.S. 1002.38).

Students of families that have limited financial resources may request and receive a Family Empowerment Scholarship to attend a school different from the school to which the student was assigned. (F.S. 1002.394).

Students subjected to an incident (battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offenses, assault or battery, threat or intimidation or fighting in school) may request to transfer to another public school

or request a scholarship for the student to enroll in and attend an eligible private school under the provisions of the Hope Scholarship. (F.S. 1002.40)

VII. Home School

Parents may elect to home school students in accordance with State law. See Policy# 4.21 - Home Education Programs.

VIII. Virtual School

Parents may elect to register their students in a virtual education program. See Policy# 4.221 - Virtual Instruction.

IX. Dual Enrollment

See Policy# 4.025 – Academic and Career Planning

X. Revocation of Choice Assignment

If a student is granted a choice assignment and displays issues with attendance, grades, or disciplinary actions the principal may make the decision to have the student returned to their zoned school. Prior to revoking a school choice variance the school will document a minimum of three (3) good faith efforts to provide interventions and enlist parental/guardian support for the identified areas of concern. If a student is being returned to their zoned school due to a revocation, communication should occur between the schools to establish supports for the student. Revocation of a choice assignment within ten (10) school days of the end of a nine (9) weeks or semester grading period will be effective the first day of the following grading period. No requests for revocation will be considered during the final twenty (20) days of the school year.

XI. Zoning Exceptions

Students may attend a school other than their zoned school if they have been granted a zoning exception in accordance with this policy. Zoning exceptions are not to be used as a substitute for school choice. Zoning exceptions may be granted for the following reasons:

A. Parents employed by the Board: Students are allowed to attend the school of parent's choice if the parent is a full-time employee with Baker County Schools who resides in Baker County. A choice form must be completed and approved prior to the transfer. Students may ride the bus from the nearest existing stop servicing the requested school.

B. Exceptional Student Education (ESE) Transfers: Students who transfer into the District from another school district must have an IEP meeting to review their current IEP after obtaining approval or upon verification as a new resident. Some ESE programs do not allow for choice because they serve the specific needs of a student with a disability at a cluster site. Siblings of ESE students being served in a cluster site program may attend school with the ESE siblings. Parents must complete the request form prior to sibling transfer. Transportation may not be provided for the non-ESE siblings. Time Frame: ESE service requirements.

C. Hardship Placement:
1. medical/psychological need
2. police/DCF request
3. victim of a violent crime

D. Transfers are allowed for a student whose parents have begun actual construction on a home in the receiving school zone, if the student shall permanently move into the home by the end of the semester in which the transfer is to take place. Time Frame: One Semester.

E. Students who move to another school zone within Baker County before the end of the first semester of the school year are to enroll in their zoned school or may request choice. Students who move following the end of the first semester are permitted to complete the academic year at the school in which the students were legally enrolled prior to the change of address.

F. Out of district transfers, including students of Baker County School employees, will be approved on a case-by-case basis if space is available. An application must be submitted to both the home school district and to Baker County Schools. The parent must show verification of release from the home school district prior to being approved and enrolling in Baker County Schools.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1002.20, 1002.31, 1002.38, 1002.394, 1002.40, 1011.68, 1013.35, F.S.**

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 12/02/19, 4/3/23, 3/16/26
FORMERLY: NEW

CONTROLLED OPEN ENROLLMENT 5.033*+

I. The School District shall develop a *Controlled Open Enrollment Plan* that will be approved by the School Board and considered part of this policy. This plan will enable the District to consider student assignment based on parental preference when requested by the parent as defined by Florida Statutes. Schools must accept students throughout the school year as capacity becomes available by grade level.

II. The plan shall include but not be limited to the following:

A. Eligibility requirements;

B. Application process;

C. Method of determining capacity of schools;

D. Capacity determination for each District school by grade level, updated every 12 weeks;

E. Identification of schools that have not reached capacity;

F. Class size standards;

G. Lottery procedure for determining student assignment if transfer requests exceed available space;

H. Provision for a parent to request placement of siblings within the same school;

I. Appeals process for hardship cases;

J. Availability of transportation options required by law or available through the District or in the community;

K. The availability of funds for transportation under ss. 1002.394, 1002.395, and 1011.68; and

L. Maintain a wait list of students who are denied access due to capacity and notify parents when space becomes available throughout the year.

III. The plan and process for implementing the plan must

A. Adhere to federal desegregation requirements;

B. Maintain socioeconomic, demographic, and racial balance;

C. Allow a student to remain at the chosen school until he/she completes the highest grade level at the school; and

D. Maintain existing academic eligibility criteria for public school choice programs.

IV. Students residing in the District shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.

V. Preferential treatment shall be provided for

A. Dependent children of active duty military personnel whose move resulted from military orders;

B. Children who have moved due to foster care placement in a different school zone;

C. Children who have moved due to a court-ordered change in custody as a result of separation or divorce;

D. Children who have moved due to the serious illness or death of a custodial parent;

E. Students at multiple session schools; and

F. Students residing in the District.

VI. The *Controlled Open Enrollment Plan* shall be available on the District website.

VII. The process for participating in controlled open enrollment shall be posted on the District website with a list of schools that have not reached capacity, the application for participation, and the deadline for submitting the request to participate in controlled open enrollment.

VIII. The District shall report the number of students participating in public school choice by type as required by the Department of Education.

IX. The *Controlled Open Enrollment Plan* and the process for implementing the plan shall be reviewed annually. The Superintendent shall present the plan and any recommended changes to the School Board for consideration.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.41, 1001.42, 1001.43, 1001.51, 1002.20, 1002.31, 1002.38, 1002.39, 1002.394, 1002.395, 1011.68, 1013.35, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S):05/15/17, 04/03/23
FORMERLY: NEW

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #_____

STUDENT ATTENDANCE 5.040*

I. A student who is absent without the principal's approval shall have his/her parent(s), as defined by Florida Statutes, report such absences to the school center in the manner prescribed by the *Code of Student Conduct*.

A. The *Code of Student Conduct* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.

B. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal shall implement this provision on an individual basis pursuant to Florida Statutes and State Board of Education rule.

C. Students diagnosed with autism spectrum disorder may be excused from school to attend medical appointments necessary to receive therapy for autism spectrum disorder, including, but not limited to, applied behavioral analysis, speech therapy and occupational therapy.

D. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.

II. Student absences must be tracked on a daily basis and parents contacted as required by law.

III. A person designated by the Superintendent or his/her designee shall investigate truancy problems and non-enrollment issues.

A. When a student who is subject to compulsory school attendance has been absent as set forth in 1003.26, the Superintendent/designee may file a truancy petition seeking early truancy intervention with the circuit court.

i The Superintendent/designee may also refer the student to a child study team for review and recommendations on remediating the truancy; or

ii The Superintendent/designee may refer the case to the Department of Juvenile Justice's authorized agent for families in need of services.

B. When a student subject to compulsory school attendance is required to be enrolled in school and is not enrolled the designee:

i Must report the case to the Superintendent. The Superintendent must refer the case to the child study team at the school; and

ii May refer the case to the Department of Juvenile Justice's authorized agent for families in need of services. If the parent refuses to cooperate or enroll the child in school within 15 days after referral of the case to the child study team, the Superintendent must make a report to law enforcement and refer the case to the Office of the State Attorney. The Superintendent or designee must give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for non-attendance.

C. The designee will distribute the Department of Children and Families information guide that explains the process for obtaining assistance for a child in need of services or for a family in need of services and the community services and/or resources available to parents upon request or deemed to be in need including parents of truant children.

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

LAW(S) IMPLEMENTED: **985.03, 1000.21, 1001.43, 1003.21, 1003.23, 1003.24, 1003.26, 1003.27 F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.044, 6A-1.09514**

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 1/89, 1/90, 11/91, 11/95, 04/05/04, 01/02/07, 04/05/21, 11/3/25
Formerly: 4.03, 5.24, 4.06, 4.10

Revised: 11/3/2025

REQUIREMENTS FOR ORIGINAL ENTRY 5.05

I. Any student who initially enrolls in the District shall be required to have on file with the immunization registry a certification of immunization for those communicable diseases as required by Florida Statutes. Any child who is excluded from participation in the immunization registry must present or have on file with the school such certification of immunization.

A. Students who are under twenty-one (21) years of age and are attending adult education classes shall present certification of immunization for communicable diseases.

B. A transfer student may be granted thirty (30) days to provide documentation of school-entry health and certificate of immunization record.

C. Exceptions may be granted as provided in Florida Statutes.

II. Students in Grades PK-12 who enter Florida public schools for the first time shall present evidence of a health examination within the twelve (12) month period prior to their initial entrance.

A. Any student who was previously enrolled in a Florida school and who seeks admission may be granted thirty (30) days to secure documentation of a school health examination.

B. The Superintendent may grant exceptions to this rule pursuant to Florida Statute.

C. The health examination shall be completed by a health professional who is licensed in Florida or in the state where the examination was performed.

III. Any student who was previously enrolled in an out-of-state public school and who seeks admission to a District school shall be admitted on the basis of admission requirements established in the state in which the student resided prior to moving to the county, except as provided in this rule.

IV. A student entering a District school from a private or nonpublic school shall be assigned to a grade based on placement tests, age, and previous school records.

V. Any student who initially enrolls in the District shall be required to report any previous school expulsions, arrests resulting in a charge and juvenile justice actions the student has had. The District may waive or honor the final order of expulsion or dismissal of a student if an act would have been grounds for expulsion according to the receiving District School Boards *Code of Student Conduct.*

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

LAW(S) IMPLEMENTED: **1001.43, 1003.01, 1003.21, 1003.22, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-6.024**

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 12/90,11/93, 04/05/04,10/04, 04/01/19, 04/05/21
FORMERLY:

ADMISSION TO PRE-KINDERGARTEN EARLY INTERVENTION PROGRAM 5.051

The school readiness program is coordinated and operated in conjunction with the district school system. However, the school readiness program is not to be construed as part of the system of free public schools, but rather as a separate program for children under the age of kindergarten eligibility, funded separately from the system of free public schools, utilizing a mandatory sliding fee scale, and provided an integrated and seamless system of school readiness services for the state's birth-to-kindergarten population.

The first children to be placed in the school readiness program shall be those from families receiving temporary cash assistance and subject to federal work requirements. Subsequent placements shall be pursuant to the provisions of Section 411.01, Florida Statutes. This subsection expires July 1, 2004.

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

LAWS IMPLEMENTED: **1001.36; 1001.43; 1003.21; 411.01(2)(f)(13), F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 10/04
FORMERLY:

ADMISSION TO KINDERGARTEN 5.060

Any child shall be eligible for admission to kindergarten if he/she has attained the age of five (5) years on or before September 1 of the school year. Provided, however, a child who transfers from another state shall be admitted under the same age requirements as established in the state where he/she previously resided. Before admitting a child to kindergarten, the principal shall require evidence of

1) The child's date of birth in the manner provided by Florida Statutes;

2) An up-to-date immunization record; and,

3) A school-entry health examination conducted within one (1) year prior to enrollment in school in accordance with State Board of Education Rule 6A-6.024.

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

LAWS IMPLEMENTED: **1001.43, 1003.21, 1003.22, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-6.024**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 01/02/07
FORMERLY: 4.03

ADMISSION TO FIRST GRADE 5.070

(1) For admission to first grade, a student shall be six (6) years old on or before September 1 of the school year and shall satisfy one (1) of the following requirements:

(a) Previous enrollment and attendance in a Florida public school;

(b) Satisfactory completion of kindergarten requirements in a non-public school; or

(c) Previous attendance in an out-of-state school in which he/she was admitted on the basis of age requirement established by the state of residency.

(2) First grade students shall progress according to the District's Student Progression Plan.

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

LAWS IMPLEMENTED: **1001.43; 1003.21; 1003.22, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-6.024**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 4.03

GRANTING PERMISSION FOR STUDENTS TO LEAVE THE SCHOOL CAMPUS 5.090

1) No student shall be permitted to leave the school grounds during the school day for school business/activities without the principal's prior approval or written consent from the student's parent(s) as defined by Florida Statutes, provided an acceptable reason is established.

2) The principal or designee shall definitely establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent with whom the child resides, the principal or teacher concerned shall not release the child without the verified authorization of the parent child with whom the child resides.

3) The provisions of this section shall not apply to a law enforcement officer, court official, other authorized agency officials or proper school employee; provided, that the person's identity and authority are clearly established.

4) If a student is eighteen (18) years old or otherwise identified by statutes as being treated as having achieved majority status, and having verified this with school officials, he/she shall be considered as acting as his/her own guardian for purposes of this policy if the student provides proper written documentation, if feasible, that the parents have been informed of the decision.

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

LAWS IMPLEMENTED: **1000.21, 1001.43; 1006.07, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 12/90, 04/05/04, 01/02/07
FORMERLY: 4.09

STUDENT CONTROL 5.100*+

All students enrolled in school shall be subject to the laws, regulations of the State Board of Education, the rules and policies of the School Board and the *Code of Student Conduct* and shall be under the control and direction of the principal or designee during the time they are transported to or from school at public expense, during the time they are attending school or a school-sponsored activity, and during a reasonable time they are on School Board premises for school attendance or authorized activities.

I. The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity.

II. The teacher, other members of the instructional staff or bus driver shall assume such authority for the control and supervision of students as may be assigned by the principal or the principal's designated representative and shall keep good order in the classroom or other places where in charge of students.

A. No student may be suspended from school, from school bus transportation or from class, nor may corporal punishment be administered except as provided by law and the policies of the Board.

i A good faith effort must be made to immediately inform the parent by telephone of the student's suspension for any reason.

ii A good faith effort must be made to use parental assistance before suspension unless the situation requires immediate suspension.

iii Each suspension and the reason must be reported in writing within 24 hours to the parent by United states mail or other method agreed to by the parent.

B. No student shall be suspended for unexcused absence, tardiness, or truancy unless otherwise provided in the *Code of Student Conduct.*

C. The student's parent or guardian have the right to receive written notice by certified mail or other method agreed to by the parent before placement of the student in a dropout prevention and/or academic intervention program and shall be notified in writing and entitled to an administrative review of any action by school personnel relating to the student's placement in the intervention program.

III. The School Board shall review the provisions for corporal punishment at a School Board meeting every three (3) years and shall take public testimony at the meeting.

IV. This policy shall not apply to students while they are being transported to or from school by private citizens.

V. The *Code of Student Conduct* for elementary, middle, high school and post-secondary schools is hereby incorporated by reference and made a part of this rule.

The *Code of Student Conduct* and any revisions shall be approved and adopted by the School Board. The *Code of Student Conduct* shall

A. Be developed by School Board members, appropriate grade level teachers, school personnel, school administrators, students, and parent organizations.

B. State grounds for disciplinary action procedures and the rights of students.

C. Be distributed to all teachers, school personnel, students, and students' parent(s), as defined by Florida Statutes, or legal guardian(s) at the beginning of each school year.

D. Be filed in the Superintendent's office.

VI. The *Code of Student Conduct* shall be discussed with students, school advisory committees, and parent/teacher associations at the beginning of each year.

VII. Any School Board decision which conflicts with provisions in the *Code of Student Conduct* shall prevail until revisions are adopted.

VIII. The principal shall use the *Code of Student Conduct* to familiarize students with School Board rules relating to students' rights, responsibilities, and conduct at the beginning of each school year and whenever he/she deems it necessary.

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

LAWS IMPLEMENTED: **120.57(1), 1000.21, 1001.43, 1002.20, 1003.04, 1003.21, 1003.31, 1003.32, 1006.08, 1006.09, 1006.10, 1006.13, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/07/05, 01/02/07, 12/07/09, 05/21/12, 01/21/25
FORMERLY: 4.12

BULLYING AND HARASSMENT 5.101*

I. Statement Prohibiting Bullying and Harassment:

A. It is the policy of the Baker County Public School District that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

B. The District upholds that bullying or harassment of any student or school employee 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.

II. Definitions:

A. Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported 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 may involve but is not limited to:

1. Teasing;
2. Social Exclusion;
3. Threat;
4. Intimidation;
5. Stalking;
6. Cyberstalking;
7. Physical violence;
8. Theft;
9. Sexual, religious, anti-semetic 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, photo electronic system, or photo optical 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 to cause to be communicated, words, images, or

language by or through the use of electronic mail or electronic communication directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

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; or

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, Cyberbullying/Cyberstalking 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 the district school system
c. Acting in a manner that has an effect of bullying or harassment

lll. **Behavior Standards:**

A. The Baker County Public School District expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care

of school facilities and equipment.

B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.

C. 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. 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 action 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 action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with district policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment:

1. Consequences and appropriate remedial action 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 action for a school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.

3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after considerationof the nature and circumstances of the act, including reports to appropriate law enforcement officials.

V. Reporting an Act of Bullying or Harassment:

A. At each school, the principal or the principal's designee shall be responsible for 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/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.
D. The principal of each school in the district shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon.
E. The alleged victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.
F. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the district policy is immune from 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.

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. Incidents that require a reasonable investigation when reported to appropriate school authorities shall include alleged incidents of bullying or

harassment allegedly committed against a child while the child is en route to school aboard a school bus or at school bus stop.

C. 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 (harasser or bully) or victim.
D. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
E. The investigator shall collect and evaluate the facts including, but not limited to:

1. Description of incident(s) including nature of the behavior;
2. Context in which the alleged incident(s) occurred;
3. How often the conduct occurred;
4. Whether there were past incidents or past continuing patterns of behavior;
5. The relationship between the parties involved;
6. The characteristics of parties involved i.e., grade, age;
7. The identity and number of individuals who participated in bullying or harassing behavior;
8. Where the alleged incident(s) occurred;
9. Whether the conduct adversely affected the student's education or educational environment;
10. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
11. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.

F. 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 bullying and/or harassing behavior; and
2. A written final report to the principal.

G. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
H. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

VII. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District.

A. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment 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 bullying or harassment falls within the scope of the District:

    1. If it is within 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 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.

    1. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
    2. If the bullying or harassment incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying or harassment incident about the Unsafe School Choice Option (Every Student Succeeds Act, Title VIII, Part F, Subpart 2, Section 8532) that states "...a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a

public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."

B. Immediate notification to the parents/legal guardians of the perpetrator of an act bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

C. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

IX. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling:
When bullying or harassment is suspected or when a bullying or harassment incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.

A. The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist,) to determine the severity of the concern and appropriate steps to address the concern. The teacher may request that the involved students' parents or legal guardian are 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. 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/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/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 shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. Cyberbullying incidents shall be included within the bullying incidents category. The report shall also include, in a separate section, each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.

B. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying 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 will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.

D. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Surveys 2, 3 and 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

E. Data reporting on bullying, harassment, unsubstantiated bullying, unsubstantiated harassment, sexual harassment and threat/intimidation incidents as well as any bullying-related incidents that have as a basis sex, race or disability should include the incident basis. Victims of these offenses should

also have the incident basis (sex, race or disability) noted in their student records.

XI. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment:

A. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses, other 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 the district's Policy and Regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying or harassment in schools.

C. The District shall establish a list of programs that provide instruction to students, parents, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying and harassment including instruction on recognizing behaviors that lead to bullying and harassment and taking appropriate preventive action based on those observations. The list of authorized programs shall be available at each school, District offices, and on the District website.

XII. Reporting to a Victim's Parents/Legal Guardians the Legal Actions Taken to Protect the Victim:

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act o f1974 (FERPA).

XIII. Publicizing the Policy:

A. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons

responsible for the welfare of a student of the district's student safety and violence prevention policy.

B. Each district school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks, and through other reasonable means.

C. The Superintendent shall also make all contractors contracting with the district aware of this policy.

D. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students in a student assembly or other reasonable format.

E. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

XIV. Review of Policy

The Superintendent and appropriate staff shall review this policy at a minimum every three (3) years. The review shall include input from parents, law enforcement, and other community members. The Superintendent shall present the policy and any recommended changes to the School Board for consideration.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.04, 1003.31, 1003.32, 1006.07, 1006.08, 1006.09, 1006.10, 1006.147, F.S. 20 USC 1232g**

STATE BOARD OF EDUCATION RULE(S): **6A-10.081**

HISTORY: **ADOPTED: 11/07/05**
REVISION DATE(S): 07/07/14, 05/15/17, 12/02/19, 06/15/2020
FORMERLY: NEW

DATING VIOLENCE AND ABUSE 5.105*

It is the policy of the Baker County School District that all of its students and school employees have an educational setting that is safe, secure, and free from dating violence and abuse. The District shall not tolerate dating violence and abuse of any kind. Dating violence or abuse by any student is prohibited on school property, during any school related or school sponsored program or activity, or during school sponsored transportation. The School Board of Baker County also prohibits sexual harassment and sexual discrimination, which is governed by Policy 2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

1) Definitions

A. *Teen dating violence* is a pattern of emotional, verbal, sexual, or physical abuse used by one person in a current or past romantic or intimate relationship to exert power andcontrol over another when one or both of the partners is a teenager.

B. *Abuse* is mistreatment which may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both. Sexual harassment and sexual discrimination definitions, policies, and procedures are set forth in Policy 2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination.

2) Reporting Teen Dating Violence or Abuse

A. The principal or designee shall be responsible for receiving complaints alleging violations of this policy. If the principal or designee has reason to suspect that the complaint could be a Title IX issue, then it should be promptly reported to the Title IX Coordinator.

B. All school employees are required to report alleged violations of this policy to the principal or designee.

C. In addition to reporting the incident to the principal or designee, if a district employee or agent has reason to suspect that an alleged violation of this policy might constitute a crime, the district employee or agent shall also immediately report the complaint to law enforcement. Any uncertainty regarding whether an alleged violation might constitute a crime must be resolved in favor of reporting the incident to law enforcement.

D. All other members of the school community, including students, parents as defined by Florida Statutes, volunteers, and visitors are encouraged to report

any act that may be a violation of this policy anonymously or in person to the principal or designee.

E. In cases involving an alleged perpetrator who is of adult age and an alleged teen victim, certain suspicions of abuse must be reported to the Florida Abuse Hotline (1-800-962-2873) or local law enforcement pursuant to Section 39.201, Florida Statutes.

F. The principal shall establish and prominently publicize to students, staff, volunteers, and parents how a report of dating violence and abuse may be filed either in person or anonymously and how this report will be acted upon.

G. The victim of teen dating violence or abuse, anyone who witnesses an act of dating violence or abuse, and anyone who has credible information that an act of dating violence and abuse has taken place may file a report of dating violence and abuse.

H. Submission of a good faith complaint or report of teen dating violence or abuse will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Appropriate remedial action will be pursued for persons found to have wrongfully and intentionally accused another of an act of dating violence or abuse.

I. Any written or oral report of an act of dating violence and abuse shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of any 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.

3) Investigations

A. The principal or designee shall select a staff member employed at the school and trained in investigative procedures to initiate the investigation. The staff member may not be the accused perpetrator or victim.

B. Documented interviews of the victim, alleged perpetrator and witnesses shall be conducted privately and separately. All interviewers are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

C. The investigative process shall be completed within ten (10) school days from the time the report is filed.

D. If the complaint is determined to be a Title IX Sexual Harassment or Sexual Discrimination complaint, the policies and procedures set forth in Policy

2.161Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination will apply.

E. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of teen dating violence and/or abuse and the investigative procedures that follow. School employees shall refrain from sharing confidential student information with other school employees, students, or community members, unless disclosure is required by law or is necessary to protect the student's safety. Any notification made must be consistent with the student' privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

F. If it is determined that inappropriate behavior(s) has occurred, the investigator will make recommendations for disciplinary action to the principal or Superintendent.

4) 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.

5) 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.

6) 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.

7) Methods of Intervention with the Alleged Perpetrator

A. Allow the alleged perpetrator to respond in writing to the allegations.

B. Identify and implement interventions that will be taken to prevent further incidents.

C. Refer the alleged perpetrator and parents/legal guardians to help and support available at the school and with 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.

8) Curriculum

A. The health education curriculum for students in grades 6 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 health 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.

9) 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.

LAWS IMPLEMENTED: 1000.21, 1001.43, 1003.42, 1006.07, 1006.148, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 10/04/10, 11/17/2020, 09/20/2021
FORMERLY: NEW

STUDENT DETENTION, SEARCH AND SEIZURE 5.110

The principal, a teacher, or any other member of the instructional staff may temporarily detain and question a student when circumstances give rise to a reasonable suspicion that such student has committed, is committing, or is about to commit, a violation of law or regulations of the School Board.

(1) If at any time reasonable suspicion exists that a student is unlawfully concealing any stolen or illegal property, an alcoholic beverage or liquor, illegal drugs, or any weapon as provided in these regulations, a member of the instructional staff may temporarily detain such student and may search the detained student and his locker for the purpose of disclosing the presence of items herein provided. Such shall be reported as specified in Section 2.15 of these rules.

(2) If a search of a student or his/her locker reveals stolen or illegal property, or items prohibited by law or School Board regulations, such items may be seized and such action taken as provided by law and these rules.

(3) Except as provided in Section (2) above, the search of the person of any student shall be reasonable and may involve only a “pat-down” of the person while clothed but shall not permit the disrobing of the student. Such search shall be made by a member of the instructional staff. The student may be searched only by a member of the same sex in grades 4-12. When practical, the principal shall be notified prior to the search.

(4) The provisions of this rule shall apply to official school trips.

(5) Signs shall be posted in areas frequented by students stating the right of school officials to search all school property including student lockers. The sign shall contain the following text:

Notice to Students

School authorities may search student lockers or other areas when reasonable suspicion that prohibited or illegally possessed substance or object is contained within the area pursuant to Florida Statutes.

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

LAWS IMPLEMENTED: **1001.43; 1003.31; 1006.07; 1006.09(9); 1006.13, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 12/90; 11/92; 04/05/04
FORMERLY: 4.26

EXPULSION OF STUDENTS 5.120

The principal may suspend a student from school for a period not to exceed ten (10) days with a recommendation that he/she be expelled from school. Whenever possible, a conference shall be given the minor student and his/her parent, parents, or guardian or to the adult student prior to the effective date of the suspension. Where the presence of a disruptive student interferes with the orderly discharge of normal school functions, such student shall be suspended forthwith and the parents, as defined by Florida Statutes, or adult student notified as provided herein with an offer of a conference subsequent to the effective date of the suspension. In any case, the principal shall conduct an investigation into the charges and shall obtain written and signed statements from any witness immediately after the incident. A tape recorder may be used with the knowledge of all parties concerned to record any proceedings with a parent, as defined by Florida Statutes, or with students that could lead to a recommendation of dismissal.

1) Where a student is suspended with a recommendation of expulsion being made, the following procedure shall be observed.

   a) The suspension letter shall state the reasons for the suspension and the recommendation that the student be expelled.

   b) The letter of notice shall be delivered to the parent or guardian of a minor student and directly to the adult student by the principal or a member of his/her staff or sent by certified mail with a return receipt. A copy of the suspension notice and recommendation of expulsion shall be sent to the Superintendent and to the Director of Exceptional Student Education if said individual is classified as an ESE student.

   c) Upon receipt of such notice, the Superintendent, if he/she concurs in the recommendation for expulsion, shall notify the parent(s) or guardian of the minor student or the adult student by certified mail with a return receipt requested, stating that the Board will meet at a specified time and place to hear the charges and to act on the dismissal recommendation. The parent(s), as defined by Florida Statutes, of the minor student or the adult student shall be fully advised of the right to appear before the Board during the hearing. The hearing will be held in closed session, unless the parent(s), as defined by Florida Statutes, of the minor student or the adult student request that it be held in open meeting. The principal and any witness shall also be informed as to the time and place of the hearing.

   d) Any student, whose expulsion is being considered, shall be accorded due process of law prior to his/her expulsion and any such hearing. This shall include the following:

1. A written copy of the charges against the student shall be provided to the minor student and his/her parent(s), as defined by Florida Statutes, or to the adult student.

2. The offer of a hearing at which the student may call witnesses and present evidence in his/her own behalf.

3. The right to cross-examine witnesses.

4. The right to defend his/her actions.

5. Legal counsel at his/her expense or other person to assist the student in presenting his/her defense.

6. A written copy of the findings or action of the School Board.

2) Where the principal suspends a student and recommends his/her expulsion, the Superintendent may extend the suspension assigned by the principal beyond ten (10) days if such suspension period expires before the next regular or special meeting of the School Board.

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

LAWS IMPLEMENTED: **120.57(1); 1001.43; 1001.54; 1003.31; 1006.07; 1006.08; 1006.09; 1012.28, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-6.0331**

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/90, 11/91, 11/92, 04/05/04, 01/02/07
FORMERLY: 4.18

USE OF TIME OUT AND PHYSICAL RESTRAINT FOR STUDENTS WITH DISABILITIES 5.121*+

I. The District shall implement behavioral management interventions for disruptive students to prevent and reduce significant disruptive behavior and to provide for the physical safety and security of students and staff when students pose a threat to themselves and/or others. The focus shall be on the use of the least restrictive but effective intervention(s) for each student. The use of seclusion in the District's schools is prohibited.

II. Time Out

Time out is a procedure in which access to reinforcement is removed or reduced for a designated time.

A. *Non-exclusion time out* is the least restrictive form of time out. The student is allowed to observe the classroom activity but not participate.

B. *Exclusion time out* excludes the student from participation in and observation of classroom activities. The student remains in the classroom but cannot observe or participate in ongoing activities.

III. Time Out Used As A Behavior Management Technique

Seclusion or isolation in a room or area where the student is alone and prevented from leaving is strictly prohibited. A student may be placed in a non-stimulating room away from the classroom for a predetermined period of time, where the student is able to leave. The student must be observed continuously by trained personnel.

IV. Physical Restraint

A. School personnel may not use mechanical restraint. School resource officers, school safety officers, school guardians or school security guards may use mechanical restraints in the exercise of their powers and duties to restrict students in grades 6 through 12.

B. *Manual physical restraint* is the use of physical restraint techniques that involve physical force to restrict free movement of all or part of a student's body. It is a method to prevent a student from harming himself/herself or others.

C. Physical restraint should only be used in an emergency situation when an immediate and significant threat to the student or others exists and must be discontinued as soon as the threat posed by the dangerous behavior has dissipated.

D. Trained, qualified school personnel may use physical restraint only when all positive behavior interventions and supports have been exhausted.

E. Physical restraint techniques may not be used to inflict pain to induce compliance.

V. Documentation and Reporting

All instances of time out, seclusion and restraint shall be documented and/or reported as required.

Upon the second restraint per semester of a student, the school shall develop or revise a crisis intervention plan (CIP), functional behavior assessment (FBA), or behavior intervention plan (BIP) in collaboration with the individual education plan (IEP) team and must include the parent.

VI. Notice, Monitoring and Analysis

A. At the beginning of each school year, the district shall post its policies and procedures on positive behavior interventions and supports as adopted by the school district.

B. The use of manual physical restraint or seclusion shall be monitored at the classroom, school and District levels.

C. The use of the behavior interventions, the appropriateness of use and the effectiveness of the interventions shall be analyzed.

VII. Prohibitions

School personnel shall not

A. Use a mechanical restraint or a manual physical restraint that restricts a student's breathing or

B. Close, lock or physically block a student in a room.

C. Seclusion is strictly prohibited.

VIII. Training

A. The District shall provide annual training for designated personnel in the use of time out and physical restraint.

B. Refresher training shall be conducted annually.

C. Personnel who have been trained in manual restraint techniques in positions outside of the School District shall receive training in District methods.

IX. Procedures

The Superintendent shall develop procedures to implement this policy and related statutes. Procedures shall include but not be limited to the following:

A. Incident reporting;

B. Data collection;

C. Monitoring and analysis;

D. Plan for reducing the use of restraint and seclusion;

E. Identification of staff to be trained; and

F. Training components.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.32, 1003.573, 1006.07, 1006.11, 1012.75, F.S.

STATE BOARD OF EDUCATION RULE(S) 6A-6.03312

HISTORY: ADOPTED: 1/90_____
REVISION DATE(S):04/05/04, 05/07/12, 1/06/23, 01/21/25
FORMERLY: 5.31, 4.26

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

ZERO TOLERANCE FOR SCHOOL RELATED CRIMES 5.130*

I. The following policy implements the zero-tolerance policy as outlined in Florida Statutes. It is essential that schools be safe and orderly to provide environments that foster learning and high academic achievement. The District shall strive to protect students, staff, visitors and volunteers from harm and to protect victims of crime from further victimization. In a disciplinary action, there is a rebuttable presumption that the actions of a student who intervened for the defense of others or in the student's own self-defense, was using only the amount of force necessary, to stop a violent act against a student, staff, or volunteer that was necessary to restore or maintain the safety of others. This policy applies to conduct on School District property, school or District provided transportation and at any school or District sponsored activity.

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(s) should be reported.

VII. The school principal or his/her designee crimes or incidents posing a threat to school safety and ensure the incident is properly documented.

Students found to have committed one of the following offenses on school property, school sponsored transportation or during a school sponsored activity shall be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one (1) full year and be referred to the criminal justice or juvenile justice system:

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.

VIII. When a student is formally charged with a felony or a delinquent act that would be a felony if committed by an adult, the Superintendent shall notify appropriate personnel including the principal, the transportation director, the student's classroom teachers, the student's bus driver and other school personnel who directly supervise the student.

IX. The School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion.

X. The Superintendent may consider the one (1) year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

XI. 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.

XII. Before the expiration of an expulsion period, the threat management team will meet to make a recommendation to the Superintendent on whether the expulsion period should be extended. Upon receiving the threat management team's recommendation, the Superintendent will determine if the expulsion period will be extended and, if the expulsion period is extended, what educational services will be provided. Written notice shall be given to the student and the student's parent(s) of the recommendation to the School Board extending the expulsion period. The notice to the student and the student's parent(s) shall include their rights to the same due process procedures related to the potential extension of the expulsion in accordance with Section 1006.08(1).

XIII. Any student found to have committed a violation of Section 784.081(1), (2) or (3), Assault or Battery on Specified Officials or Employees shall be expelled or placed in an alternative school setting or other program as appropriate. Upon being charged with the offense, the student shall be removed from the classroom immediately and placed in an alternative school setting pending disposition.

XIV. A student or his/her parent may request a review by the Superintendent of any disciplinary action taken by the District. Such request must be submitted in writing to the Superintendent within ten (10) days of the imposition of disciplinary action.

LAW(S) IMPLEMENTED: 120.57(1), 775.08, 784.081, 790.162, 790.163, 985.04, 1001.42, 1001.43, 1001.54, 1003.31, 1006.07, 1006.08, 1006.09, 1006.13, 1006.135, 1006.14, 1012.28, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-6.03311

HISTORY: ADOPTED:

REVISION DATE(S): 04/05/04, 10/04, 11/07/05, 12/07/09, 9/20/10, 05/21/12, 04/01/19, 4/05/21, 02/22/22, 02/20/24, 11/3/2025

FORMERLY:

DRUG AND ALCOHOL TESTING OF STUDENT ATHLETES 5.140

Recognizing that student participation in interscholastic athletics is extra-curricular and voluntary and pursuant to Florida Statutes, the School Board has adopted a policy on drug and alcohol testing of student athletes including the following provisions:

1) Definitions - For purpose of this policy, the following terms and phrases shall be defined as follows:

   a) Alcohol shall mean any beverage, mixture or preparation, including any medications or other products, containing alcohol or ethanol.

   b) *Chain of custody* refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to the final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, storing specimens and reporting test results.

   c) *Confirmation test, confirmed test,* or *confirmed drug test* means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. A second test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

   d) *Drugs* shall mean any substance or drugs identified in Schedules I through V of 21 United States Code Section 202 (controlled substances act) and as further defined by 21 CFR 1300.11 through 1300.15 and Section 893.03, Florida Statutes, and shall include, without limitation cannabinoids (marijuana), amphetamines, alcohol, cocaine, opiates, and phencyclidine (PCP).

   e) *Drug test* or *tests* mean any chemical, biological, or physical instrumental analysis administered - by a laboratory certified by the United State Department of Health and Human Services or licensed by the agency for Health Care Administration - for the purpose of determining the presence or absence of a drug or its metabolites.

   f) *Initial drug test* means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration as such more accurate technology becomes available in a cost-effective form.

g) *Medical review officer* or *MPO* is a licensed physician who has agreed to provide services to the School Board for the purpose of reviewing drug test results and communicating with student athletes and their parent(s) concerning any positive drug test result as more specifically described herein.

h) *Prescription* or *nonprescription medication* means a drug or medication obtained pursuant to a prescription as defined by Section 893.02, Florida Statutes, or medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.

i) *Parent* shall mean the parent, as defined by Florida Statutes, of a student athlete.

j) *Reasonable-suspicion drug testing* means drug testing based on a belief that a student athlete is using or has used drugs in violation of School Board policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon:

   i) Observable phenomena while at school, athletic practice, athletic competition, or other times such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug.

   ii) Abnormal conduct or erratic behavior while at school, athletic practice, athletic competition, or other times.

   iii) A significant deterioration in athletic performance.

   iv) A report of drug use, provided by a reliable and credible source.

   v) Evidence that a student athlete has tampered with his/her drug test.

   vi) Evidence that a student athlete has used, possessed, sold, solicited, or transferred drugs.

k) *Specimen* means tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration.

l) *Student athletes* are any students enrolled in the county public schools who are participating in or applying for participation in any interscholastic athletic

program, including practices and contests under the control and jurisdiction of the School District.

m) *Interscholastic athletics* is defined as any play between organized varsity, junior varsity, B squads, or 7th, 8th and 9th grade squads of different schools in sports including cheerleader squads.

2) General Prohibitions and Penalties

a) Standard of Conduct for Student Athletes - The use or possession of a drug, as defined herein, by a student athlete at any time is both illegal and detrimental to that student athlete's ability to participate in interscholastic athletics and is hereby prohibited. Any student athlete determined to be in violation of this policy is subject to disciplinary action related to his/her participating in interscholastic athletics and will be suspended from participation.

b) *Code of Student Conduct* - Nothing contained in this policy for drug testing for student athletes shall be construed to limit the application and enforcement of the *Code of Student Conduct,* including all of its provisions pertaining to drugs and alcohol.

c) Positive Test Results - A drug test administered pursuant to this policy will be deemed to have rendered a positive result indicating the presence of a drug if the quantity as determined by an initial laboratory analysis followed by a confirmation analysis of the remaining portion of a spit sample is equal to or greater than the following levels:

i) Amphetamines: 1000ng for the initial test and 500ng for the confirmation test.

ii) Cannabinoid (marijuana): 100ng for the initial test and 15ng for the confirmation test.

iii) Cocaine: 300ng for the initial test and 150ng for the confirmation test.

iv) Ethanol: Any amount if detected during the initial test and the confirmation test.

v) Opiates: 300ng for the initial test and 300ng for the confirmation test.

vi) Phencyclidine (PCP): 25ng for the initial test and 25ng for the confirmation test.

vii) Other Drugs: If a drug test administered pursuant to this policy is intended to detect the presence of drugs other than those listed in paragraphs 1. - 6. above, then a determination as to whether such drug test renders a positive result shall be based upon the levels or quantities established for such drugs by the Medical Review Officer (MRO).

d) Penalties - In addition to any disciplinary action that may be applicable pursuant to the *Code of Student Conduct,* any student athlete whose drug test administered pursuant to this policy renders a positive test result or who otherwise violates this policy shall be punished as follows:

i) First Offense or First Positive Drug Test Result - The student athlete shall be suspended from participation in all interscholastic athletics (including practices) and referred to a school-approved drug assessment and rehabilitation program. His/her parent(s) will sign the student athlete up and pay the enrollment fee. The student athlete will attend his/her normal classes while enrolled in the program unless he/she is under any disciplinary action set forth by the *Code of Student Conduct*. The length of the suspension shall be no less than four (4) weeks from notification of the test results. After the student athlete has satisfactorily completed the program, he/she may resume participation in interscholastic athletics under a probationary status with the following conditions:

a. Condition Number 1 - As a condition of probation, the student athlete shall be required to comply with any recommendations resulting from the assessment/counseling conducted as part of the assessment.

b. Condition Number 2 - At the conclusion of the assessment/counseling program, the student athlete must pass a second drug test. The cost of this test will be the responsibility of the student athlete and his/her parent(s).

c. Condition Number 3 - As a condition of probation, the student athlete will be subjected to recurring drug tests at times that would not be previously disclosed to the student athlete to deter the student athlete from committing a subsequent violation of this policy.

d. Condition Number 4 - The student athlete shall remain on probation throughout the remainder of the time that he/she is enrolled in school.

ii) Subsequent Offense or Subsequent Positive Drug Test Result - Upon determination that a student athlete is guilty of a second or subsequent violation of this policy or has a second or subsequent positive drug test result, the student athlete shall be prohibited from participation in all interscholastic athletics for one (1) full calendar year following the end of the athletic season during which the second offense or second positive drug test occurs. For example, if a football player has a second positive drug test during the middle of the football season, he/she would be prohibited from participating in any interscholastic athletics for the remainder of the season and for one (1) full calendar year thereafter.

3) Drug Testing Procedures

a) Consent - Each student athlete and his/her parent are required to sign a written consent for drug testing form prior to being allowed to participate in interscholastic athletics. Any random drug testing or reasonable suspicion drug testing done throughout the course of the school year will be paid for by the school. Any refusal by a student athlete to be tested shall constitute a violation of this policy.

b) Medication - Student athletes who have been selected for drug testing and who are or have been taking prescription or nonprescription medication should disclose that fact at the time of the drug testing and upon request provide verification. This disclosure may be done by either a copy of the prescription or by the physician's written authorization.

c) Selection Process - Drug testing of student athletes shall occur at various times throughout the school year on a team and/or individual basis whereby all student athletes participating in a particular sport would be required to undergo drug testing or where individuals would be selected at random using a numerical selection process where each student athlete's name and identity remains unknown until the random selections are complete. The times for team drug testing will be determined by the athletic director. The random selection will occur on a weekly basis throughout the fall, winter and spring sports seasons. The random drawing of student athletes will be done by the testing agency, which is also the provider of the medical review officer. This process is to insure fairness and confidentiality for our student athletes. Reasonable suspicion drug testing will occur at the request of the coach based on a belief that student athlete is using or has used drugs in violation of athletic department policy. Re-testing of student athletes following a first offense or first positive drug test result shall occur as specified in paragraph 2(D) above.

d) Sample Collection Procedures - Those student athletes who are selected for drug testing shall be required to report to the testing facility immediately after school and produce a urine sample under the supervision of the laboratory technician in a manner which will minimize intrusiveness and embarrassment to the student athlete while also insuring that there is no tampering with the urine specimen by the student athlete. Each urine sample container will be checked for appropriate temperature and for any signs of tampering and will be sealed and labeled with a number of other means of identification which does not disclose the student athlete's name.

e) Sample Analysis Procedures - The sealed urine sample container will be delivered to the licensed testing facility through a verifiable chain of custody. A portion of the urine sample will then be analyzed by gas chromatography/mass spectrometry (GC/MS0 or an equivalent or more accurate scientifically accepted method approved by the Agency for Health Care Administration of the United States Food and Drug Administration as such technology becomes available in a cost effective form. If the initial analysis renders a negative result, then the drug test will be deemed negative and no further analysis or action will be taken. If the confirmation analysis renders a positive result, then the drug test will be deemed positive, and a report of such results will be delivered to the medical review officer bearing only a number to identify the student athlete without the student athlete's name appearing on that report.

f) Medical Review Officer's Procedures - The Medical Review Officer (MRO) will receive all reports of positive drug test results and will be supplied with information to determine the correct name of the student athlete whose identifying number appears on each positive test result report. Prior to verifying a positive drug test result, the MRO shall contact the student athlete whose name coincides with the identifying number on the positive drug test report and that student athlete's parent(s) to afford them the opportunity to discuss the test result confidentially with the MRO and provide the MRO with the student athlete's medical history and any other relevant biomedical information that would assist the MRO in determining whether he/she should verify the drug test result as positive or deem that result to be negative. If the MRO determines that the test result should be deemed negative, then no further action shall be taken and the student athlete's test result along with previous negative test results will be reported to the school principal or his/her designee as a negative result. If the MRO verifies that a positive drug test result as reported by the laboratory is indeed positive, then the MRO will offer (signed form) to the student/parents, the opportunity to have the original sample tested by another laboratory at the student's/parent's expense. This will be the final offer for a re-test. The MRO shall submit that positive drug test result to the student athlete's school principal or his/her designee identifying

that student athlete by name so that the appropriate disciplinary action can be taken pursuant to this policy.

Re-testing of student athletes who are on probation because of a previous positive drug test or other violation of this policy shall be processed in the manner described above.

4) Appeal Procedures - In addition to the opportunity afforded to the student athlete and his/her parents to discuss that student athlete's confirmed positive drug test result with the MRO, a student athlete whose test result has been verified and forwarded by the MRO to the school principal or his/her designee for the imposition of disciplinary actions provided herein or a student athlete facing disciplinary actions provided herein as a result of other alleged violations of this policy, shall be entitled to procedural due process as follows:

a) Notice - The principal or his/her designee shall notify the student athlete and his/her parent(s) that the student athlete's positive drug test result has been verified by the MRO or that the student athlete has otherwise violated this policy, describe the disciplinary action to be taken, and advise the student athlete and his/her parent(s) or their right to schedule a due process hearing. This hearing will be scheduled for the following school day.

b) Hearing - If requested by the student athlete or his/her parent(s), the principal shall conduct a hearing within a reasonable period of time. The principal shall render a decision and provide the student athlete and parent with a written record of that decision at the hearing or within three (3) days of the hearing and sanctions shall begin immediately. The principal's decision shall be final and shall not be subject to any further administrative appeal.

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

LAWS IMPLEMENTED: **1000.21, 1001.41, 1001.43, F.S.**

HISTORY: **ADOPTED: 04/05/04**
REVISION DATE(S): , 01/02/07
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

CONSENT TO STUDENT ATHLETE DRUG TESTING

I understand that submission to testing for the presence of drugs and alcohol is a condition of participation in interscholastic athletics. I further understand if I refuse to take the test, or if the test establishes a violation of the drug testing policy, I will face disciplinary action set forth by the drug testing policy.

By signing and dating this form, I consent to take preseason urinalysis if required and be random tested by draw throughout my sport's season(s). The preseason test, when required, is completed prior to the start of the particular sports season after tryouts are over. The random testing will be done weekly throughout the sports season. The draw for the random testing will be performed by an outside agency with the athletes being notified on the day they are to report for urinalysis. I also understand the provisions of reasonable suspicion.

By signing and dating this form I understand that the costs for the seasonal urinalysis are the athlete's responsibility and all random testing will be paid for by the school. I also understand that the cost for the assessment and rehabilitation program, in the event of a violation of the drug testing policy, is also the responsibility of the athlete.

I hereby consent to the administration of the drug test and to the conditions listed in this consent. By signing and dating this form, I attest I have read and understand the attached random drug testing policy.

Student Athlete's Name: _____

Date: _____ Signature: _____

Parent's Name: _____

Date: _____ Signature: _____

Notary Signature: _____ Date: _____

Commission Expires: _____

ANABOLIC STEROID TESTING FOR STUDENT ATHLETES 5.141

I. As a condition of being a member of the Florida High School Athletic Association (FHSAA), each school with students in grades nine (9) through twelve (12) will participate in the state-mandated anabolic steroid testing program. Each school shall adhere to the provisions established by FHSAA.

II. FHSAA shall designate the sports that will be included in the testing program.

III. Students participating in designated sports will be subject to random testing. Failure by a student or his/her parent(s), as defined by Florida Statutes, to consent to steroid testing will disqualify a student from participation in a designated sport.

IV. All records and information related to any test or to any challenge or appeal shall be confidential, shall not be subject to the public records law, and shall not be included in a student's educational record.

V. The portion of a meeting at which exempt records are discussed shall be exempt from the open meetings law. Appeals meetings shall be exempt from the open meetings laws and shall be closed to the public.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.41, 1001.43, 1006.20, F.S.**

HISTORY:

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

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

ADMINISTRATION OF MEDICATION 5.150*+ OPTION 2

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 an authorized individual pursuant to Section 1006.062, Florida Statutes.

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. The Code of Student Conduct and the *School Nurse Resource Manual* shall set forth provisions for administering prescription medications.

C. All prescription medications shall be delivered to the office/clinic with the following information provided:

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
6. Approximate duration of medication
7. Beginning date - Ending date
8. Allergies
9. Side effects
10. A medical permission form signed by the student's parents, as defined by Florida Statutes, or legal guardian to grant permission for administering the prescription medication must be on file;
11. Medication is counted by the school nurse or trained designee and noted on medical permission form.

D. First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.

E. Prescription medication, which is kept at school, shall be stored in the school clinic under lock and key with the student's name attached. Only authorized staff, who

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administers said medication, shall have access to it.

F. A student with a special health condition(s) such as asthma, 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 Section I C 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 shall notify the bus driver and the transportation department regarding such students.

G. A record shall be maintained on each student who receives a prescription medication during school hours, including the date and time each dose of prescription medication was administered. These records shall be made available at all times to the principal and authorized staff.

H. 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 non-prescription 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.

I. 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 school-sponsored event or activity without a physician's note or prescription.

II. 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. All schools serving students in K-8 shall provide training to adequate number of school personnel and contracted personnel on the recognition of an anaphylactic reaction and administration of epinephrine delivery device.

5. Under the provisions of Florida Statutes, the District, 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.

6. For a student in grades K-8 that has an emergency action plan for anaphylaxis, the plan must be accessible at all times when the student is on school grounds, whether during the school day or participating at school in a school-sponsored activity.

B. Emergency Opioid Antagonist (EOA). 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 EOA 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. Emergency Opioid Antagonist (EOA): 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 shall adopt Administrative Guidelines governing the procurement, maintenance and use of EOA at school, for use in emergency situations and emergency notification requirements. The Superintendent will consult with a licensed health professional when developing the 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 EOA;
   b. Include the physician-established protocol(s), as required by law;
   c. Identify the location(s) in each school building where EOA shall be stored;
   d. Specify the conditions under which EOA 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 EOA in emergency situations;
   f. Specify the training that Board employees or

contractors must complete before being authorized to access and administer EOA; and

g. Specify that the assistance from an emergency medical service provider (911) must be requested as soon as practicable before or after EOA 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 EOA in emergency situations as prescribed by this policy and any administrative guidelines.

5. Delegation of Responsibility

a. The School Medical Director shall provide and annually renew standing order of EOA 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 EOA is present as permitted by this policy. The standing order shall include at least the following information:
    - i Type of EOA (intranasal and/or auto-injector)
    - ii Date of issuance
    - iii Dosage
    - iv Signature of the school physician/school Medical Director

b. The standing order shall be maintained in the office of the Nurse Supervisor and copies of the standing order shall be kept in each location where EOA is stored.

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Revised: 11/3/2025

6. Acquisition, Storage and Disposal

   a. The school nurse(s) shall obtain sufficient supplies of EOA 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 EOA stocks, and maintain records thereof, in accordance with Administrative Guidelines, manufacturer's recommendations and any applicable Department of Health guidelines.
   c. EOA shall be safely stored in accordance with the drug manufacturer's instructions in the school nurse's office or other location(s) designated by the school nurse that is only accessible by the individuals' authorized to administer EOA.

7. Training

   a. School nurses shall be trained in the use of EOA by the Baker County 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 EOA is not required.
   b. If EOA has been administered to a student, immediately following the administration, the school shall provide notice to the parent/guardian of the student who received EOA

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

LAWS IMPLEMENTED: **381.88, 381.887, 381.885, 449.003, 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: ADO PTED: REVISION DATE(S): 01/07, 09/20/10, 08/21/17, 12/05/2022, 11/06/23, 11/3/25 FORMERLY: NEW

PSYCHOTROPIC MEDICATION 5.151

1) Psychotropic medication is a prescription medication used for the treatment of mental disorders and includes, without limitation, antihypnotics, antipsychotics, antidepressants, anxiety agents, sedatives, psychomotor stimulants, and mood stabilizers.

2) The School Board of Baker County shall not deny a student access to programs or services because the parent, as defined by Florida Statutes, has refused to place the student on psychotropic medication.

3) A teacher, administrator, or other District employee shall not require that a student take psychotropic medication; nor shall any District employee compel or attempt to compel a parent to administer psychotropic medication to his/her child.

4) A teacher, administrator, or other District employee may discuss school based observations of a student's academic, functional, and behavioral performance with the student's parent. The employee may offer options for programs and services that are available to the parent and student; however, the parent shall be responsible for selecting programs and services, if any, for the student.

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

LAWS IMPLEMENTED: **1000.21, 1001.43, 1006.0625, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

MEDICAL MARIJUANA 5.152

I. Administering Medical Marijuana to Qualified Students on District Property

A. The Board strives to comply with state law to honor families' private medical decisions while ensuring a learning environment free of disruption. To accomplish these goals, as a general rule, prescription medication, including medical marijuana, should be administered at home. Prescription medications, including medical marijuana, should only be administered on District property during school hours when administration cannot reasonably be accomplished outside of school hours. The primary caregiver should administer the medical marijuana/low THC cannabis at home whenever possible to qualified students/patients who require the use of medical marijuana/low THC cannabis for a qualifying medical condition.

B. In those limited circumstances when it is medically necessary, administration of medical marijuana to qualified students on District property shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students on District property during school hours shall be in accordance with applicable law and Board policy concerning the administration of medications to students.

C. Medical marijuana/low THC cannabis cannot be administered to a qualifying student/patient while aboard a school bus or at a school- sponsored event.

D. This policy conveys no right to any student or to the student's parents/guardians or other caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana/low THC cannabis.

E. If the federal government indicates that the district's federal funds are jeopardized by this policy, or asks the District to cease and desist the implementation of this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana/low THC cannabis to qualified students on school property shall not be permitted. The District will comply with any federal guidance and/or directives related to this policy. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

F. Definitions - For purposes of this policy, the following definitions shall apply per Florida Statute:

1. "Student" means an individual enrolled in a Baker County Public School, Pre-K through 12th grade who are subject to compulsory school attendance, as well as students with disabilities 18 through 21 years of age.

2. "Qualified student/patient" means a student/patient who is enrolled in the Baker County School District 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 has agreed to assist with a qualified patient's medical use of marijuana, has a caregiver identification card and meets the requirements set forth in F.S. 381.986(6).

4. "Designated location" means a location identified by the District in its sole discretion on school grounds, such as the nurse's office or a building administrator's office. District or school administration determines, in its sole discretion, the location of administration of a permissible form of medical marijuana/low THC cannabis that do not create risk of disruption to the educational environment or exposure to other students.

5. "Qualified physician" means an individual who holds an active, unrestricted license as an allopathic physician under chapter 458 or as an osteopathic physician under chapter 459 and is in compliance with the physician education requirements set forth in F.S. 381.986(3).

6. "Permissible form of medical marijuana/low THC/cannabinoid products" means non-smokeable/non-inhalable products such as oils, tinctures, edible products or lotions that can be administered and fully ingested or absorbed in a short period of time. Due to the potential for misuse, vapors, patches or other forms of administration that continue to deliver medical marijuana to a student while at school are not permitted.

II. Permissible administration of medical marijuana to a qualified student on school district property.

A. School nurses or health care personnel or school administration staff are not allowed to administer, store/hold or transport the medical marijuana/low THC cannabis in any form and it will not be stored on any District property, including school grounds, at any time.

B. A student's parent/guardian or caregiver may administer the permissible form of medical marijuana to the qualified student/patient on District property in the designated location if all of the following criteria are met:

2. A copy of the student's valid registration form for medical marijuana must be provided to the District. The authorization for medical marijuana/low THC cannabis use for qualified students at school form must be submitted to the principal/designee every school year, and when there are any changes to the medication and the type of preparation (i.e., oils, tablet). The completed form shall include the type, amount, time to be administered, possible side effects and any special instructions regarding the medication.

3. A written statement signed by the qualified student's parent/guardian must be on file which assumes all responsibility for ensuring the administering individual is qualified to perform the task, assumes all responsibility for the administration, maintenance and use under state and federal law, and releases the District from liability for any injury arising out of the administration of medical marijuana on District property.

4. 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.

5. The District determines, in its sole discretion, that a designated location and method of administration of medical marijuana are available that do not create a risk of disruption to the educational environment or exposure to other students.

6. 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.

7. The written plan shall be signed by the school nurse, school administrator, and the qualified student's parent/guardian/caregiver.

C. Any parent/guardian seeking access to District property for purposes of this policy must comply with District policy and/or procedures concerning visitors to schools, including checking in through the District's Keepn Track Check-in System.

D. Student possession, use, distribution, sale or being under the influence of medical marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol use by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

E. Permission to administer medical marijuana/low THC cannabis to a qualified student/patient may be limited or revoked if the qualified student/patient or the student's caregiver violate this policy or demonstrate an inability to responsibly follow this policy's parameters.

F. At no time shall the qualifying student/patient have the medical marijuana/low THC cannabis in their possession except during the administration process, through dispensation by the designated primary caregiver, per the District's implementation plan.

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

LAW(S) IMPLEMENTED: **381.88, 381.885, 768.13, 1000.21, 1001.43, 1002.20, 1002.22, 1006.062, F.S.**

HISTORY: **ADOPTED:**

REVISION DATE(S): 11/18/19
FORMERLY: New

EYE PROTECTION DEVICES 5.160

The principal shall inform all teachers concerned with instruction in courses specified in Section 1006.063, Florida Statutes, of the requirements relating to the wearing of eye protection devices. The principal shall direct such teachers to continuously follow provisions of Florida Statutes without exceptions.

(1) The School Board shall provide protective devices for School Board employees, students, and visitors.

(2) The student shall be required to wear the eye protection device as directed by the teacher when engaged in activities listed under the Eye Protection Device Law. The student's failure or refusal to wear the device shall be cause for his / her suspension or dismissal from the course.

(3) Any teacher who fails to carry out the provisions of this rule shall be charged with willful neglect of duty and shall be reported to the Superintendent or designee for such action as deemed appropriate.

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

LAWS IMPLEMENTED: **1001.43; 1006.063; 1006.07, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 4.33

STUDENT INJURIES 5.17

The following procedures shall be followed when a student is injured at school:

1. Basic first aid procedures will be followed.

2. The parent or guardian of the student shall be notified immediately. If the parent, as defined by Florida Statutes, or a responsible adult member of the family cannot be reached, the rescue unit shall be summoned.

3. When a life-threatening situation occurs, the rescue unit shall be summoned or the student shall be taken to the emergency room of the nearest hospital.

4. An accident report shall be filed and shall give a detailed description of the accident and a list of any and all witnesses.

5. Where an injury is covered by insurance, an insurance report shall be prepared.

6. Each case of serious injury to a student shall be reported immediately to the principal who shall make a prompt report by telephone to the Superintendent, if deemed appropriate.

7. A student who is suspected of sustaining a concussion or head injury shall be immediately removed from physical activity. Approved guidelines contained in the *Health Services Manual* shall be followed.

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): 04/05/04, 07/21/14
FORMERLY: 4.21

LEGAL NAME OF STUDENT 5.180

When a parent, as defined by Florida Statutes, 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 final court order verifying a legal change is received.

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

LAWS IMPLEMENTED: **1000.21, 1001.43; 1003.21, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/08/06
FORMERLY: 4.30

STUDENT RECORDS 5.19*+

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 (FERPA) and Privacy Rights of Parents and Students. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

I. Procedures on student records shall be approved by the School Board and contained in the *Student Educational Records Manual*. Included shall be provisions of the Federal requirements relating to the surveying of students, the collecting of information from students for marketing purposes, and certain nonemergency medical examinations.

II. Definitions

A. Education records means records that are directly related to a student and that are maintained by the District or a party acting on behalf of the District, as defined in 20 USC Section 1232g(a)(4).

B. Eligible Student means a student who has reached 18 years of age or is attending a postsecondary institution, at any age.

C. Online educational service means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function.

D. Student means any individual who is or has been in attendance in a district school and regarding whom the District maintains education records.

E. Parent or parents, includes parents or guardians of students who are or have been in attendance at a school or institution.

F. Personally identifiable information or "PII" means information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to, direct identifiers (such as a student's or other family member's name), indirect identifiers (such as a student's date of birth, place of birth, or mother's maiden name), and other personal identifiers (such as a student's social security number or Florida Education Identifier (FLEID) number. PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

G. Therapeutic treatment plan means a plan that identifies the mental health diagnosis, or condition, the therapy or intervention goal(s), the type of school-based mental health intervention, and the school-based mental health services provider responsible for providing the mental health intervention or therapy.

H. Therapy progress notes means notes maintained by a school-based mental health services provider that summarize the focus and progress toward treatment goals(s) of each therapy or intervention session.

I. Third-party vendor or Third-party service provider means any entity, whether public or private, that provides services to the Board through a contract or agreement. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

III. Parents, as defined by law, and students shall be notified annually of their rights regarding education records.

IV. The District shall not collect or retain information including biometric information restricted by §1002.222, F.S.

V. The District acknowledges important information relating to a minor child should not be withheld inadvertently or purposefully, from the parent, including information relating to the minor child's health, well-being, and education, while the minor child is in the custody of the school district.

VI. Parents or eligible students have the right to access and review all school records related to the minor child including but not limited to, the right to access school safety and discipline incidents as reported pursuant to section 1006.07 (7) and (9), F.S.

VII. The individual records of children enrolled in the Voluntary Prekindergarten Education Program shall be maintained as confidential records exempt from the public records law as required by Florida Statutes.

VIII. A school may release a student's education records to partners to an interagency agreement among the Department of Juvenile Justice, the school, law enforcement authorities and other signatory agencies as allowed by law.

IX. Directory Information. The District shall make available, upon request, certain information known as directory information without prior permission of the parents or eligible student. The District shall charge fees for copies of designated directory information as provided in State law. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates as student directory information: a student's name; photograph; address; telephone number, if it is a listed number; e-mail address; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; grade level; enrollment status; date of graduation or program completion; awards received; and most recent

educational agency or institution attended.

A. An annual written notice shall be given to inform parents and eligible students of their rights of access, waiver of access, challenge and hearing, privacy, categories of personally identifiable student information designated as directory information data, and the location and availability of the District's policy on education records of students. Parents or eligible students may, by providing a written statement to the principal within two (2) weeks of the first day of the school year or entry into the school system request that all specific portions of directory information for that specific student not be released.
B. Directory information shall not be provided to any organization for profit-making purposes, unless the request is approved, in a nondiscriminatory manner, by the Superintendent.
C. In accordance with Federal law, the District shall release the names, addresses, District-assigned e-mail addresses (if available), and telephone listings of students in grades ten through twelve (10-12) to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. Such data shall not be released if the eligible student or student's parents submit a written request not to release such information. The recruiting officer is to sign a form indicating that any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces. The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer. A secondary school student or parent of the student may request that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without parental consent.

X. Information contained in education records must be classified and retained in accordance with F.A.C. 6A-1.0955 and this policy as follows:
A. Category A: Information for each student which must be kept current while the student is enrolled and retained permanently in the manner prescribed by Section 1001.52(2), F.S.
B. Category B: Information which is subject to periodic review and elimination when the information is no longer useful in the manner prescribed by Section 1001.52(3), F.S.

XI. Where records are opened to parents or eligible students, schools shall make available a member of the professional staff to interpret the record and shall provide copies upon request and payment of the current District copy rate, which shall not exceed the maximum rate for copies of public records as set forth in F.S. Chapter 119. The copy rate will include the actual reproduction costs and will not include the labor costs for retrieval. The copy rate may be waived by the District.

XII. School officials shall provide requesting parents or eligible students an opportunity for a hearing to challenge the content of their child’s or eligible student’s school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the

privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

A. Parent or eligible student may request in writing an informal meeting with the custodian of the record for the purpose of requesting the correction, deletion, or expunction of any inaccurate, misleading, or otherwise inappropriate data or material contained in the student record.
B. If the parties at the informal meeting agree to make deletions, to expunge material, or to add a statement of explanation or rebuttal to the file, such agreement shall be reduced to writing and signed by the parties, and the appropriate school officials shall take the necessary actions to implement the agreement. If an agreement is not reached, notification of the denial and of the right to a formal hearing shall be made in writing to the parent or eligible student with a copy to the Superintendent or designee.
C. Upon the request of a parent or eligible student, a formal hearing shall be held. The hearing shall be requested, in writing, within ten (10) days of the written notice of denial at the informal meeting, to the Superintendent or designee, who shall appoint a hearing officer. The hearing officer may be any official of the school system with no direct interest in the outcome of the hearing. The hearing officer shall convene and conduct the hearing and shall render a decision in writing to all concerned parties within ten (10) days of the conclusion of the hearing. Such hearing shall be held within a reasonable period of time but in no case shall be held more than thirty (30) days from the date of the written request.
D. The parents or eligible student, and officials of the school shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. The hearing shall be recorded and available to all parties. However, the record of such hearings are exempt from disclosure under F.S. Chapter 119.
E. If the decision of the hearing officer is that the records are not inaccurate, misleading, or otherwise in violation of privacy rights, the parent or eligible student shall be allowed to comment in writing on the information in the education record and set forth any reasons for disagreeing with the decision. This written response shall be filed in the education records of the student.

XIII. Student information that is confidential and exempt shall not be released except when authorized by §1002.221, F.S.

XIV. Disclosure of Personally Identifiable Information (PII)

A. Prior Written Consent
    1. Prior written consent of the parent or eligible student shall be obtained prior to disclosing PII of the student other than directory information. The written consent shall include: signature of the parent or eligible student; date; specification of records or information to be disclosed; purpose of the disclosure; and the party or class of parties to whom a disclosure is to be made.
    2. Disclosures of PII of the student will be made only on the condition that the party or parties to whom the information is disclosed shall not disclose the information

to any other party without prior written consent of the parent or eligible student, as appropriate. PII of a student disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purpose for which the disclosure was made. The District presumes the parent or eligible student has the authority to grant permission for disclosure of PII of a student unless the District has been provided with evidence that there is a legally binding instrument or State law or court order governing such matters as divorce, separation, or custody which provides to the contrary.

B. Without Prior Written Consent

1. PII or records of a student may be released to the following persons or organizations without the prior written consent of the eligible student or the student's parent:
    a. Officials of schools, school systems, career centers, or public postsecondary educational institutions in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent or student upon request.
    b. Other school officials, including teachers within the educational institution or agency, who have a legitimate educational interest in the information contained in the records.

2. The United States Secretary of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, the Comptroller General of the United States, or State or local educational authorities who are authorized to receive such information subject to the conditions set forth in applicable Federal statutes and regulations of the United States Department of Education, or in applicable State statutes and rules of the State Board of Education.

3. While the disclosure of PII without consent is allowed under the audit exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of PII.

4. Any entity receiving PII pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, the entity must enter into a written agreement with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the PII will not be re-disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

XV. Student records may be disclosed to a court of competent jurisdiction in compliance with an order of that court or the attorney of record in accordance with a lawfully issued subpoena, upon the condition that the student and the student's parents are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.

XVI. If the District initiates legal action (a lawsuit) against a parent, or if the parent initiates legal action against the District. In such circumstances, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with legal action as the plaintiff or to defend itself.

XVII. Record of Disclosures. A record of any requests or disclosures of PII of a student shall be maintained except for disclosures to the parent or eligible student; disclosure of directory information; or to any other school officials with a legitimate educational interest. The record of requests for disclosure shall include the following: the parties who have requested or obtained personally identifiable student information, the legitimate interests of the persons requesting or obtaining the information, and date parental/eligible student consent was obtained.

XVIII. Disclosures for Health or Safety Emergencies. In the event of a health or safety emergency, disclosure of PII of a student may be made by school officials. Such emergency situations shall be declared in writing to the Superintendent by a recognized legal official with authority to declare such emergency. The declaration of a health or safety emergency shall include the need for specific personally identifiable student information, the time requirements for the information, and the parties to whom the information is disclosed who are responsible for utilizing the information to deal with the emergency.

XIX. Transfer of Student Records. District, upon receiving a written request for another school, public or private, within or out of State, shall transfer within five (5) school days the records of the student.

A. The records to be transferred shall include:

1. Category A and B (including disciplinary records with respect to suspension and expulsion) records as defined by Rule 6A-1.0955 F.A.C.

2. Verified reports of serious or recurrent behavior patterns, including substantive and transient threat management evaluations and intervention services; and

3. Psychological evaluations, including therapeutic treatment plans and therapy or progress notes created or maintained by School District or charter school staff, as appropriate.

4. Non-threats as described in F.A.C. 6A-1.0955 must not be transferred

with a student's educational record, unless one of the following conditions are met:

a. The parent of the student who was the subject of a non-threat finding requests that the record be retained in the student's file; or

b. The threat management team has made a determination that the non-threat finding must be retained in order to ensure the continued safety of the school community or to ensure the well-being of the student. Such determination and reasoning for maintaining the record must be documented with the non-threat finding. When this determination is made, the threat management team must re-evaluate the decision on an annual basis to determine if the record is no longer useful. The student's age and length of time since the original assessment must be considered in those evaluations.

XX. Reporting of student database information shall comply with these safeguards.

A. Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;

B. Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and

C. Data shall be protected from unauthorized use at all times

XXI. Social security numbers may be collected from students

A. To be used as student identification numbers as 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.

XXII. Required use of online educational services by students and parents. In order to protect a student's PII from potential misuse and in order to protect students from data mining or targeting for marketing or other commercial purposes, the Board requires the review and approval of any online educational service that students or their parents are required to use as part of a school activity (1) regardless of whether there is a written agreement governing student use, (2) whether or not the online educational service is free, and (3) even if the use of the online educational service is unique to

specific classes or courses. The following requirements also apply to online educational services:

A. The Superintendent is responsible for reviewing the online educational service's terms of service and privacy policy for compliance with State and Federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. 6501-6506, and F.S. 1002.22;

B. The Superintendent is responsible for the review and approval of online educational services that will be required for students to use;

C. Parents and eligible students will be notified via phone, email, or text annually if they are required to use an online educational service that collects student PII;

D. If student PII will be collected by the online educational service, parents and eligible students will be provided notification regarding the information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure.

XXIII. The Board will not utilize any online educational service that will share or sell a student's PII for commercial purposes without providing parents a means to either consent or disapprove.

XXIV. If a student is required to use an online educational service, the Board will include on its website a description of the student PII that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. The website will also include a link to the online educational service's terms of service and privacy policy, if publicly available.

XXV. Contracts or agreements with third-party vendors. All contracts or agreements executed by or on behalf of the Board with a third-party vendor or a third-party service provider must protect the privacy of education records and student PII contained therein. Any agreement that provides for the disclosure or use of student PII must:

A. require compliance with FERPA, its implementing regulations, and F.S. 1002.22;

B. where applicable, require compliance with COPPA, 15 U.S.C. 6501-6506, and its implementing regulations; ensure that only the student PII necessary for the service being provided will be disclosed to the third party;

C. prohibit disclosure or re-disclosure of student PII unless one of the conditions set forth in F.A.C. 6A 1.0955(11)(b) has been met.

D. Contracts or agreements with a third-party vendor or third-party service provider may permit the disclosure of student PII to the third party only where one or more of the following conditions has been met:

1. the disclosure is authorized by FERPA and 34 CFR §99.31;
2. the disclosure is authorized by the Board's directory information provisions set forth in this policy and implemented in accordance with FERPA and 34 CFR §99.37; or
3. the disclosure is authorized by written consent of an eligible student or parent. Consent must include, at a minimum, an explanation of who the student PII would be disclosed to, how it would be used, and whether re-disclosure is permitted. Any re-disclosure must meet the requirements of F.A.C. Rule 6A-1.0955(11)(b) and this policy.

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

LAW(S) IMPLEMENTED: **119.07(1), 119.071, 1001.43, 1001.52, 1002.22, 1002.221, 1002.222, 1002.72, 1003.25, 1008.386, 1014, et. Seq., F.S.; F. A. C. 6A1.0955; 20 USC §1232 f, g, h, and i (34 CFR PART 99) P.L. 103-382 (34 CFR PAR 99); 20 USC 1400 et. Seq., Individuals with Disabilities Act; Privacy Rights of Parents and Students – P.L. 90-247**

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 10/04, 11/07/05, 09/12/07, 09/20/10, 08/21/17, 06/15/2020, 04/05/21, 02/22/22, 11/06/23, 02/20/24
FORMERLY: 4.29

DIRECTORY INFORMATION 5.200

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.

1) 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.

2) Information described in subsections (1)(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.

3) Directory information shall not be published when the student's parent(s), as defined by Florida Statutes, submits written notification to the principal within thirty (30) days of distribution of the *Code of Student Conduct.* Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

4) Student directories, teacher's registers, class record books, registration cards, permanent records and similar school records, shall not be used to give information to any person outside the school staff, except as provided in these regulations, without the permission of the principal or the Superintendent. Upon no conditions shall the names and addresses of students be given or sold by the school or any school related group to a private or commercial agency. (Baker only)

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21, 1001.43; 1002.22, 1002.222 F.S.
20 USC 1232G

HISTORY: ADOPTED:
REVISION DATE(S): 04/05/04, 11/08/06, 09/12/07, 08/21/17
FORMERLY: 4.31

STUDENT ILLNESS 5.210

(1) 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.

(2) A student who has had a serious communicable disease shall present a statement from a physician licensed by the state of Florida before being readmitted to classes. A student not attended by a physician may be readmitted if the principal, in his/her judgment, finds the student has met the criteria for readmission as established by the County Health Unit.

(3) 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.**

LAWS IMPLEMENTED: **1000.21, 1001.43, 1006.07, 1014.06 F.S.**

HISTORY: **ADOPTED: 04/05/04**
REVISION DATE(S):11/08/06, 12/05/2022
FORMERLY: NEW

TEACHER REMOVAL OF STUDENTS FROM CLASSROOM 5.220

1) Appropriate action will be taken to remove or to make special provisions for a disruptive student. Disruptive behavior will include: assault on staff or students, threat(s) or violence, disrespect, willful disregard of a teacher's directions, malicious vandalism, and possession of weapons of any type, continuing use of profane language or obscene gestures, and instigation of violence or mass disobedience to legitimate directions.

   When a teacher sends a disruptive student to the office, the principal or his/her representative will provide oral and/or written feedback to the teacher with regard to present and/or future action concerning the student's behavior. The teacher may request a conference with the principal or his/her representative and the student's parent(s), as defined by Florida Statutes, prior to the student being returned to his/her classroom. A disruptive student will not normally be returned to the classroom where he/she exhibited the disruptive behavior until the teacher has received the feedback.

2) 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.

3) The principal may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent, unless the Placement Review Committee established herein determines that such placement is the best or only available alternative. The teacher and Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

4) Each school shall establish a Placement Review Committee(s) to determine if a student is to be returned to a teacher's class after that student has been removed by the teacher and the teacher has withheld consent for that student to be returned to the teacher's class.

   a) Committee membership shall include the following:

      i) Two (2) teachers selected by the instructional staff of the school.

      ii) One (1) member of the school staff selected by the principal.

      iii) One (1) teacher selected by the instructional staff of the school to serve as an alternative member of the committee.

   b) 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.

c) The Placement Review Committee(s) will be selected during pre-school planning. Each school's faculty shall also determine the following during pre-school planning:

i) 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).

ii) The number of Placement Review Committees needed at each school.

iii) The terms of office of the members of the Placement Review Committee(s).

iv) The method the instructional staff will use in the selection of the Placement Review Committee(s) members.

v) The appropriate form a teacher is to use to document the behavior, which resulted in the teacher having the student removed from his/her classroom.

vi) Any teacher who removes twenty-five percent (25%) of his/her total class enrollment shall be required to complete professional development to improve classroom management skills. Any required training under this provision shall be free of cost to the teacher.

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

LAWS IMPLEMENTED: **1000.21, 1001.43, 1003.32, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 01/02/07
FORMERLY:

REPORT CARDS 5.230*

There shall be four (4) grade periods during the school year. Each period shall consist of forty-five (45) days of student attendance. A student progress report card shall be provided to the parent or guardian at the close of each nine (9) weeks grade period. At the close of the school year, any progress report card not called for shall remain in the school file, to be available for future use.

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

LAWS IMPLEMENTED: **1001.43; 1003.33, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S): 1/90, 11/92, 04/05/04
FORMERLY: 5.02

PARENTAL ACCESS TO INFORMATION 5.240+

I. The Board shall incorporate into the Board approved *Student Services Plan*, rules and procedures required by the Every Student Succeeds Act relating to student privacy, parental access to information and administration of physical examinations to minors.

II. The Superintendent shall develop procedures to ensure that this policy is carried out in each of the District schools.

III. The parents, as defined by Florida Statutes, of each student shall be notified at a minimum, at least annually at the beginning of the year, regarding the rules and procedures relating to this policy. Parents shall be notified within a reasonable period of time of any substantive change made to this policy.

IV. The District understands a student's physical, behavioral, and emotional well-being are integral components of student achievement. Pursuant to Florida Statute 1014.01 et seq., parents have the right to access and review all school records, including medical records, pertaining to their minor child. Parents shall be notified of any change in student's services or monitoring related to the student's mental, emotional, or physical health or well-being, unless

A. prohibited by law; or

B. if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official requests that the information not be release; or

C. a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 20 USC 1232g, 1000.21, 1001.43, 1002.22, 1014.01. et seq. F.S.

Every Student Succeeds Act, Title I, Part A, Subpart 1, Section1116
Title IV of Public Law 90-247, [Section 445(20 USC 1232(h)(b)]

HISTORY: ADOPTED:
REVISION DATE(S): 09/12/07, 06/15/2020, 04/03/2023
FORMERLY: NEW

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

STUDENTS USE OF CELL TELEPHONES AND OTHER COMMUNICATION DEVICES 5.250*

Personal telephones or other wireless communication devices may be brought to school with the following conditions applying:

I. General Provisions

A. Elementary and middle school students may not use a wireless communications device during the school day.

B. High school students may not use a wireless communication device during instructional time, except when expressly directed by a teacher solely for educational purposes. The student code of conduct will designate the locations within the school buildings where a high school student may use his or her wireless communications device with the express permission of a school administrator.

C. Devices must be silenced during school hours.

D. If emergency calls to or from students are necessary they should be placed through the school office and not to or from the student's telephone.

E. Devices should be kept secure to prevent theft (*e.g.,* vehicles, purses, backpacks, lockers).

F. A student will be allowed to use a wireless communication device during the school day in accordance with:

i The student's individualized education plan;

ii The student's 504 accommodation plan issued under s. 504 of the Rehabilitation Act of 1973; or a doctor's note from a physician licensed under Chapter 458 or Chapter 459 certifying in writing that the student requires the use of a wireless communications device based upon valid clinical reasoning or evidence.

II. Violation of these provisions shall result in the confiscation of the personal telephone or other communication devices and its return only to the parent, as defined by Florida Statutes. If the student is of majority age, then he/she may be prohibited from possessing a phone or other communication devices on campus.

III. The use of personal telephones or other communication devices at school

events shall not be limited by this policy; however, the principal shall have full authority to promulgate rules that implement all provisions herein.

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

LAWS IMPLEMENTED: **1000.21, 1001.43, 1003.04, 1003.31, 1006.07, 1006.08, 1006.09, 1006.145, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S): 01/02/07, 11/3/2025
FORMERLY: NEW

STUDENT DISCIPLINE 5.260

(1) The principal is expected to see that proper discipline is maintained throughout the school and to cooperate with the teachers in attaining this objective.

(2) All procedures concerning student discipline shall prescribe to the current Code of Student Conduct as adopted by the Baker County District School Board.

(3) Each teacher is expected to promote proper student conduct, not only within his / her own teaching situation, but also throughout the school building and on the campus.

(4) No student shall be punished or otherwise penalized for failure to bring money for a school project.

(5) The principal shall review policies relating to student behavior and discipline with the faculty and student body at the beginning of each school term and at such other times as may be necessary to properly inform the student body and the faculty.

(6) The school principal shall monitor the administration of discipline of student to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, gender, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability. Annually, the principal shall review school discipline data with the school advisory council in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.

(7) The authority of the teacher and other instructional personnel to discipline violent and disruptive students shall be consistent with the provisions of the Code of Ethics (SBER 6B-1.001, FAC) and the Principles of Professional Code of Education Profession in Florida (SBER 6B-1006.FAC), school district's Code of Student Conduct, and schools' policies. Goal five addresses the significance of the school providing an environment that promotes good health and is free of violence, weapons, hazards, vandalism, substance abuse, and disruptive influences. Within these parameters, the teacher and other instructional personnel shall have the authority to undertake any of the following alternatives in managing student behavior and in ensuring the safety of all students in his/her class and school:

(a) Create and maintain positive learning environments in which students are actively engaged in learning, social interaction, and self-motivation;

(b) Establish classroom rules of conduct;

(c) Make reasonable efforts to protect the student from conditions harmful to learning, mental and physical health, and safety (SBER 6B-1.006 (3)(a), FAC);

(d) Establish and implement consequences for infractions of classroom rules;

(e) Assist in enforcing the Code of Student Conduct and school rules on school property, on school sponsored transportation, and during school sponsored activities;

(f) Assist in educating students on their rights and responsibilities as contained in the Code of Student Conduct and school rules;

(g) As an early intervention, hold parent conferences to solicit support for positive behavior management;

(h) Utilize existing referral and assessment procedures to determine the violent and disruptive student's needs for additional services and special programs;

(i) If the violent and disruptive student has been identified as having disabilities and is currently enrolled in an exceptional student education (ESE) program, the teacher and other instructional personnel apply the provisions of SBER 6A-6.0331, FAC;

(j) Collaborate with school officers, student assistance personnel, and other student services personnel in identifying services for violent and disruptive students;

(k) Have violent and disruptive students temporarily removed from the classroom or area of supervision for behavior management intervention;

(l) Inform a student's parent(s) or guardian within 24 hours after the student is referred for violent or disruptive behavior;

(m) When necessary, use reasonable force to protect themselves, students and other adults from violent acts; and

(n) Press charges as authorized in s. 1006.07, F.S., if a crime has been committed against the teacher or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.

(8) Teachers and other instructional personnel have responsibilities for the safety of students and others as described in SBER 6B-1.001,FAC and SBER 6B-1.006, FAC.

(9) School administrators shall provide the following upon request by school personnel:

(a) Information as to the disposition of their referrals to the administration for violation of classroom or school rules;

(b) Assistance in behavior management if student(s) becomes uncontrollable or in case of emergency; and

(c) Training and other assistance to improve skills in behavior management, violence prevention, conflict resolution, and related areas.

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

LAWS IMPLEMENTED: **1006.07; 1003.31; 1003.32, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 1/95, 04/05/04, 10/04
FORMERLY: 4.11

CORPORAL PUNISHMENT 5.270

The Baker County District School Board shall comply with Section 1003.32, Florida Statutes, when administering corporal punishment. Alternative measures shall be used in lieu of corporal punishment, suspension, or expulsion, when possible or appropriate. Examples of alternative measures include, but are not limited to, verbal correction, guidance, parent conference, work details, detention, or in-school suspension.

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

LAWS IMPLEMENTED: **1006.07; 1006.08; 1001.34; 1006.09; 1003.32, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
REVIEW: 05/0712
FORMERLY: 4.16

STUDENT SUSPENSION 5.280

(1) The principal may suspend a student from school for willful disobedience, for open defiance of his/her authority or that a member of the staff, for the use of profane or obscene language, or for other serious misconduct, and for repeated misconduct of a less serious nature; provided that such suspension with the reasons therefore are reported within 24 hours in writing to the parent, parents, or guardian, and to the Superintendent; provided further, that no suspension shall be for more than ten (10) days and that no suspension shall be made a dismissal unless so ordered by the School Board in a resolution adopted and spread on its minutes. Where a student has attained the age of eighteen (18) years, notice in writing as required in subsection (1) shall be given direction to the student, but notice to the parent or guardian shall not be required except as provided in these regulations. The Superintendent shall receive a copy of the suspension notice to the student.

(2) The principal may suspend a student transported to and from school at public expense from riding the school bus for a period not to exceed ten (10) school days, provided, that written notice is given immediately to the parent, parents or guardian, and to the Superintendent; provided further, that any student who is eighteen (18) years of age shall be given written notice directly and a copy thereof sent.

(3) The following information shall be included in the written notice of suspension to the parent, parents, or guardian, or the adult student and the Superintendent.

(a) The nature of the offense;

(b) The date of the offense and the beginning date of the suspension and the date on which the student may return to school;

(c) Any conditions involving suspension, such as a possible reduction of the suspension following a conference and assurance from the student of a change of attitude.

(4) Whenever possible, a hearing shall be given the minor student and his parent, parents or guardian, or the adult student prior to the effective date of the suspension. Where conditions do not judiciously allow a delay in the suspension, the parent, parents, or guardian and the minor student shall be offered a hearing within 72 hours following the effective date of suspension. Whenever possible, after hearing a student's defense or

explanation of his conduct, the principal shall explain to the student the reasons for the suspension and the conditions thereof.

(5) Where the presence of a disruptive student interferes with the orderly discharge of normal school functions, such student shall be suspended forthwith. If the suspension involves a minor student, the parent, parents or guardian shall be notified as provided above with an offer of a conference subsequent to the effective date of the suspension. If an adult student is involved, he/she shall be notified as to a conference date subsequent to the effective date of the suspension.

(6) Upon receipt of notification from law enforcement, the Department of Juvenile Justice, the Office of the State Attorney, or the court system that a public school student has certain types of contact with the juvenile justice system, the Superintendent or designee, within twenty-four (24) hours of such notice, shall provide information on the nature of the contact to the principal of the student's school enrollment. The principal or designee, within twenty-four hours of such notice, shall provide information to student services personnel, school resource officers, the school student assistance coordinator (if applicable), and the student's immediate teachers. Immediate teachers are those in whose courses or classrooms the student in question is currently enrolled.

The above notification is required if the public school student has:

(a) Been taken into custody for a delinquent act, a violation of law, which would be a felony if committed by an adult, or a crime of violence;

(b) Been charged with a felony or a delinquent act that would be a felony if committed by an adult;

(c) Been adjudicated delinquent for an offense that would be a felony if committed by an adult;

(d) Had adjudication withheld for a delinquent act that would be a felony if committed by an adult; or

(e) Been found guilty of a felony.

(7) The principal or director of an off-site program in which the student may be assigned shall assure that the information on that student does not become a part of the student's permanent record and is not shared with school personnel who do not have a need to know. In sharing the

information, all school personnel shall adhere to confidentiality provisions contained in applicable state and federal laws and regulations.

(8) If a principal has reason to believe that a student may have a criminal record, the principal is authorized to request and receive information on the criminal history of a public school student from a local law enforcement agency.

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

LAWS IMPLEMENTED: **120.53(1); 1006.07; 1003.31; 1006.09, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/95, 04/05/04
FORMERLY: 4.17

PARTICIPATION IN PHYSICAL EDUCATION PROGRAM 5.290

A student, who by reason of illness or physical disability, is unable to participate in the more vigorous forms of activity in physical education, shall be assigned to modified activity upon the recommendation of the attending physician. Work done under a modified program shall be with full credit. A student returning to school after an absence due to severe illness or injury will be admitted as a convalescent student under the observation of the teacher and will remain in the modified program until the physician, who attended the patient or other competent medical authority certifies that the student is able to participate in the regular program. A note from the parent or guardian shall excuse a student temporarily from physical education after an absence due to a brief illness. Pregnant students may be temporarily removed from physical education classes.

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

LAWS IMPLEMENTED: **1006.07, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 4.22

NOTIFICATION OF INVOLUNTARY EXAMINATION 5.291*+

I. When there is a student crisis situation, school or law enforcement personnel must make a reasonable attempt to contact, either in person or using telehealth, a mental health professional who may initiate an involuntary examination pursuant to section 394.463, unless the child poses an imminent danger to themselves or others.

II. The principal or designee shall exercise reasonable diligence and care to make contact with the parent, as defined by law, before the student who is removed from school, school transportation, or a school-sponsored activity is to be taken to a receiving facility for an involuntary examination.

A. Methods of communication to contact the student's parent or other known emergency contact include but are not limited to, telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination of the student.

B. The method and number of attempts made to contact the student's parent or other known emergency contact and the outcome of each attempt must be documented.

C. If an emergency contact is notified, the principal/designee may only share the information necessary to alert such contact that the parent must be contacted.

III. The principal or designee may delay the required notification to the parent for up to twenty-four (24) hours provided a report has been submitted to the central abuse hotline due to knowledge or suspicion of abuse, abandonment, or neglect and:

A. the delay is considered in the student's best interest or

B. it is reasonably believed to be necessary to avoid jeopardizing the health and safety of the student.

IV. Before contacting a law enforcement officer, a principal or designee must verify that de-escalation strategies have been utilized and outreach to a mobile response

team has been initiated unless the principal or designee reasonably believes that any delay in removing the student will increase the likelihood of harm to the student or others.

V. The Superintendent shall develop procedures for the notification of parents and for reporting, if appropriate, alleged child abuse, abandonment, or neglect to the central abuse hotline when a student is taken to a facility for an involuntary examination. The procedures shall be contained in the *Health Services Manual*. The Superintendent shall annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., initiated at a school, on school transportation, or at a school-sponsored activity.

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

LAW(S) IMPLEMENTED: **381.0056, 394.463, 1001.21, 1002.20, 1006.062, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): **11/17/2020, 02/22/22**

FORMERLY: NEW

MARRIED AND/ OR PREGNANT STUDENTS 5.299

(1) Students, who become or have been married, unmarried students who are pregnant and students who have previously had a child outside of wedlock, shall not be prohibited from attending school. These students shall be entitled to the same educational instruction, or its equivalent, as other students, but may voluntarily be assigned to a special class or program better suited to their special needs.

(2) Married students, pregnant students, and unwed parents of compulsory attendance age shall be required to attend school regularly. A student of compulsory school age, who is a parent of a child is entitled to receive child care for his/her eligible child or children as long as he/she remains in school as provided by law.

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

LAWS IMPLEMENTED: **1003.21, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/95, 04/05/04
FORMERLY: 4.05

SPECIAL DIETARY NEEDS 5.30

I. School food service staff shall make substitutions or modifications for students with disabilities. Such substitutions or modifications shall be based on a written prescription from a licensed physician.

II. Students with food allergies that may result in severe, life threatening reactions shall be provided with food substitutions as prescribed by a licensed physician.

III. The principal shall ensure that all appropriate staff are knowledgeable about a student's special dietary needs. Confidentiality of medical information shall be maintained.

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

LAW(S) IMPLEMENTED: **570.981, 1001.43, 1002.20, F.S.**
20 USC §1232g (FERPA)
P.L. 108-446 (IDEIA)

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

HISTORY:
ADOPTED: _____
REVISION DATE(S): 04/05/04, 07/21/14
FORMERLY: NEW

INSURANCE 5.310

The School Board will approve annually a student accident insurance policy for students. Information relating to such insurance shall be distributed to the parents by sending materials to the homes by students. The cost of such insurance is to be paid for by the student or from athletic funds of the internal accounts of the school.

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

LAWS IMPLEMENTED: **1006.16, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 4.35

REVIEW OF REGULATIONS WITH STUDENTS 5.330

The principal shall determine that students are made aware of the provisions of this chapter at the beginning of each school term and at any subsequent time that it becomes necessary in order to insure that students are fully aware of the regulations of the School Board relating to them. (Ref. Student Rights and Responsibilities and Student Code of Conduct.)

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

LAWS IMPLEMENTED: **1006.07, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/90, 11/94, 04/05/04
FORMERLY: 4.39

High School Equivalency Program and Examination 5.34*

A student who is sixteen (16) or seventeen (17) years of age may take the High School Equivalency Examination (also known as the General Education Development (GED) test) if approved by the School District. To be eligible a student must:

a. file a formal declaration of intent to terminate school enrollment, after reaching the age of 16;
b. The student must not have a high school diploma; and
c. The student is legally withdrawn from secondary school.

A student who has reached the age of sixteen (16) is not required to take any course before taking the GED examination unless the student fails to achieve a passing score on the GED practice test as established by the State Board of Education.

In order to obtain a GED waiver from the Baker County School District, a student must schedule and pay the cost to take all four (4) GED Ready Subject Area Practice Tests in the Baker County Adult Education Testing Center.

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

LAW(S) IMPLEMENTED: **1001.43, 1003.21, 1003.435, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): 01/21/25
FORMERLY:

STUDENTS CHARGED WITH A FELONY 5.350

The principal has the authority, upon recommendation of a hearing officer, to suspend a student, who is formally charged with a felony for an incident which allegedly occurred on other than public school property if the incident is shown to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled.

(1) If the student charged with the felony is recommended for suspension, the student is to be suspended from all classes of instruction until the determination of guilt or innocence, or the dismissal of charges is made by a court of competent jurisdiction. If the student is not adjudicated delinquent or found to be guilty, the suspension shall be terminated immediately.

(2) A student, charged with a felony, shall be placed at the Alternative School until the determination of guilt or innocence is made.

(3) If the student is adjudicated guilty of the felony, the Superintendent shall have the authority to determine if a recommendation of expulsion shall be made to the School Board.

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

LAWS IMPLEMENTED: **1006.09, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S):1/90, 11/94, 04/05/04
FORMERLY: 4.39

REPORTED OR SUSPECTED STUDENT SEXUAL BATTERY 5.360

When sexual battery by students is reported or suspected, the building principal will initiate a prompt investigation through the use of the district school psychological services. After accurate information regarding the alleged incident is gathered, parents will receive prompt notification by the building principal or his/her designee. Parents will be made aware of appropriate legal, medical and counseling services. After conferring with the parents of implicated students, the building principal may personally notify appropriate agencies that, in his/her professional opinion, are warranted.

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

LAWS IMPLEMENTED: **1006.061, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 4.40

SUICIDE 5.370

When a possible suicide attempt is suspected or reported, guidelines as depicted in the approved county document entitled, *Baker County Schools Suicide Prevention Guidelines*, shall be followed.

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 4.41

DISCRIMINATION COMPLAINT RESOLUTION PROCEDURE 5.380

(1) The procedures outlined below shall be used for the processing of complaints due to alleged discrimination of students or applicants in educational programs or services. The active process is initiated by the complainant and must begin within sixty (60) days of the occurrence.

(a) Level one – The complaint may be discussed initially with the person(s) directly responsible for the area of concern on an informal basis, with an appropriate administrator present (within sixty (60) days of occurrence). As an alternative, the complainant may request a meeting with the Equity Coordinator or a designee for initial discussion of the alleged discrimination (within sixty (60) days of the occurrence).

(b) Level two – If a complaint is not satisfactorily handled at the informal level, the complainant should complete the requested information on the Discrimination Complaint Form and submit the form to the Principal, Guidance Counselor or Equity Coordinator (within five (5) days of the occurrence if no informal discussion was held). Mail to:

Equity Coordinator
School Board of Baker County
392 South Boulevard East
Macclenny, FL 32063

(c) Level three – Upon receipt of the Discrimination Complaint Form, the Equity Coordinator shall conduct an investigation, and the persons involved shall be questioned. Requests for written documentation may also be made during this investigation (within ten (10) days of the receipt of the form).

The Equity Coordinator shall complete Level III of the form and secure the complainant's signature (at the conclusion of the investigation).

(d) Level four – Upon receipt of the Discrimination Complaint Form, the Superintendent shall review all pertinent information. The Superintendent shall inform the complainant of the results of the review (within ten (10) days of the receipt of the form).

2. Discrimination Complaint Forms may be obtained from the building Principal in each location, from the Guidance Counselor or from the Equity Coordinator. All references to time limits are to workdays, not calendar days, weekends, or holidays. This procedure shall in no way prohibit any person from seeking redress from other available resources.

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

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04
FORMERLY: 4.41

HOMELESS STUDENTS 5.381*

I. Children and youth in the Baker County School District who experience homelessness, including those not currently enrolled due to homelessness, will have equal access to the same free, appropriate education including a public preschool education, as provided to other children and youths and other services needed to ensure an opportunity to meet the same challenging State academic standards to which all students are held and to fully participate in the district's academic and extracurricular activities and not be stigmatized or segregated on the basis of their status as homeless.

II. The District will:

A. Designate an appropriate staff person able to carry out the duties described in the McKinney-Vento Act, as the district's liaison for homeless children and youth, (including unaccompanied homeless children and youth that are not in the physical custody of a parent or guardian);

B. Remove barriers to:
   1. Identifying homeless children and youth
   2. Enrolling and retaining of homeless children and youth in school
   3. Provide access to homeless children to public preschool programs administered by the district
   4. Provide appropriate full credit for or partial coursework satisfactorily completed by homeless children and youth while attending a prior school
   5. Provide access for homeless children and youth to academic and extracurricular activities
   6. Immediately enroll homeless children and youth to a qualified school

C. Coordinate district programs and collaborate with other school districts, community service providers and organizations, including:
   1. Local social services and other community agencies to provide support to homeless students and their families;
   2. Other school districts regarding homeless student-related transportation, transfer of school records, and other inter-district activities, as needed;
   3. Housing authorities, and;
   4. Exceptional Student Education (ESE)

Revised: 06/15/2020
Brd. Approved: 12/08/08

III. Definitions

A. **Homeless children and youth**—individuals who lack a fixed, regular, and adequate nighttime residence, and includes:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
4. Migratory children and youth living in circumstances described above.

B. **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 a preschool.

C. **Enroll and enrollment**—includes attending classes and participating fully in school activities.

D. **Designated receiving school**—includes the next level school, elementary from prekindergarten, middle from elementary, high from middle, that a homeless child or youth, whose homelessness continues into the next school year, may attend when the next level school is the district designated school for those students in the homeless student's school of origin.

E. **Unaccompanied homeless youth**—a homeless child or youth that is not in the physical custody of a parent or guardian.

F. **Eligible school**—the school of origin, the school zoned for the address where the student is temporarily residing, or another school which students residing in that attendance zone are eligible to attend.

G. **Parent**—Parent or guardian of a student

IV. Enrollment. The District assures that:

A. A homeless child 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;

B. Keeping the child or youth in the school of origin is presumed to be in the child'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;

C. When considering placement in a school other than the child's or youth's school of origin, the district will consider student-centered factors to determine a placement that is in the student's best interest;

D. The eligible school selected shall immediately enroll the homeless child or youth, even if the child or youth missed an application or enrollment deadline during any period of homelessness.

E. When a school other than the school of origin is selected, the district will remove barriers to enrollment and enroll homeless children and youth immediately, even if they cannot produce records or otherwise meet enrollments, including:

1. Previous academic records,
2. Immunizations or other health records,
3. Birth certificate and,
4. Proof of residency,
5. Guardianship,
6. Uniform or dress code requirements,
7. Outstanding fees, fines, or absences, or
8. Other required documentation

V. Full Participation and Comparable Services—The District assures that:

A. A homeless student who becomes permanently housed during the academic year, may remain at their school of origin for the remainder of the academic year and receive all McKinney-Vento benefits.

B. Children and youth experiencing homelessness, and who meet the eligibility criteria, will have access to all available academic and extracurricular activities for which they meet relevant eligibility criteria.

C. Unaccompanied homeless high school youth will receive counseling to prepare and improve readiness for postsecondary education.

D. Each school provides services to homeless children and youth that are comparable to services offered to non-homeless students in their school including the following:
    1. Transportation services
    2. Educational services for which the child or youth meets the eligibility criteria
        a. Title I
        b. ESE
        c. Educational programs for English language learners
    3. Programs in career and technical education
    4. Programs for gifted and talented students
    5. School nutrition programs
    6. Preschool programs administered by the LEA

VI. Homeless student and youth records. The District assures that:

A. The homeless student's records will be treated as a student education record, and shall not be deemed to be directory information, under section 444 of the General Education Provisions Act (20 U.S.C 1232g).

B. Maintained for each homeless child or youth, including:
    1. Immunization or other required health records;
    2. Academic records;
    3. Birth Certificate;
    4. Guardianship records; and
    5. Evaluations for special services

C. Made available, in a timely fashion, when a child or youth enters a new school.

D. Held confidential in a manner consistent with section 444 of the General Education Provision Act (20 U.S.C. 1232g).

VII. Transportation. The District assures that:

A. Transportation to and from a child's or youth's school of origin will be provided or arranged, at the request of the parent or guardian, or, in the case of an unaccompanied child or youth, the district's designated liaison for homeless children and youth.

B. When the child's or youth's living arrangements are in an area served by another school district (district of residence), this school district (district of service) will coordinate with the district of residence to agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin.

VIII. Disputes. The District assures that:

A. When considering placement in a school other than the child's or youth's school of origin, the district will consider student-centered factors to determine a placement that is in the student's best interest.

B. When the district determines that a placement other than the school of origin is in the best interest, the district will provide the parent, guardian, or unaccompanied homeless youth with:

1. A written explanation;
2. In a manner and form understandable to the parent, guardian, or unaccompanied youth; and
3. Information on the right to appeal the placement determination

C. During a school selection dispute:

1. The child or youth will either remain enrolled in the student's school of origin or shall be immediately enrolled in the eligible school in which enrollment is sought, either the school zoned for the address where the student is residing or another school, pending final resolution of the dispute including all available appeals;
2. The parent or guardian of the child or youth, or in the case of an unaccompanied youth, the youth shall be provided with a written explanation of any decisions related to school selection or enrollment made by the school or the district, including the rights of the parent, guardian, or unaccompanied youth to appeal such decisions; and

3. 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.
4. In the case of an unaccompanied youth, the liaison shall ensure that the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of such dispute.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1003.21, F.S.**
LAW(S) IMPLEMENTED: **382.002, 743.067, 1000.21, 1001.43, 1004.43, 1003.01, 1003.21, 1003.22, F.S.**

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, P.L.100-77

EVERY STUDENT SUCCEEDS ACT of 2015. PL114-95
20 USC 6311(g)(1)(F)

HISTORY: **ADOPTED: 11/07/2005**

REVISION DATE(S): 12/08/2008, 06/01/2009, 08/21/2017, 06/15/2020

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

FOREIGN EXCHANGE STUDENTS 5.382+

I. The School Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and having nonimmigrant students with citizenship in countries other than the United States as members of the student body of the District. A foreign exchange student may be enrolled in a Baker County school provided that the student

A. Is sponsored by a program listed with and approved by the Council on Standards for International Educational Travel (CSIET). The representatives from the approved Foreign Exchange Student Program must secure written acceptance from the Student Services Department prior to placement and enrollment in the District schools.

B. Is at least fifteen (15) years of age but has not attained the age of eighteen and one/half (18 ½) years of age at the time of enrollment. Proof of age must be documented by a birth certificate or passport.

C. Agencies must arrange for host family placements with an American host family that resides in the county and has been approved by the sponsoring program prior to the student leaving their home country. Exchange students must be enrolled and start attending classes no later than the first day of the first semester each year for full-year placements and the first day of the second semester each year for second-semester placements.

D. Shall gain legal entry into the United States with a J-1 Exchange Visa, required Department of Homeland Security documents, and present to the District the general enrollment documents required by all students.

E. The Foreign Exchange Program must certify that financial resources are sufficient to cover all expenses for the student, including funds to cover school lunches.

F. Provides an academic transcript from the home school with English translation and has not previously graduated.

G. Provides evidence of sufficient English proficiency to function successfully in the academic level in which he/she is enrolled.

H. Meets immunization requirements in accordance with Florida statutes.

I. Has health, accident and liability insurance coverage that is valid in the United States.

II. A student shall be enrolled for one (1) semester or a complete school year (two (2) semesters.)

III. The student shall be subject to the *Code of Student Conduct*.

IV. Eligibility for participation in athletics shall be consistent with Florida High School Athletic Association and School Board rules.

V. The Superintendent or designee shall approve the admission of each foreign exchange student.

VI. The Superintendent shall develop procedures for implementing the foreign exchange student program.

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

LAWS IMPLEMENTED: **1001.43, 1006.07 F.S.**

HISTORY: **ADOPTED:**

REVISION DATE(S): 05/07/12, 06/21/21, 12/05/2022, 11/3/25

FORMERLY: NEW

SCHOOL HEALTH SERVICES 5.50

I. The School Board will collaborate with the Baker County Health Department and the District School Health Advisory Committee to develop and implement a health services plan, as required by the School Health Services Act (F.S. 381.0056). This will be included in the *Health Services Manual* and must be approved by the Board. The School Health Services Plan (SHSP) will be completed biennially and approved by the Baker County School Board, Baker County Health Department medical director or administrator, and the Department of Health's district administrator. The SHSP shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by the Baker County School Board and the Baker County Health Department medical director or administrator.

II. Pursuant to F.S. 381.0056(6), and in conjunction with the remainder of this Policy, the Board shall:

A. Include health services and health education as part of the comprehensive plan for the District;

B. Provide inservice health training for school personnel.

C. Make available adequate physical facilities for health services.

D. At the beginning of each school year, provide parents and guardians with information concerning ways that they can help their children to be physically active and to eat healthful foods; and

E. At the beginning of each school year, inform parents or guardians in writing that their children who are students in the District schools will receive specified health services as provided for in the district health services plan. A student will be exempt from any of these services if his or her parent or guardian requests such exemption in writing. This paragraph shall not be construed to authorize invasive screening; if there is a need for such procedure, the consent of the student's parent or guardian shall be obtained in writing prior to performing the screening. However, the laws and rules relating to contagious or communicable diseases and sanitary matters shall not be violated.

III. The SHSP must include, at a minimum, the following provisions:

A. health appraisal;

B. records review;

C. nurse assessment;

D. nutrition assessment;

E. a preventive dental program;

F. vision screening;

G. hearing screening;

H. scoliosis screening at the appropriate age;

I. growth and development screening;

J. health counseling;

K. referral and follow-up of suspected or confirmed health problems by the Baker County Health Department;

L. meeting emergency health needs in each school;

M. county health department personnel to assist school personnel in health education curriculum development;

N. referral of students to appropriate health treatment, in cooperation with the private healthcare community whenever possible;

O. consultation with a student's parent or guardian regarding the need for health attention from their family physician, dentist, or other specialist when definitive diagnosis or treatment is required;

P. maintenance of records on incidents of health problems, corrective measures taken, and other necessary information to plan and evaluate health programs; in accordance with F.S. 1002.22 for health records of individual students;

Q. provision of health information by the school health nurses, when necessary, regarding the placement of students in exceptional student education and the periodic revaluation of students placed in such programs;

R. notification to the local nonpublic schools about the SHSP and the opportunity for representatives of the local nonpublic schools to participate in developing the cooperative health services plan;

S. a reasonable attempt to notify a student's parent, guardian, or caregiver if the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463, including and subject to the requirements and exceptions established under F.S. 1002.20(3) and F.S. 1002.33(9), as applicable.

A “reasonable attempt to notify” means the exercise of due diligence and care by the principal or the principal’s designee to make contact with the student's parent, guardian, or other known emergency contact whom the student’s parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal or the principal’s designee must take the following actions:

1. Use available methods of communication to contact the student's parent, guardian, or other known emergency contact including, but not limited to telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination;

2. Document the methods and number of attempts made to contact the student's parent, guardian, or other known emergency contact, as well as the outcomes of each attempt.

If the principal or principal’s designee successfully notifies any other known emergency contact, he or she may share only the necessary information to alert such contact that the parent or caregiver must be contacted. All information must comply with federal and state laws.

T. budget and staffing information;

U. number and levels of public and nonpublic schools and number of students served;

V. communicable disease policies;

W. immunization policies;

X. initial school entry health examination policy;

Y. health services reporting procedure;

Z. advisory committee activities and membership; and

AA. district and county public health unit personnel responsible for coordinating health services.

The SHSP will describe employing or contracting for all health-related staff and the supervision of all personnel involved in school health services, regardless of funding source.

Protocols for the supervision of school health services personnel will be outlined in the SHSP to ensure that services are provided in accordance with statutory and regulatory requirements and professional standards. These protocols will be kept on file at the District and the Baker County Health Department.

Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the Baker County Health Department medical director in conjunction with the Board, school health advisory committee, the district medical consultant, or the student's private physician.

IV. At the beginning of each school year, the principal shall inform the parent(s) as defined by Florida Statutes, in writing, of each healthcare service available at their student's school and that the parent has the option to withhold consent or decline any specific service as provided in the health services plan in accordance with F.S. 1014.06. 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) must be obtained prior to conducting any such screening.

V. Anaphylaxis Training and Emergency Action Plans for Kindergarten through Grade 8 Schools

Each school in the District that serves students in kindergarten through grade 8 shall provide training to a sufficient number of school personnel and contracted staff on how to prevent and respond to allergic reactions, including anaphylaxis. The Superintendent is responsible for determining the number of personnel to be trained at each school site. The training must comply with State Board of Education Rules and include recognizing the signs of anaphylactic reaction and administering an FDA-approved epinephrine delivery device that has a pre-measured, appropriate weight-based dose.

For each student in kindergarten through grade 8 who has an emergency action plan for anaphylaxis, that plan must always be in effect and accessible when the student is on school grounds during the school day or participating in school-sponsored activities. This includes extracurricular activities, athletics, school dances, and contracted before-school or after-school programs at the student's school.

VI. Students referred to school-based mental health service provider for mental health screening, to identify mental concerns or those at risk for mental health disorders will be assessed within fifteen (15) days of referral. Mental health services must be initiated within:

A. Fifteen (15) days following identification and assessment by the school-based mental health provider; or

B. Thirty (30) days following identification and assessment by the community-based mental provider after referral by the school or district.

VII. Parents and or guardians of ~~a~~ students receiving mental health services will be provided information about additional behavioral health services available through the student's school or local community-based providers.

VIII. Household members of students receiving mental health services will also be provided with information about additional behavioral health services available through other delivery systems or payors, if they are identified as needing support or if their improved behavioral health could benefit the student's well-being.

IX. Before administering any student well-being questionnaire or health screening form to a student in grades K-3, the District will provide the questionnaire or health screening form to the parent and obtain the parental permission.

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

LAW(S) IMPLEMENTED: **381.0056, 394.463, 1001.21, 1002.20, 1006.062, 1014.06 F.S.**

HISTORY: **ADOPTED: 4/3/23**
REVISION DATE(S): 3/16/26 _____
FORMERLY: _____

Use of Bathrooms and Changing Facilities 5.60

I. To the extent permitted by law, each multiple-occupancy bathroom or changing facility owned or operated by the District shall be designated for and used only by persons based on the person's biological sex. This policy does not prohibit the District from providing reasonable accommodations, upon request, to any student who has a need or desire for increased privacy, regardless of the underlying reason.

II. In accordance with law, a person's biological sex is identified on the person's official birth certificate provided the statement was:
   A. Entered at or near the time of the person's birth; or
   B. Modified only to the extent necessary to correct any type of scrivener or clerical error in the person's biological sex.

III. For the purposes of this policy, "multiple-occupancy bathroom or changing facility" means a location where a person may reasonably be in a state of undress, including a restroom, locker room, or shower room. Also, for purposes of this policy, "multiple-occupancy bathroom or changing facility" means a location designed or designated to be used by more than one individual at a time, where a person may be in a state of undress in the presence of another person, regardless of whether the facility provides curtains or partial walls for privacy. The term includes but is not limited to a school restroom, locker room, changing room, or shower room.

IV. The provisions of this section shall not apply to individuals entering a multiple-occupancy restroom or changing area designated for use by the opposite sex, when the purpose for entering the room is:
   A. For custodial, maintenance or inspection purposes; or
   B. To render emergency medical assistance.

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

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

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 11/06/23
FORMERLY:NEW

FLORIDA BEST AND BRIGHTEST TEACHER SCHOLARSHIP PROGRAM 6.09

I. The Florida Best and Brightest Teacher and Principal Allocation is created to provide recruitment, retention and recognition awards to classroom teachers, instructional personnel, and principals based on criteria as defined in s. 1012.01(2), and is to be funded as provided in s. 1011.62(18).

Definitions
For the purpose of this policy, the following definitions shall apply:

A. Classroom Teacher – defined in Florida Statute 1012.01(2)(a) to include K-12 teachers that are assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education and adult education. By law it does not include teachers exclusively serving students in Pre-K or post-secondary programs. Teachers will be determined to be "classroom teachers" if they are assigned K-12 students and provide regular instruction to those assigned students.

B. Content Expert in Math, Science, Computer Science, Reading or Civics – Defined by Florida State Board of Education Rule 6AER19-01 as a teacher who has earned at least a Master's Degree in one or more of the associated subject areas, or who has earned a Bachelor's Degree with at least 5 years of work experience in one or more of the associated subject areas.

C. Instructional Personnel – Defined in Florida Statute 1012.01(2)(a) – (e) District will determine who will be included as qualifying instructional personnel as any K-12 staff member whose function includes the provision of direct instructional services to students or whose functions provide direct support in the learning process of students.

D. Newly Hired – Initial employment in Baker County as an instructional staff member. This initial employment can be with either a District managed school or charter school; however, a teacher shall only be eligible for one recruitment award with the Baker County School District. Teachers previously employed in an instructional capacity in any Baker County school or department, District managed or charter, prior to July 1, 2019, shall not be eligible for an award from this category.

E. Performance Criteria and Policies Adopted by the Board – for the purpose of this award, this provision shall be defined as instructional personnel who received an overall summative evaluation rating of "Highly Effective" or "Effective" for the school year immediately preceding the award year.

F. Principal – defined in Florida Statute 1012.01(3)(c) as K-12 staff members performing the assigned activities as the administrative head of a school and to whom have been delegated responsibility for the coordination and administrative direction of the instructional and non-instructional activities of the school. This does not include principals exclusively serving Pre-K or post-secondary programs.

G. Qualifying School – A school that has improved an average of 3 percentage points or more in the percentage of total possible points achieved for determining school grades over the past 3 years. Annually, a list of eligible schools will be identified by the Florida Department of Education and provided to the District. Schools that receive an improvement rating instead of a school grade have been determined to be ineligible by the Florida Department of Education Rule.

H. Rated as "Highly Effective" or "Effective" the preceding year – defined as receiving an overall summative evaluation rating of "Highly Effective" or "Effective" for the school year immediately preceding the award year.

I. Recognition Award – must be rated highly effective or effective the preceding year.

J. Two Consecutive School Years – the current school year in which the awards are to be paid, and the school year immediately preceding the award year.

II. Award Categories

The following teacher and principal awards are to be provided by the District or applicable charter school governing board utilizing the annual appropriation identified by the State:

A. Recruitment Award: A one-time award for Section 1012.731(3)(a) provides for a newly hired classroom teacher determined to be a content expert based on criteria established under the Florida State Board of Education Rule 6AER19-01 in the areas of math, science, computer science, reading or civics.

1. Began working for the District on or after July 1, 2019 for the 2019/2020 school year;
2. Was employed continuously in a classroom teacher position through the payment date of the award or the last scheduled workday of the year in which the award is paid, whichever occurs first; and
3. Completed any District required application for the award and provided any supporting documentation requested by the District to verify eligibility for the award.

B. Retention Award (Classroom Teacher): Available to classroom teacher who:

1. Received a summative evaluation rating of "Highly Effective" or "Effective" the preceding school year;
2. Eligible Staff (See 1J above);
3. Are teaching at a qualifying school;
4. Employed in a classroom teacher position at the same qualifying school for two consecutive years through the payment dated of the award or the last scheduled workday of the year in which the award is paid, whichever occurs first; and

5. Completed any District required application for the award, and provided any supporting documentation identified by the district to verify eligibility for an award.

C. Retention Award (School Principal) – Principal shall be eligible for an annual principal retention award provided he/she:
   1. Was employed as a principal at the same eligible school over the four-year eligibility period;
   2. Are currently serving as the school principal at the same qualifying school through the payment date of the award or the last scheduled workday of the year in which the award is paid, whichever occurs first;
   3. Served as the school principal at that same school for 4 consecutive school years, including the current school year; and
   4. Completed any District required application for the award, and provided any supporting documentation identified by the District to verify eligibility for an award.

D. Recognition Award: Available to instructional personnel who:
   1. Were employed in an eligible instructional position through the payment date of the award or the last scheduled workday of the year in which the award is paid, whichever occurs first;
   2. Received a summative evaluation rating of “Highly Effective” or “Effective” the preceding year;
   3. Based on performance criteria and policies adopted by the District or charter school governing board; and
   4. Completed any District required application for the award, and provided any supporting documentation identified by the District to verify eligibility for an award.

III. As determined by the District, employees may be eligible to receive either a retention or recognition award in a single award year, provided he/she meets all of the eligibility criteria for each award individually.

A. Eligibility Decisions

As stated above, the District my require an application and/or supporting documentation to be provided by an employee seeking payment of one or more of the awards associated with the Florida Best and Brightest teacher and Principal Allocation. Failure of an employee to provide timely or sufficient applications or supporting documentation, when requested, shall be considered a waiver of eligibility and the employee will not be entitled to an award. The sufficiency of an application and/or supporting documentation for any of the awards associated with the Florida Best and Brightest Teacher and Principal Allocation shall be determined by the Office for Human Resources, such decisions will be considered final.

B. Funding

The Florida Legislature annually establishes the total funding allocation for each school district. The District's allocation is based on its proportional share of statewide FEFP base funding using weighted FTE. Each approved charter school operating within the District shall be provided its proportional share of the District's allocation using the same FEFP base funding and weighted FTE formula employed by the state to determine the District's allocation.

C. Award Amounts

The maximum amount of each award is established by the Florida Legislature through the annual General Appropriations Act. The District and charter school governing boards must pay the full award amounts specified in law for categories 1, 2 and 3 prior to paying any category 4 awards. The amount of individual category 4 awards shall be determined by using the negotiated formula. Should the District's or individual charter school governing board's specific appropriation of funds be insufficient to pay the full award amounts specified in law for categories 1, 2, and 3; each award amount shall be pro-rated to match the District's or charter school governing board's specific appropriation and no category 4 awards will be paid.

The award amounts identified in law, or, in the case of category 4 awards, by policy are considered to be gross award amounts. All applicable employer and employee withholdings shall be deducted from these gross award amounts prior to payment of any award to an eligible instructional staff member or principal. Final eligibility for all award amounts shall be determined at the end of each academic year, and awards shall be paid prior to the end of the fiscal year.

D. Duration

Should the statutory framework or specific categorical funding appropriation related to the Florida Best and Brightest Teacher or Principal allocation be withdrawn or substantially amended by the Florida Legislature or a court of competent jurisdiction, this policy and the payments of any awards shall be immediately suspended until such time as a successor policy is developed and approved.

Should any portion of this policy be determined to be inconsistent with state law or deemed otherwise invalid by a court of competent jurisdiction, this policy and the payment of awards shall be immediately suspended until such time as a successor policy is developed and approved.

STATUTORY AUTHORITY: **1012.01, 1012.34, 1011.62, F.S.**

LAWS IMPLEMENTED: **1012.731, F.S.**

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 02/03/2020
FORMERLY: NEW

EMPLOYMENT DEFINED 6.100

(1) Employment Eligibility – The school district shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees.

(2) Full time - A regular full-time employee is a person who is employed for the school term or for the school fiscal year to render the minimum number of hours each day as established by the Board for that position or job.

(3) Part time - A part-time employee is a person, who is employed to render less than the number of hours each day as established by the Board for a regular full-time employee.

(4) Temporary - A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part time or a full-time employee.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23 F.S.**

LAWS IMPLEMENTED: **288.061, 448.095, 1001.43, 1012.22, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 10/04, 11/17/2020
FORMERLY:

EMPLOYMENT OF PERSONNEL 6.102*+

1) All personnel shall be appointed or reappointed as prescribed by Florida Statutes and in conformance with applicable State Board of Education rules and School Board rules.

2) The Superintendent is directed to develop appropriate employment procedures governing the recruitment, screening, selection, appointment and employment of all personnel consistent with Florida Statutes, State Board of Education rules, federal requirements and School Board rules.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.42, 1001.43, 1012.22, 1012.27, 1012.32, 1012.335, 1012.39, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-1.0502, 6A-1.064, 6A-4.0081, 6A-4.0082, 6A-4.0083**

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 11/18/08, 05/21/12
FORMERLY:

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

APPOINTMENT OR EMPLOYMENT REQUIREMENTS 6.103* OPTION 2

Any person desiring employment shall file a completed application on the form provided by the Superintendent.

I. Qualifications

A. Must be of good moral character.

B. Must have attained the age of eighteen (18) years with the exception of students employed by the Board.

C. Must meet the educational requirements of the job description that the employee is hired to fulfill.

II. Certificate Requirements

Each applicant for an instructional or a certificated administrative position shall hold a certificate, have a receipt from the Florida Department of Education acknowledging that an application has been filed and that issuance of the certificate is pending, or have the proper license to perform services.

A. To be considered for a position, an applicant shall be duly qualified for that position in accordance with state law, regulations of the Florida Department of Education and the approved job description. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the annual contract of employment as approved by the School Board.

B. Any person not holding a valid Florida certificate at the time of employment shall be required, upon initial employment, to make application to the Florida Department of Education for such a certificate, through the Personnel Services office of the District. When such certificate is received, it must be filed with the office of the Superintendent. If the Department of Education declines to issue a certificate, the person's employment shall be terminated immediately. Failure to file such certificate, except for good cause as determined by the Superintendent, shall result in the termination of employment.

III. Interviews and Appointments

A. Interview teams, including those with community representatives, shall reasonably reflect the District's diverse racial, ethnic, and gender composition.

B. The Superintendent or designee shall monitor and ensure that appointments and assignments are consistent with the District's intent of maintaining a diverse work force.

IV. Driving Record

A. The driving record of each applicant for the position of school bus operator or for any position that would require the person to drive a School Board vehicle shall be reviewed to determine if the record contains any infractions of the driving code that would make the applicant unqualified for the position in accordance with the District safe driver plan.

B. The driving record of each current school bus operator shall be reviewed prior to the first day of the fall semester and periodically during the school year to determine if the record contains any infractions of the driving code that would make the operator unqualified for the position in accordance with the district safe driver plan. The driving record of any employee who is required to drive a School Board vehicle shall also be reviewed periodically during the year to determine whether the employee may continue in the position.

V. Initial Employment

A. Any offer of employment with the School District is conditioned on submission of fingerprints and a photograph as required by Florida Statute and a background investigation by the Superintendent or designee and District Criminal Background Check (CBC) committee. After a job offer, but prior to beginning employment with the District, all candidates for all positions must undergo a criminal and employment background check (including verification of work authorization status through the E-Verify system) to determine suitability for employment. The application for employment shall inform applicants they are subject to criminal background checks, and advise applicants that failure to be truthful on the application about prior criminal history will be grounds for ineligibility or dismissal from employment.

B. As a condition of employment and prior to beginning work, an applicant who has received a conditional job offer must undergo background screening as required by Florida Statutes by filing a complete set of fingerprints and a photograph taken by an individual trained to take fingerprints. The fingerprints and photograph shall be submitted to the Care Provider Background Screening Clearinghouse (Clearinghouse), the Florida Department of Law Enforcement

(FDLE) and the Federal Bureau of Investigation (FBI). The applicant shall be required to pay for full costs of processing at the time of fingerprinting.

C. A Criminal Background Check (CBC) committee will review the criminal history of all persons nominated for initial employment. The CBC committee shall obtain criminal background information for applicants through requests to the Care Provider Background Screening Clearing House (Clearinghouse) Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The CBC committee shall include, but not limited to, the Director of Personnel Services, the District Equal Educational Opportunity Officer (EEO), and a representative of the County Sheriff's Department.

D. When the fingerprint or background check reports are returned, the Associate Superintendent shall review both the application and the report(s) concerning the individual. The CBC committee will compare the information provided by the new employee with the information received from the Clearinghouse, FDLE and/or the FBI pursuant to Florida Statute.

E. The Superintendent or designee shall conduct employment history checks of applicants for instructional, administrative or any other positions requiring direct contact with students. The employment history check shall include, but not be limited to, screening through the use of educator screening tools described in law and contact with each previous employer. All findings shall be documented. If the Superintendent is unable to contact a previous employer, he/she shall document all efforts to contact the previous employer. For all other applicants, the CBC committee or its designee shall contact or attempt to contact all prior employers for a minimum of the past ten (10) years and all private public educational institutions by which the applicant was previously employed while age eighteen
(18) or older. The committee shall document all attempts to contact previous employers.

F. No applicant who has received a conditional job offer shall begin work before his/her fingerprints are processed, the criminal and pre-employment investigation is completed, and a determination is rendered as to suitability for employment.

G. Based upon the facts of an application, criminal background check or other valid or reliable data sources, applicants who are, or have been convicted of certain serious offenses may be denied employment by the School District. As used in this section the term conviction is defined as a finding of guilt, a plea of guilty, or a plea of *nolo contendere*, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial

intervention or pre-trial diversion shall not be considered an exception to this section. Other information derived from the pre-employment investigation, which indicates the applicant may not be suitable for employment by the School District, may be grounds for denying employment to an applicant.

H. An applicant shall be disqualified from employment in any position requiring direct contact with students if he/she is ineligible for employment under 1012.315, F.S.

I. Any instructional or non-instructional persons under contract to the School District to operate student programs, student teacher, persons participating in short-term teacher assistance experiences or field experiences who have district contact with students must meet the requirements of V. A., B., E, and F. Such person may not be in direct contact with students if ineligible under 1012.315, F.S.

VI. Current Employees

A. Whenever a personnel investigation of a complaint against an employee is required, a criminal background check may be conducted as part of the investigation.

B. Instructional personnel shall be removed from the classroom within 24 hours of the District being notified by law enforcement or a self-reporting by the employee of the employee being arrested for a felony offense or for a misdemeanor offense listed in s. 435.04(2), to determine the potential impact on the student health, safety and welfare.

C. Instructional personnel and administrative personnel must self-report within 48 hours to the Superintendent or his/her designee any arrest for a felony offense or misdemeanor offense listed in s. 435.04(2). The self-reporting is not considered an admission of guilt.

D. Instructional and administrative personnel must self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pre-trial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgement.

E. If it is discovered during the period of employment that a regular employee has a prior criminal record and that the employee was requested to provide this information at the time of hire, but did not do so, the employee may be subject to disciplinary action, including dismissal for submitting false information on the employment application, or otherwise having misled the District.

F. If it is discovered during the period of employment that an employee has a prior criminal record and no falsification of an application nor attempt to mislead occurred, the record shall be reviewed by the Associate Superintendent. He/she

shall consider all information, including any mitigating conditions, and report findings of fact, possible mitigating circumstances and recommendations for action to the Superintendent. The employee shall have the opportunity to respond in writing to the findings and recommendation. The Superintendent shall review the record, recommendation and response before taking appropriate action. Appeal of the Superintendent's action shall follow collective bargaining agreements or School Board policy, as appropriate.

G. Instructional personnel and noninstructional or contractual personnel who have direct contact with students or have access to or control of school funds must meet the screening requirements described in law every five (5) years. Personnel whose fingerprints have not been maintained by the Department of Law Enforcement are required to be re-fingerprinted.

H. An employee whose criminal record after employment would disqualify him/her from employment shall be subject to disciplinary action up to and including termination.

VII. Drug Testing

A. Initial Employment

1. A negative drug screen will be a requirement of initial employment. An applicant who has been offered a position will be referred to a Board approved, independent, certified laboratory. The drug screen must be conducted within thirty (30) days prior to employment. The cost of the drug screening will be the responsibility of the applicant.

2. Applicants testing positive will not be eligible for employment by the School Board for a minimum of one (1) year from the date of the test. Refusal to participate in the drug screening will prohibit an applicant from employment with the Board.

B. Current Employees

1. An employee may be subject to drug testing based on a reasonable belief that he/she is using or has used drugs in violation of the Drug -free Workplace policy.

2. An employee may be subject to follow up testing at the recommendation of a substance abuse professional or medical review officer.

3. An employee shall be subject to a drug screen immediately following a work-related accident or injury.

4. An employee who is subject to the requirements of the Omnibus Transportation Employees Testing Act (OTETA) shall be subject to random drug testing, post-accident drug testing and return to duty testing as required by federal law.

VIII. Acceptance of Appointment

Failure to signify acceptance of appointment within ten (10) days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant.

IX. Reconsideration and Appeal

A. Applicants who have been denied employment, and probationary employees who have been denied permanent employment, on the basis of their criminal record, drug screening and/or background check, may request reconsideration by the CBC committee only if they present new information not previously available.
B. Applicants who have been denied employment, and probationary employees who have denied permanent employment, because of their criminal record and/or background check, may appeal to the Superintendent. Applicants and probationary employees shall receive written notice of the right to appeal the decision by the CBC committee to the Superintendent. Their appeal must be in writing and may respond to the findings and decision of the CBC committee. If new information is to be submitted, the applicant must first request reconsideration by the CBC committee. The Superintendent's decision shall be final.

X. The District shall ensure that all aspects of the recruitment and selection process are job-related and are consistent with business necessity so as to ensure equal employment opportunity. Neither the District nor its agents shall engage in any discrimination with respect to employment in violation of any state or federal laws. Applicants shall be informed of the complaint procedure that may be used should they allege discrimination.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **288.061, 381.0056, 440.102, 448.095, 1001.42, 1001.43, 1012.01, 1012.22, 1012.27, 1012.315, 1012.32, 1012.39, 1012.465, 1012.55,1012.56, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.0141**

HISTORY: ADOPTED: _____

REVISION DATE(S): 11/13/06, 04/23/07, 11/18/08, 11/17/20, 11/3/25

04/05/21, 04/03/2023

FORMERLY:

PROBATIONARY STATUS FOR NON-INSTRUCTIONAL PERSONNEL 6.104

Upon initial employment, non-instructional employees shall serve a probationary period. If a collective bargaining agreement does not provide for the conditions of a probationary period then the following provisions shall govern the implementation of this policy:

(1) The probationary period shall begin the first day of regular employment.

(2) The probationary period shall be 97 days in duration.

(3) Employment during the probationary period must be continuous for probation to be successfully completed.

(4) The probationary period may be extended if

(a) the fingerprinting process is pending completion, or

(b) the Superintendent or designee determines that an additional probationary period is needed.

(5) The Superintendent shall determine whether to continue the employee's employment for the duration of the contract year.

(6) A probationary employee who is recommended for termination (non-renewed) shall not have rights of appeal nor have a written explanation.

(7) Probationary non-instructional personnel shall be entitled the same benefits that are provided other employees in the same work position.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.40, F.S.**

HISTORY:

ADOPTED
REVISION DATE(S): 04/05/04
FORMERLY:

PHYSICAL EXAMINATIONS 6.110

The Superintendent may require a physical, psychological, and/or psychiatric examination by a physician licensed in the state of Florida when in the Superintendent's judgment such an examination is relevant to the teaching performance or employment status of a School Board employee. The Superintendent shall select the physician(s), psychologist(s), or psychiatrist(s) and shall pay all costs incurred in the examination(s). The employee shall allow the report of the physician(s), psychologist(s), or psychiatrist(s) to be submitted to the Superintendent with a copy being forwarded to the employee.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.32, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 6.09

TRANSPORTATION EMPLOYEE DRUG AND ALCOHOL TESTING 6.111*

1) The *School Board Omnibus Transportation Employee Testing Act Drug and Alcohol Testing* manual is hereby incorporated by reference and made a part of this Rule. Any revisions shall be approved and adopted by the School Board.

2) In 1991, Congress passed the Omnibus Transportation Employee Testing Act OTETA 49 CFR Part 382**.** This law applies to anyone who holds a Commercial Driver's License (CDL), and, as a condition of employment, is required to drive a commercial vehicle.

3) For employees of the School Board, **OTETA** applies to anyone who holds a commercial driver's license and drives a school bus, a county vehicle weighing over 26,000 pounds, or who is in a "safety sensitive position" in regard to transporting passengers, equipment, or School Board property. **This federally mandated OTETA is now incorporated into the Board rules.** These include random unannounced alcohol and other drug testing, additional driver and supervisor training, and other items.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **112.0455; 440.102; 1001.43;1012.45, F.S.**
49 CFR PART 40, DOT;
49 CFR PARTS 382 & 391,
FEDERAL HIGHWAY ADMINISTRATION

HISTORY: **ADOPTED: 1/95**
REVISION DATE(S): 04/05/04, 01/02/07
FORMERLY: 7.27

LICENSE OF SCHOOL BUS OPERATOR 6.112*

Each school bus operator shall possess the minimum qualifications prescribed in Florida Statutes, State Board of Education rules and other controlling regulation.

(1) All school bus operators shall hold a valid Commercial Driver's License (CDL) for a Class B vehicle with passenger (P) and school bus (S) endorsements.

(2) The license shall be displayed in a conspicuous place in the school bus or shall be carried by the operator while operating the bus.

(3) Any school bus operator who should have known that his/her driver's license has expired or has been suspended or revoked and who drives a bus shall be subject to disciplinary action up to and including dismissal.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **322.57, 1001.43; 1012.45, F.S.**
49 CFR 350, *et al*.

STATE BOARD OF EDUCATION RULES: **6A-3.0141; 6A-3.0171(1)(d)**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/07/05, 04/07, 04/23/07
FORMERLY: 7.06 & 7.13

RESPONSIBILITIES OF SCHOOL BUS OPERATOR 6.113*

I. School bus operators shall be responsible for adhering to the requirements of federal laws and regulations, Florida Statutes, State Board of Education rules, driving regulations, School Board policies, District safe driver plan and the adopted District job description.

II. Responsibilities shall include, but not be limited to, the following:

A. To maintain an appropriate Florida driver's license.

B. To refrain from driving with an expired, suspended or revoked license.

C. To complete annual school bus operator training.

D. To participate in the substance abuse testing and alcohol detection program required by 49 CFR 382 and 49 CFR 391.

E. To refrain from using a cellular telephone 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.**

LAWS IMPLEMENTED: **322.57, 1001.42, 1001.43, 1012.45, F.S. 49 CFR 382, 49 CFR 391**

CHAPTER 6.00 – HUMAN RESOURCES

STATE BOARD OF EDUCATION RULES: **6A-3.0141; 6A-3.0171**

DEPARTMENT OF ENVIRONMENTAL PROTECTION RULE(S) **62-285.420**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/23/07, 06/01/09
FORMERLY: NEW

YEAR OF SERVICE DEFINED FOR ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL 6.120*

1) Service in the public school systems of Florida, including the service set forth in Section 238.01 and 238.06, Florida Statutes, shall be counted as experience for salary purposes under the salary schedule. Each year of service shall meet the criteria for a year of service as prescribed by law.

2) Administrative or instructional personnel shall be given credit for prior teaching service outside of Florida to include the public schools, special state supported schools, state colleges and universities, state supported community and junior colleges and schools and colleges supported by the Federal Government and the possessions of the United States. Such credit shall be applied as stipulated in the adopted salary schedules.

3) Teachers, hired new to the district after January 1,1987, may be allowed credit for service rendered in a private school or educational institution provided that the accreditation of such school or institution is accepted by the Superintendent or his/her designee. The teacher shall have held a valid certificate from the state in which he/she taught and for which credit is claimed, and shall have been fully certified during such period of time in order to be eligible for credit.

4) Military experience shall be given to a person, whose career was interrupted or postponed due to military service in the Armed Forces of the United States. Such experience shall be credited on a year-for-year basis for up to four years. After the first four years, such credit shall be four years, plus one-half (1/2) of the remaining established years of experience. Service shall be established from the date of active duty to the date of the discharge or release from duty and must be verified, and the discharge or release from active duty must have been under honorable conditions.

5) No credit for teaching experience will be allowed for substitute teaching unless the service was rendered under a contract and meets the requirements for a year of service.

6) Part-time teaching may not be counted in determining a year of service, unless the person renders service under contract in excess of one-half (1/2) the days or hours required for a full-time contractual position.

7) The minimum time, which may be recognized as a year of service for contractual purposes, shall be full-time actual service rendered under contract for more than one-half (1/2) the number of days or more than one-half (1/2) the number of total hours required for the normal contractual period of service for the position held.

In determining such service, sick leave and holidays for which the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded. The contractual period of service required for the position shall be determined by the number of months an employee works.

8) Service rendered in more than one district during the same school fiscal year, excluding service rendered in the summer beyond the ten (10) months period for ten (10) months contract personnel, may be combined to obtain a year of service for salary purposes but not for continuing contract purposes. Credit for service rendered in another state or as otherwise allowed under the salary schedule shall be determined by using the minimum service required in the Baker County School District for a comparable position.

9) Beginning with School Year 2009-2010, any employee shall not be given credit for years of experience for which they are drawing retirement funds. This provision will apply to any personnel, who begin their contract with the Baker County School Board for School Year 2009-2010 or any subsequent year.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1011.60; 1012.01, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 3/95, 04/05/04, 01/20/09, 04/06/09, 09/08/09, 12/07/09
FORMERLY: 6.19

THE INSTRUCTIONAL STAFF 6.130*

The instructional staff shall be composed of school-based personnel, as defined in Florida Statutes, other than administrators and school support personnel. The instructional staff shall be assigned direct responsibility for the supervision, instruction, and evaluation of students in disciplines, which promote individual growth and development for becoming a member of society. Instructional staff members shall hold a valid Florida Educator's Certificate or the equivalent as prescribed by Florida Statutes and State Board rules.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.01; 1012.32; 1012.39; 1012.53; 1012.54; 1012.56; 1012.57, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 9.94, 04/05/04
FORMERLY: 3.02

TEACHING OUT-OF-FIELD 6.131

(1) The employment or assignment of out-of-field teachers may occur when a qualified and appropriately certificated teacher is unavailable. Any teacher, who is employed or assigned out-of-field, shall be required to satisfy the course credit requirement in State Board of Education rule if he or she is appointed in a subsequent school year(s). The deadline for earning the six (6) semester hours of college credit or equivalent in the appropriate field shall be one (1) calendar year from the date of initial appointment to the out-of-field teaching assignment.

(2) Each principal shall report to the Superintendent 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's Certificate, the out-of-field assignment, and the justification. The School Board minutes shall reflect such approvals.

(3) Recommendations will be given to a teacher to assist in meeting in-field certification requirements.

(4) All new teachers employed (those hired after the first day of the 2002-03 school year) and teaching core academic subjects at a school that receives Title I and/or Part A funding, must meet the No Child Left Behind (NCLB) requirements.

(5) All teachers employed prior to the first day of the 2002-03 school year and teaching core academic subjects, as well as new teachers, who are not employed at schools receiving Title I and/or Part A funding, must meet the requirements of the NCLB by June 30, 2006.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.42; 1012.55; 1012.57, F.S.**

STATE BOARD OF EDUCATION RULES(S): **6A-1.0503**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 10/04, 11/07/05
FORMERLY: 3.56; 6.17

NON-CERTIFICATED INSTRUCTIONAL PERSONNEL 6.132*

Persons who possess expert skill in or knowledge of a particular subject or talent but who do not hold a Florida teaching certificate, constitute an invaluable community resource for the education of the students in the District. Such persons may serve as non-paid volunteers or as a paid member of the instructional staff to render instructional service in the individual's field of specialty but shall not be required to hold a Florida teaching certificate. Policies concerning non-certificated instructional personnel shall be as follows:

(1) Employment Procedures

Procedures shall be the same as those followed for certificated personnel, except that non-certificated personnel shall not be entitled to a contract as prescribed by State Board of Education Rules. The supervisor recommending the appointment must explain the circumstances that necessitate employing a non-certificated instructional person. A copy of such material shall be placed in the employee's personnel file.

(2) Personnel Records

The records of non-certificated personnel shall contain the same kinds of information that would be contained in the record of a regular member of the instructional staff. In lieu of a certificate and transcripts there shall be complete, detailed and certified documentation attesting to the individual's expertise in the area for which he / she is employed. The record shall also contain a statement of the specific instructional duties assigned to be performed and evaluations of performance of such duties.

(3) Salary

Non-certificated persons shall be paid according to the terms set forth in the salary schedule.

(4) Assignment, Suspension, and Dismissal

Non-certificated instructional personnel may not be assigned to any teaching duties other than those for which specifically employed. They shall remain employed only as long as the need exists. At any time during the employment of a non-certificated instructional person there is an indication that he/she is not carrying out his/her duties as assigned, he/she shall be suspended from that duty immediately and further action, including dismissal, shall be recommended by the Superintendent.

(5) Assessment of Performance

The performance of each non-certificated person shall be assessed against his/her specifically assigned duties. The supervisor recommending the appointment of these personnel shall monitor performance and provide a written evaluation at least once each school term using the teacher evaluation form.

(6) Student Welfare

Each non-certificated instructional person shall, prior to assuming his/her duties, be instructed as to his/her responsibilities in regard to the health, safety, and welfare of students. If assigned duties require knowledge of rules, regulations or policies of a special nature, the written statement of duties assigned shall include the duty to be familiar with such material.

(7) Instructional Practices and Policies

Prior to assuming their duties all non-certificated instructional personnel shall be advised of the State, District, and school policies relevant to instructional responsibilities.

STATUTORY AUTHORITY: 1001.41; 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.42; 1012.55, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.0502

HISTORY: ADOPTED:
REVISION DATE(S): 11/95, 04/05/04
FORMERLY: 3.52

ASSISTING TEACHERS TO BECOME HIGHLY QUALIFIED 6.133+

The Superintendent shall develop procedures to assist experienced teachers to meet the highly qualified requirements of the No Child Left Behind act .

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43, 1012.22, 1012.27, 1012.42, F.S.**
No Child Left Behind Act of 2001, P.L. 107-110
20 USC 7801

STATE BOARD OF EDUCATION RULE(S): **6A-1.0503**

HISTORY: **ADOPTED:**
REVISION DATE(S):12/07/09
FORMERLY: NEW 11/07/05

EMPLOYMENT OF ATHLETIC COACHES WHO ARE NOT FULL-TIME EMPLOYEES OF THE SCHOOL BOARD 6.140*+

(To be used only if such persons are employed in system.)

Persons who are not full-time employees of the School Board and hold an athletic coaches certificate, issued by the state of Florida, may be recommended by the Superintendent and appointed by the School Board, on a contract basis, to perform designated secondary school athletic coaching responsibilities, subject to the following conditions:

1) The principal has determined that qualified full-time employees of the School Board are not available to perform these responsibilities.

2) The contracted employment conforms to rules and regulations of the State Board of Education and the by-laws of the Florida High School Athletic Association (FHSAA).

3) The employment procedures and contracted services conform to Standards and Procedures provided by the Superintendent including, but not limited to:

   a) Use of an approved agreement form for contracted services.

   b) Assessment of the qualifications of such persons.

   c) Agreement by the contracted employee to abide by the Code of Ethics of the Education Profession in Florida.

   d) Evaluation of performed services to be conducted by the principal and appropriate records maintained.

4) An individual who is employed only as an athletic coach must hold a valid cardiopulmonary resuscitation (CPR) certificate issued by the American Heart Association or the American Red Cross and must have received training about the dangers of drug use including performance enhancing drugs.

5) Payment for services shall be according to the approved District schedule of salary supplements for the services rendered.

6) The District shall attempt to ensure that community-based coaches reflect the diversity of racial, ethnic, and gender groups that the School Board believes to be important to the educational experiences of students.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **119.07; 1001.43; 1012.22; 1012.24; 1012.27; 1012.31; 1012.33; 1012.36; 1012.55; 1012.56, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-4.0282**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 01/02/07
FORMERLY:

EDUCATIONAL PARAPROFESSIONALS AND AIDES 6.150*

Aides and paraprofessionals are persons assigned by the School Board to assist 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 Acts.

1) 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:

      i) Hold an associate's or higher degree;

      ii) Two (2) years of study at an institution of higher education; or

      iii) 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 mathematic readiness.

   c) Be at least eighteen (18) years of age.

   d) Present a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee. The fingerprints shall be acceptable for processing by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The Director of Personnel or designee shall initiate a records check by the two (2) agencies.

   e) A drug test shall be required of all non-instructional applicants recommended for hire and shall be administered by the Board approved testing laboratory.

2) The principal shall assure that the aide or paraprofessional assigned to the school possesses a clear understanding of state and District 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.

3) It shall be the principal's responsibility to assure the School Board and the Superintendent that each aide or paraprofessional possesses a clear understanding of all state and District instructional practices and rules relevant to his or 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.

4) 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.

5) 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.

6) 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.

7) 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.**

LAWS IMPLEMENTED: **1001.43; 1008.24 1012.22; 1012.32; 1012.37, F.S.**
34 CFR 200
Title 1 Part A Section 1111(g)(2)(J)

STATE BOARD OF EDUCATION RULE(S): **6A-1.070; 6B-1.006**

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/99; 04/05/04, 06/15/2020
FORMERLY: 3.48

SUBSTITUTE TEACHERS 6.160

I. Each school principal is authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties. The principal shall obtain substitute teachers from the approved list published by the Baker County School Board.

II. Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate materials as required by the Department of Human Resources:

A. Hold a high school diploma or equivalent;

B. Be at least eighteen (18) years of age;

C. Submit a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel and the appropriate processing fee to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI); and,

D. Complete an initial orientation/training program and other training required by Florida Statutes.

III. Baker County School Board 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. Provided, however, substitutes for postsecondary education programs may be hired on an hourly basis when necessary.

V. A retired member of a Florida state-administered retirement system may be employed as a substitute teacher as allowed by law.

VI. Substitute teachers shall hold

A. 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.

STATE BOARD OF EDUCATION RULE(S): 60S-4.012

HISTORY: ADOPTED:
REVISION DATE(S): 08/21/90, 09/03/91, 11/92, 11/95, 04/05/04, 10/04, 11/18/19
FORMERLY: 3.37; 6.43

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #_____

EMPLOYMENT OF NONDEGREED VOCATIONAL, ADULT INSTRUCTIONAL, AND FINE AND PERFORMING ARTS PERSONNEL 6.17*+

The Superintendent is authorized to develop a procedural manual for the employment of nondegreed vocational and adult instructional personnel which is entitled Qualifications for Employment of Nondegreed Full Time and Part-time Vocational, ~~and~~ Part-time Adult Instructional Personnel, and fine and performing arts instructors per Florida Statutes. These procedures shall be consistent with Florida Statutes and shall be approved by the School Board. The manual shall be published and made available to persons who are seeking employment as nondegreed vocational, ~~or~~ adult education, or fine and performing arts instructors.

I. Qualifications must include, but are not limited to these requirements:

A. The teacher must submit a complete set of fingerprints and photograph in the same manner as required by s.1012.32

B. The teacher must submit documentation of education and successful experience, including documentation of:

1. A high school diploma or the equivalent;
2. Completion of 3 years of full-time successful experience or the equivalent of part-time experience in teaching specification area.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.32, 1012.36, 1012.39, F.S.

HISTORY: ADOPTED: 11/3/2025 REVISION DATE(S): _____

FORMERLY:NEW

CONTRACTS: INSTRUCTIONAL AND ADMINISTRATIVE PERSONNEL 6.180*

1) Any person employed as a member of the instructional staff shall hold a valid Florida Educator's Certificate or professional license except as noted elsewhere in policy. Any person employed as an administrator shall meet those qualifications as enumerated in the Board adopted job description. All instructional and administrative staff shall be entitled to and shall enter into a written contract with the School Board as provided by law. All contracts shall be on forms prescribed by the Commissioner of Education. Any member of the instructional or administrative staff who is willfully absent from duty without leave shall forfeit compensation for the time absent, and his/her contract shall be subject to cancellation by the Board.

A. Contracts with Instructional Staff.

1. Each member of the instructional staff shall receive a contract in accordance with the provisions of law. The contract shall be in accordance with the duly adopted salary schedules of the Board and shall be for a definite term of service.

2. A probationary contract for one (1) school year shall be awarded upon initial employment in the District regardless of previous employment in the District, in another district or in another state.

B. Contracts with Administrative Staff.

1. Each member of the administrative staff on initial employment shall be given a written contract for a period not to exceed three (3) years subject to the condition that renewal of the contract from year to year will be based on an annual review of the services rendered and renewed only when acceptable and satisfactory service has been rendered. The first ninety-seven (97) days of the initial contract shall be a probationary period during which the employee may be dismissed without cause.

2. When the administrative staff member has rendered three (3) years of satisfactory and acceptable service, the School Board may enter into a contract for a fixed period of time not to exceed three (3) years. Any further renewal of the contract shall be based on a review and evaluation made during the last year of the contract and any additional contract shall be for a period of time not to exceed three (3) years.

2) A contract year for principals, other school site administrators and instructional personnel may not exceed ten (10) calendar months of service unless otherwise approved by the School Board.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **120.57, 1001.41, 1011.60, 1012.22;1012.32; 1012.33, 1012.335, 1012.34, 1012.56, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.0502, 6A-1.064**

HISTORY: **ADOPTED:**
REVISION DATE(S): 2/86, 11/95, 04/05/04, 10/04, 12/07/09, 05/21/12
FORMERLY: 3.49

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL 6.190*

No person shall be employed or continued in employment if he/she does not hold or is ineligible to hold a Florida Educator's Certificate, a local certificate, or a certificate issued by a Florida school district that has a reciprocal agreement with the School District or holds a professional license. However, a person may be employed under emergency conditions, pursuant to Florida Statutes, or may qualify as non-certificated instructional personnel pursuant to School Board rule. The staff member shall be responsible for maintaining a valid certificate. The staff member shall register his/her certificate and each certificate re-issuance or renewal in the District office as soon as the Department of Education issues the new validity period on the certificate.

(1) The Superintendent shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.

A. If an individual employed by the District does not achieve a passing score on any subtest of the general knowledge examination, the District must provide information regarding the availability of state-level and district level supports and instruction to assist in achieving a passing score.

B. Information must include state-level test information guides, school district test preparation resources and preparation courses offered.

(2) An individual nominated for an instructional position shall be properly certificated, be eligible for certification, meet conditions prescribed in State Board of Education rules or qualify for employment or re-employment as a non-degreed vocational education or adult education teacher based on School Board rule. All persons applying for employment are governed by the law and rules in effect at the time of application for issuance of the initial certificate or employment, provided that continuity of certificates or employment is maintained.

(3) 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 Baker County Public Schools Certificates. Such certificates establish eligibility for employment, but do not confer a right to employment.

A. The School Board defines an adjunct educator as a teacher who has expertise in the subject area to be taught. A teacher shall be considered to have expertise in the subject area to be taught if the teacher demonstrates sufficient subject area mastery through passage of a subject area test. The district is permitted to issue

adjunct certificates to qualified applicants.

B. Adjunct certificate holders should be used primarily to enhance the diversity of course offerings offered to all students.
C. Adjunct teaching certificates issued for full time teaching positions are valid for no more than three (3) years and are nonrenewable.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1011.60; 1012.24; 1012.54; 1012.55; 1012.56; 1012.57, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.0501; 6A-1.0502; 6A-1.0503

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 10/04, 04/05/21, 11/3/25
FORMERLY: 3.06

DISTRICT CERTIFICATES 6.191*

1) The School Board authorizes issuance of School District Certificates to full time nondegreed career education teachers. Nondegreed career instructional personnel are those whose qualifications are established on the basis of occupational expertise in areas of agriculture, business, health science, industrial, marketing, family and consumer science, and public service education; and who are assigned to teach only career courses when the course code directory specifies nondegreed career instructors are appropriate. Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

2) The following types of Full Time Certificates shall be issued at the nondegreed career level:

   a) Nondegreed instructional personnel will be issued a three (3) year Temporary Certificate upon receipt of fingerprint clearance from the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI). The Superintendent shall designate a certification contact person to work directly with the Bureau of Educator Certification, Florida Department of Education, to assist personnel with certification issues.

   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 for full time teachers. Three semester hours or sixty (60) inservice points shall be required of part time district certified teachers.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43, 1012.32,1012.39, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-1.0502**

HISTORY:

ADOPTED:
REVISION DATE(S): 12/07/09
FORMERLY: NEW

LEAVE OF ABSENCE 6.200*

1) Leave of absence - A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to have been granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one year. Leave may be with or without pay as provided by law, regulations of the State Board and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the annual employment period.

2) The Superintendent shall develop procedures to implement leave provisions.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.22; 1012.66; 1012.61; 1012.63; 1012.64, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.080**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 06/01/09
FORMERLY: 3.16

LEAVE APPLICATION 6.210*

An application for leave shall be in writing and on the form prescribed by the School Board and shall be directed to the School Board. The principal or supervisor, or other person under the direct supervision of the Superintendent, shall submit any leave application directly to the Superintendent. Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted.

A District employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the administrative supervisor by March 1 of that fiscal year. Return to employment is contingent upon an open position being available.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.66, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S):7/91, 9/91, 04/05/04, 06/01/09
FORMERLY: 3.18

APPROVAL OF LEAVES 6.211*

All requests for leave shall be submitted on the proper form and shall be approved either by the School Board or the Superintendent as provided herein:

1) The following types of leave require approval of the School Board:

   a) Extended Health Leave or Disability Leave including Maternity Leave

   b) Military Leave in excess of seventeen (17) days

   c) Personal Leave in excess of five (5) days

   d) Illness-or-Injury-in-Line-of-Duty Leave

   e) Leave to seek political office

   f) Professional Leave in excess of five (5) days

   g) Sabbatical Leave

   h) Family and Medical Leave

2) The Superintendent is authorized to grant the following types of leave:

   a) Sick Leave

   b) Personal Leave not in excess of six (6) days

   c) Annual Leave

   d) Professional Leave not to exceed five (5) days

   e) Jury Duty assignment

   f) Military Leave not to exceed seventeen (17) days

   g) Witness Duty absence

   h) Temporary Duty

   i) Bereavement Leave (not to exceed 2 occurrences in one school year).

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.080, 6A-1.081, 6A-1.082

HISTORY: ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05, 01/02/07, 09/12/07
FORMERLY: 3.19

EFFECTIVE DATE FOR LEAVE, SUSPENSION, OR TERMINATION 6.212*

The effective date of any employment termination or unpaid leave of absence shall be the first day on which a School Board employee is not paid unless otherwise provided herein. The effective date of any suspension or paid leave of absence shall be the first day on which a School Board employee does not work. The following provisions apply to paid benefits for a holiday(s):

(1) An employee who terminates employment and does not work on the first day following a holiday(s) shall not receive pay for the holiday(s). The termination date shall be considered the last workday on which the employee is paid prior to the holiday(s).

(2) An employee, who is on School Board approved leave without compensation and is not returning to work the first work day following the holiday(s), shall not receive pay for the holiday(s) when the effective date for leave is the last work day prior to the holiday(s).

(3) An employee, who is on School Board approved leave without compensation and is not returning to work the first work day after the holiday(s) shall be entitled to pay for the holiday(s) provided the effective date for leave is the first work day following the holiday(s).

STATUTORY AUTHORITY: **100141; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1011.60; 1012.22, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY:

NOTIFICATION OF ABSENCE 6.213*

(1) The principal shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence. Where possible, the name of the person to be in charge of the school when the principal is absent shall be submitted to the Superintendent each year prior to the close of the preschool conference.

(2) An employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.

(3) In an extreme emergency, the principal may authorize the absence of an employee without pay for a period not to exceed two (2) days; provided, such authorized absence is immediately reported to the Superintendent.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.22; 1012.66; 1012.67, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S):04/05/04
FORMERLY: 3.17

RESIGNATIONS 6.214

(1) Any administrative or instructional staff member who wishes to resign shall submit his/her resignation in writing addressed to the School Board. The letter of resignation shall state the reasons for the resignation and the desired effective date. The resignation of any administrative or instructional staff member shall be sent to and countersigned by the person's administrative supervisor who shall forward the resignation to the Superintendent for presentation to the School Board. No resignation shall become effective until accepted by the School Board.

(a) The resignation of an administrative or instructional staff member may be accepted during the contractual period of service; provided that an acceptable reason is given and a qualified and satisfactory replacement is available. Any resignation for an ensuing school year shall be accepted without question if submitted prior to June 20 of the current school year.

(b) All resignations shall be processed through the Superintendent's office.

(c) An employee who violates the terms of an employment agreement or written contract by leaving his/her position without first being released from the agreement or contract by the School Board shall be subject to the jurisdiction of the Education Practices Commission. When this occurs, the Superintendent shall be responsible for notifying the Commissioner of Education about the School Board's action of declaring the position as abandoned and vacant.

(2) A non-instructional employee who wishes to resign shall submit his/her resignation in writing addressed to the School Board on the prescribed resignation form. Whenever possible, two (2) weeks prior notice shall be given. The letter of resignation shall state the reason for the resignation and the desired effective date. A resignation of an employee shall be sent to and countersigned by his/her immediate administrative supervisor. The resignation shall be submitted to the School Board at its next regular or special meeting. No resignation shall become effective until accepted by the School Board; the School Board may refuse to accept any resignation for cause.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.22; 1012.23; 1012.33; 1012.34; 1012.795, F.S.

HISTORY: ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 3.10, 6.49

RETIREMENT OF EMPLOYEES 6.215

(1) Any employee who plans to retire shall concurrently submit his/her resignation to the School Board and his/her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the School Board.

(2) Any employee, who meets the normal retirement guidelines set forth by the Florida Retirement System for either the Pension Plan or the Investment Plan, who retires from his/her position during the fiscal year which he/she first becomes eligible for normal retirement, shall be paid a retirement incentive. This incentive will not be paid to an employee if he/she continues his/her employment beyond the time he/she is eligible for regular retirement, unless otherwise stipulated in the negotiated contract.

(a) To qualify for retirement incentive an employee must:

1. Have provided at least ten (10) years of continuous service to the district immediately prior to retirement.

2. Complete the necessary procedures including retiring effective at the end of the school year that the employee becomes eligible.

(b) Retirement incentive will be fifty percent (50%) of the employee's gross salary for the contracted fiscal year, excluding supplements or extra pay, during the fiscal year in which retirement occurs. Incentive payments shall be computed at retirement and paid at the next regular pay period.

(c) It shall be the specific responsibility of each employee to determine his/her eligibility for regular retirement and to meet the requirements set forth for this one-time retirement incentive. The School Board is held harmless for failure of an employee to follow this procedure.

(d) Any employee with fifteen (15) years of continuous service in the district who is enrolled in the Pension Plan as set forth by the Florida Retirement System, who qualifies for early retirement, shall be entitled to the retirement incentive.

(e) The language of this policy regarding retirement benefits is intended to align with the provisions of the negotiated employee contracts. If the negotiated contract language changes, this policy will be updated accordingly.

(3) Any member of the Florida Retirement System (FRS), who has retired from any state administered retirement system, may be re-employed as outlined in the FRS guidelines established for re-employment.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.23, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S):1/89, 11/92, 11/95, 04/05/04, 7/21/25, 3/16/26
FORMERLY: 3.33

DEFERRED RETIREMENT OPTION PROGRAM ("DROP") 6.216

The Deferred Retirement Option Program ("DROP") as defined in chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to ninety-six (96) months after an eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding letter of resignation, establishing a deferred termination date. DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and their regular retirement benefits under Chapter 121, Florida Statutes.

I. Participation in DROP. All members of the Florida Retirement System are eligible for DROP. Members electing to participate in DROP must meet the eligibility and timeline requirements outlined in Florida Statute.

II. DROP participation may be extended beyond the initial 96 calendar-month period if the instructional and administrative personnel's termination date is before the end of the school year. Instructional and administrative drop personnel may have DROP extended until the last day of the last calendar month of the school year in which their original DROP termination date occurred if their DROP termination date is other than the last day of the last calendar month of the school year.

III. Statutorily defined instructional personnel in grades K-12, authorized by the school superintendent, may extend DROP participation for up to an additional 24 months beyond the 96-month period.

IV. Benefits Payable

A. Sick Leave - Employees will be paid terminal pay for accumulated sick leave at retirement, or, if service is terminated by death, to his/her beneficiary. Upon election to participate in DROP, and based upon the employee established deferred termination date, previously accumulated sick leave shall be paid directly to the School Board approved IRS 401(A) plan:

1. Deferred Termination Date: Payment Schedule

a) Year 1 20% of balance of terminal sick leave
b) Year 2 25% of remaining balance of terminal sick leave
c) Year 3 33% of remaining balance of terminal sick leave
d) Years 4+ 50% of remaining balance of terminal sick leave
e) Upon Separation 100% of remaining balance of terminal sick leave

2. Sick leave will be earned during DROP as prescribed by state statutes.

B. Annual Leave - Employees electing to participate in DROP shall be entitled to terminal pay for accrued annual leave as required by state law, Board policy and/or union contract. Upon election to participate in DROP the value of

accrued annual leave in accordance with Board policy shall be calculated prior to the effective beginning date of DROP and deposited as soon as possible into the tax deferral plan adopted by the school board, and shall then be paid to the employee in accordance with the terms of such plan.

1. Annual leave earned prior to entering DROP which exceeds the maximum number of days of accumulated annual leave allowed by Board policy may be used during DROP; however, the employee shall not be entitled to compensation at the end of DROP for any unused portion of the accumulated leave.

2. Employees will earn annual leave during the DROP period as prescribed by Florida Statute, Board policy and/or union contract. Additional annual leave accumulated during DROP participation will not be paid to the employee or the School Board approved IRS 401 (A) plan at the end of DROP participation, except to the extent the employee has earned additional annual leave which combined with the original payment does not exceed the maximum number of days allowed by Board policy.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **121.091, 1001.43, F.S.**

HISTORY: **ADOPTED: 04/05/04, 10/04**
REVISION DATE(S): 09/08/09, 12/07/09, 04/03/23, 02/20/24
FORMERLY: NEW

ABSENCE WITHOUT LEAVE 6.220*

(1) Administrative and instructional - Any member of the administrative or instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and the employee's contract shall be subject to cancellation by the School Board. In addition, such absence without leave shall interrupt continuity of service.

(2) Non-instructional - Any other employee, who is willfully absent from duty without leave, shall forfeit compensation for the time of the absence and the employee shall be subject to dismissal from employment. In addition, such absence without leave shall interrupt continuity of service.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.33; 1012.66; 1012.67, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/89, 04/05/04
FORMERLY: 3.20

PERSONAL LEAVE 6.230*

1) Personal Leave Chargeable to Sick Leave - Employees may be allowed six (6) days paid leave for personal reasons each year to be charged against accrued sick leave. Such leave shall be non-cumulative and any request for such leave shall be approved, in advance, by the Superintendent or his/her designee.

2) Unpaid Personal Leave - Employees shall make written request for such leave without compensation. Personal leave shall terminate at the end of the contractual period. Personal leave may be granted at the discretion of the School Board as hereinafter provided:

   a) Family Leave - Any employee of the Board, who fills a regularly established position, will be granted family leave without pay provided a written request for leave accompanied by a statement verifying the pregnancy is submitted. Such leave shall not exceed the balance of the school fiscal year in which the child is born.

   b) Maternity Leave –

      1. A full-time employee, who is an expectant mother at the beginning of the school term or who becomes pregnant during the school term, shall be granted maternity leave as provided herein. When the employee determines that she is pregnant and wishes to take maternity leave, she shall file with the Superintendent a written request for leave with an attached statement from the attending physician stating the expected date of birth of the child. If possible, the effective date for the suspension of services shall be mutually agreed to by the employee and her immediate supervisor. Such decision shall be based on, but not limited to, physical condition, effectiveness in carrying out her assigned duties, availability of a satisfactory replacement, term of service required for credit for a year of service, and the recommendations of the attending physician; provided, that the physician's statement specifying a date on which the employee should suspend her services shall be the latest date on which such leave will become effective. The administrative supervisor shall determine and inform the emplo yee as to the number of days or hours of service for continuing contract and salary purposes during the school year. When a mutually acceptable date for the suspension of services cannot be achieved, the Superintendent shall evaluate the recommendations and information submitted to him/her by both the employee and her immediate supervisor and shall make an appropriate recommendation to the School Board for its consideration and action.

2. Maternity leave for employees shall be granted only when a contractual relationship exists, which will be in effect during the period for which the leave will be in effect. The leave request shall specify the period for which leave is requested; provided, that leave in excess of one year will not be allowed. Subsequent to the birth of the child, the employee will be returned to duty in accordance with the leave request as approved; provided, that a certificate from the attending physician is filed with the Superintendent certifying that the employee is physically and emotionally able to return to work.

3. Where an employee on annual contract status is granted maternity leave, the employee must be under contract to render service for the school year during which the leave will occur. Any employee on annual contract status requesting leaves for the entire school year must be duly reappointed and shall enter into a written contract to render service for the ensuing school year prior to the approval of leave. Leave granted to such person shall not be interpreted to assure reappointment for the next school but shall be only for the purpose of protecting probationary service for continuing contract purposes. Any employee on annual contract status and on leave shall be considered for reappointment at the time of the reappointment of district personnel. There shall be a recommendation from the Superintendent for or against the employee's reappointment. Any employee, whose services are not satisfactory and who would not, at the time of leave, be considered for reappointment will be granted leave only for the remainder of the school year. Under no conditions will such leave be granted for the ensuing year unless the employee has signed a contract covering the period of the requested leave.

4. Any employee on maternity leave for the remainder of the school year or for the entire school year, who, on expiration of leave wishes to return to duty at the beginning of the next school year shall notify the administrative supervisor in writing of such desire by not later than March 1.

c) Parental Leave - Any employee of the Board, who fills a regularly established position, may be granted parental leave for a period of one (1) year for the purpose of child rearing.

1. An employee who has parented a child may apply for parental leave for a period not to exceed the balance of the school fiscal year in which the child is born and one (1) succeeding year subject to appropriate notice.

2. An employee may apply for a leave of absence on the event of his/her adoption of a child, provided such leave shall not exceed the balance of the school fiscal year in which such adoption shall occur and the next succeeding year, and provided a written request for such leave is submitted to the employee's immediate supervisor within two (2) calendar weeks after approval for adoption by the recognized agency or source.

3. In all instances herein where a leave of absence shall extend beyond one (1) school fiscal year, re-application shall be made in accordance with the rules of the Board.

d) Leave Related to Domestic or Sexual Violence –

1. An employee, who has been employed by the District for at least three (3) calendar months, may request and shall be granted up to three (3) days of unpaid personal leave within a twelve (12) month period if he/she has been a victim of domestic or sexual violence or if a family or household member has been a victim of domestic or sexual violence.

2. The leave must be used for one or more of the following purposes:

   a. To seek an injunction for protection against domestic violence or for protection in cases of repeat violence, dating violence or sexual violence;

   b. To obtain medical care and/or mental health counseling for the employee or a family or household member;

   c. To obtain services from a victim-services organization;

   d. To make the employee's home secure from the perpetrator or to seek new housing; and/or

   e. To seek legal assistance related to the violence.

3. All records related to such leave will be considered confidential;

4. This leave shall be noncumulative and shall be requested in advance except in the case of an emergency.

5. If an employee elects to be on paid leave, he/she may request personal leave chargeable to sick leave provided that the employee is eligible to be on such leave or he/she may request annual (vacation) leave

provided that the employee accrues annual leave and has an annual leave balance.

e) Leave for political campaigning. An employee, who has filed for election to a political office and who desires personal leave for political reasons, shall file a request for leave. The School Board may grant such personal leave without pay for the duration of the political campaign.

f) Each extended leave-without-pay request shall be considered on its own merit by the School Board. Return from leave is contingent on there being a vacant position in the system, which the employee is qualified to fill.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **741.313, 1001.43; 1012.61; 1012.66, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S): 1/89, 04/05/04, 09/12/07, 11/18/08
FORMERLY: 3.23

SICK LEAVE 6.240*

(1) Personnel employed on a full-time basis shall be entitled to earn one (1) day of sick leave per month of employment. Such leave shall be cumulative from year to year, and any leave charged against accrued sick leave shall be with full compensation. Sick leave shall be credited as follows:

(a) Administrative and non-instructional personnel. Such full-time employees shall be credited with four (4) days of sick leave at the end of the first month of employment of each contract year and shall thereafter be credited for one (1) day of sick leave for each month of employment.

(b) Instructional personnel. Such full-time employees shall be entitled to four (4) days of sick leave as of the first day of employment of each current year, and thereafter is credited for one (1) day of sick leave at the end of each month of employment.

(c) The total number of sick leave days earned shall be no more than one (1) day of sick leave times the number of months of employment during the year of employment, or four (4) days whichever is greater.

(d) Sick leave shall not be used prior to the time it is earned.

(2) Accrued sick leave shall be taken only when the employee's service is interrupted by temporary disability which renders him/her incapable of performing his/her duties, or because of the illness or death of his/her father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household. The term *temporary disability* as used herein shall include personal illness or injury and, in addition any temporary disability of the employee arising out of pregnancy, childbirth, miscarriage, abortion, or recovery wherefrom, which renders the employee physically incapable of performing assigned duties.

(3) Any claim for sick leave shall be filed with the Superintendent, or his/her designee, within five (5) working days upon return of the employee to duty.

(a) The claim shall be in writing and shall set forth the days absent and that such absence was allowable under the provisions of Florida Statutes. The claim shall be duly signed by the claimant certifying that the facts are true and correct and that the claim is valid and legal.

(b) Where there is any doubt as to the validity of a sick leave claim, the Superintendent may require the claimant to file a written certification of illness from a licensed physician or other supporting evidence where personal illness is not involved. Consequences of false claims for sick leave are as follows:

(i) Administrative and instructional personnel - A false claim for sick leave shall be deemed cause for cancellation of the contract and for action seeking the revocation of the teaching contract.

(ii) Non-instructional personnel - A false claim for sick leave shall be deemed grounds for termination of the employee.

(c) Absence after the fifth consecutive day of any period of sick leave shall be certified by the employee's day of any period of sick leave shall be certified by the employee's physician as due to illness, or other supporting evidence as determined by the Superintendent.

(4) An employee who has used all accrued sick leave but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for such sick leave shall clearly state that the leave is without compensation. An application for sick leave due to extended illness shall have attached to it a statement from a practicing physician certifying that such leave is essential and indicating the probable duration of the illness and the needed leave.

(5) When a member of the administration or and/or instructional staff employed by the School District interrupts service and subsequently returns to duty in the District without having transferred his/her sick leave credit to another Florida school district, such accrued sick leave credit shall become valid on the first (1st) day of contractual service.

(6) When an employee retires and receives terminal pay benefits based on unused sick leave, all unused sick leave credit shall become immediately invalid.

(7) Administration and instructional personnel may transfer sick leave earned in a similar capacity with another Florida school district to the District. However, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the District School Board. The employee is responsible for the request for transfer of sick leave.

(8) An employee who is elected as School Board member or as Superintendent shall earn no sick leave for the period of time served in an elected capacity. However, any leave accrued to the person's credit at the time of election shall remain credited to the person's account in an inactive status.

(a) A Superintendent may transfer additional unused sick leave credits to his/her account if such leave was previously accrued in an instructional or administrative capacity in another Florida school district. Such leave shall be transferred at the rate of one (1) day for each month of service as Superintendent in Baker County.

(b) Any leave accrued to a Superintendent or Board Member's credit under any provision herein shall, at time of retirement or return to employment, be immediately activated and reinstated.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.61; 1012.62; 1012.66, F.S.

HISTORY: ADOPTED:
REVISION DATE(S): 1/90; 1/99; 04/05/04
FORMERLY: 3.21

ILLNESS-OR-INJURY-IN-LINE-OF-DUTY LEAVE 6.241

1) Any full-time regular employee shall be entitled to illness or injury-in-line-of-duty leave for a period not to exceed ten (10) school days when he has to be absent from work because of a personal injury received in the discharge of his duties or because of illness from any contagious or infectious disease contracted in the performance of his/her duties. Illness-in-line-of-duty leave is intended to deal with the illnesses normally known as childhood diseases; such as, mumps, measles, and chicken pox. This leave does not include normal adult illnesses such as colds and influenza. This leave is non-cumulative.

2) In order to be considered for injury-in-line-of-duty leave, the following conditions shall be met:

   a) The employee must provide written testimony or evidence that his/her injury was received in the line of duty.

   b) The employee must supply a letter from a medical doctor, who treated the patient, stating that in his/her opinion there is a strong probability that the illness was contracted at the work site.

   c) The employee must file a written claim as outlined below.

3) The employee who has claim for compensation while absent because of injury or illness incurred as prescribed herein shall file a claim in the manner prescribed by law by the end of the school month during which the absence has occurred. Any Board approved employee compensation claim will place the Workplace Injuries Procedure in effect.

   The Board may approve such claims and authorize the payment in accordance with the provisions of law.

4) Leave for any employee, as prescribed by law, shall be authorized for a total not to exceed ten (10) workdays during any school fiscal year for an illness contracted or any injury sustained in the line of duty, or a total of ten (10) days for the same illness or injury. The employee granted such leave is entitled to full pay status for a period not to exceed ten (10) working days. If the employee is unable to resume work at the end of a ten (10) workday period, he/she may elect to use accrued sick leave and receive salary payments.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43, 1012.61, 1012.63, 1012.66, 1012.69, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.080**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05,01/02/07
FORMERLY:

FAMILY AND MEDICAL LEAVE 6.242*

I) In compliance with the Family and Medical Leave Act of 1993, full time school employees are entitled to take up to twelve (12) weeks unpaid leave a year for the following reasons:

A) The birth of the employee's child;

B) The placement of a child with the employee for adoption or foster care;

C) To care for the employee's spouse, child or parent who has a serious health condition;

D) A serious health condition rendering the employee unable to perform his/her job, or

E) Any qualifying exigency that arises because the spouse, son, daughter or parent of an employee is a service member serving with the Armed Forces; a veteran of the Armed Forces, National Guard or Reserves; or on active duty or has been notified of an impending call or order to active duty as a member of the National Guard or Reserve or a retired member of the Regular Armed Forces or Reserve in support of a contingency operation.

II. An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to a total of twenty-six (26) weeks of leave during a twelve (12) month period to care for the service member. This leave is available only during a single twelve (12) month period. Entitlement for military caregiver leave applies on a per covered service member, per injury basis.

III. During the single twelve (12) month period described in section II, an eligible employee is entitled to a combined total of twenty-six (26) weeks of leave under the provisions of sections I. and II. This does not limit the availability of leave under section I. during any other twelve (12) month period.

IV. Employees are to provide at least thirty (30) days notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The School Board will continue the employee's health insurance under the same conditions as if the employee were working. Upon returning from leave, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

STATUTORY AUTHORITY: 1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43; 1012.66, F.S.
THE FAMILY AND MEDICAL LEAVE ACT OF 1993;
PART 825 OF THE CODE OF FEDERAL REGULATIONS,
TITLE 29, U.S. DEPARTMENT OF LABOR,
EMPLOYMENT STANDARDS ADMINISTRATION,
WAGE AND HOUR DIVISION

HISTORY: ADOPTED:
REVISION DATE(S): 4/05/04, 11/18/08, 06/01/09, 09/20/10
FORMERLY: 3.63, 6.38

MILITARY LEAVE 6.250*

(1) Military leave shall be granted to an employee who is required to serve in the armed forces of the United States or of the state of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the reserves of the armed forces or the National Guard.

A. When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the School Board's discretion.

B. Request for military leave shall be in writing and countersigned by the principal or immediate administrative supervisor. The request shall include

1. A copy of the military order; and

2. Written evidence that effort has been made to serve the duty when school was not in session. This shall be required only of personnel who are employed for ten (10) or eleven (11) months.

(2) An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice; provided that an application for re-employment is filed within six (6) months following the discharge date or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to assign the employee to duty in the same or similar position he/she left in the District.

(3) Compensation allowed during military leave may not exceed two hundred forty (240) working hours except as provided in Section 115.07, Florida Statutes.

(4) An employee who enters active military service shall be governed by the provisions of Sections 115.07, 115.14, 121.111, and 250.341, Florida Statutes.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **115.07; 115.09; 115.14; 121.111; 250.341; 1001.43; 1012.66, F.S.**

Revised: 04/05/2021
Board Approved: 04/05/04

STATE BOARD OF EDUCATION RULE: **6A-1.080**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/07/05, 9/20/10, 04/05/21
FORMERLY: 3.24, 6.32

JURY/WITNESS DUTY 6.260*

1) An employee of the Board who is summoned as a member of a jury panel may be granted temporary duty leave. Any jury fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

2) An employee who is subpoenaed as a witness, not involving personal litigation, may be granted temporary leave. Any witness fees may be retained by the employee. The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a witness.

   a) When an employee is subpoenaed in line of duty to represent the Board as a witness or defendant, he/she may be granted temporary duty leave, since his/her appearance in such cases shall be considered a part of his/her job assignment. The employee may retain any fees received from the court. In the event no fees are received from the court, he/she may be paid per diem and travel expenses.

   b) In no case shall temporary duty leave with pay be granted for court attendance when an employee is engaged in personal litigation. In such cases, an employee may request personal leave.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **40.24; 40.271; 1001.43; 1012.66, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 4/05/04, 09/12/07
FORMERLY: 3.26, 3.27, 6.33

PROFESSIONAL LEAVE 6.270*

Any employee who finds it necessary to be absent from his/her duties for professional reasons may apply for professional leave. During the regular term of employment, professional leave with compensation, not to exceed five (5) days during any year, may be granted by the Superintendent. A request of such leave shall be made in writing to the Superintendent.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.66, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.081**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/92, 4/05/04
FORMERLY: 3.28, 6.34

SABBATICAL LEAVE 6.271*

Sabbatical leave for professional development may be granted for a period not to exceed one (1) year to any member of the administrative staff who has served satisfactorily and successfully in the schools of the district, when the leave is granted for additional study in accordance with policies of the School Board relating to a program of staff development.

1) After each seven (7) consecutive years of satisfactory service in the district, a member of the administrative staff may apply for a year's leave of absence for the purpose of professional improvement. Such authorized leave will not break continuity of service. A person on leave may request and be granted extended professional leave. (A year of service for continuing contract purposes will be considered a year of service for the purpose of this rule.) The decision to grant the year's leave is at the discretion of the Superintendent.

2) Extended professional leave for one-half (1/2) year may be granted, provided the applicant is eligible (by formula), with the further provision that such applicant shall not be eligible for additional extended professional leave until eligibility has been re-established by rendering seven (7) more years of consecutive and satisfactory service.

3) Extended professional leave will be granted to qualified applicants according to the following criteria:

    a) The number of extended professional leaves granted shall not exceed one percent of the total number of full-time instructional positions in the district.

    b) For each year in excess of seven (7) the employee shall accrue one point. Applicants shall be considered in descending order of their accrued points.

    c) An applicant for subsequent extended professional leave after the first leave shall not be considered in descending order of their accrued points.

    d) In case applicants for extended professional leave are tied in total points, selection shall be determined by the Superintendent or a committee appointed by him/her for this specific purpose.

4) An employee on extended professional leave shall receive one-half (1/2) the contractual gross monthly salary according to the salary schedule; provided such payment shall not exceed a maximum equal to the annual payment of the beginning Rank III teacher. Payments shall not be made in excess of a contractual year. The maximum salary shall be the same for all personnel regardless of the number of contractual duty days. If it is determined that the employee is violating the conditions of his/her leave, salary payments shall be discontinued and the employee shall repay all prior payments that were improperly received. Moreover, the leave shall be terminated forthwith.

5) Extended professional leave may be carried over from one year into the next on a continuous basis not to exceed the duty days of the applicant for a year of work. The salary maximum shall change if there is a change in the beginning teacher's salary. Such leave commencing during a year of school shall not be granted until a suitable replacement is available for the position being vacated. Any carryover from one school year of extended professional leave will not result in an increase of the quota of leave for the next year.

6) Extended professional leave application shall be filed with the Superintendent by not later than March 1 of each year. Any applicant for extended professional leave shall submit information relative to the type of work to be pursued.

   a) The employee shall be required to take sufficient graduate work to be classified as a full-time student by the college or university of attendance.

   b) Upon termination of the leave, proof that such graduate work has been completed shall be filed with the Superintendent.

7) Sabbatical leave may not be counted as a year of service for contractual or salary purposes.

8) Nothing in this rule shall be interpreted to preclude the right of the Board to abolish a position or positions during the time that a person is on leave. In the event a position is abolished, the person upon return to duty may be assigned to a substantially similar position as may then be available.

9) An employee granted extended professional leave shall agree in writing to render under contract three additional years of service following expiration of such leave. Failure to render such service shall require the employee to refund to the School Board the full amount received during the time he/she was on extended professional leave.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F. S.**

LAWS IMPLEMENTED: **1001.41, 1001.43, 1012.64, 1012.66, F. S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 4/05/04, 09/12/07
FORMERLY: 3.29; 6.60

ANNUAL/VACATION LEAVE 6.280*

(1) Employees on twelve month contracts shall accrue annual leave, exclusive of holidays, with compensation as follows:

(a) An employee with less than five (5) years of continuous service in the district at the rate of one (1) day per month cumulative to twelve (12) workdays per year.

(b) An employee with five through nine (5-9) years of continuous service in the district at the rate of one and one-fourth (1 ¼) days per month cumulative to fifteen (15) work days per year.

(c) An employee with ten through fourteen (10-14) years of continuous service in the district at the rate of one and one-half (1 ½) days per month, cumulative to eighteen (18) work days per year.

(d) An employee with fifteen (15) or more years of continuous service in the district at the rate of two (2) days per month cumulative to twenty-four (24) workdays per year.

(2) Annual leave shall accrue at the close of each pay period but may not exceed forty-five (45) days at the end of the fiscal year. The employee shall be encouraged to use accrued leave on an annual basis.

(3) Annual leave may be granted by the Superintendent upon the written application of the employee and with the prior approval of the employee's immediate supervisor. Annual leave shall be so scheduled as to cause a minimum disruption of the school program.

(4) Any person employed on a part-time basis who works in excess of one-half (1/2) of the hours or days required for a full-time position but less than the total hours required for a full-time employee shall not be entitled to annual leave.

(5) Annual leave shall not be granted until an employee has rendered at least ninety (90) calendar days of continuous service in the district.

(6) Annual leave may not be taken for less than one-fourth (1/4) day.

(7) As of July 1, 1983, continuous service shall include leave of absence approved by the District School Board and shall not break continuous service of employees.

(8) Accrued annual leave may be used in lieu of other types of leave with the approval of the Superintendent.

(9) Terminal Pay – Any employee who has accrued annual leave shall be paid, upon his/her retirement, resignation, or, in the event of his/her death, his/her estate or beneficiaries as the law may require, shall be paid a lump sum payment for accrued annual leave, subject to the limitations contained herein, equal to the number of accrued annual leave days multiplied by such employee's last equivalent daily rate of pay. Annual leave payable as terminal pay hereunder, in any event, shall not exceed forty-five (45) work days regardless of how many annual leave days have been accrued or "banked" and regardless of what time of year such retirement, resignation or death occurs. In the event the Superintendent has earned vacation prior to assuming the superintendency, he/she shall be allowed this benefit, as well as any sick leave previously accrued. Payment shall be made in the last regular paycheck for the employee except in the case where an employee enters DROP, and then the payment shall be made in the last paycheck before the effective beginning date of DROP. If at the time the employee enters DROP, they do not have forty-five (45) days of annual leave, they may be paid for subsequent accumulated annual leave at the time of final separation, but the total number of days for all payments shall not exceed forty-five (45) days.

(10) Employees electing to participate in DROP shall be entitled to terminal pay for accrued annual leave as required by state law, Board Policy, and/or union contract. See Policy 6.216(3)(a)(b).

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.22; 1012.62; 1012.66, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.082**

HISTORY: **ADOPTED:**
REVISION DATE(S): 01/90; 02/96; 7/7/98; 04/05/04, 10/04, 09/12/07
FORMERLY: 3.25

TEMPORARY DUTY 6.290

Any employee may be granted temporary duty as provided in Section 6A-1.084 of the State Board of Education Rules, when officially assigned short-term professional duties outside the school district. Any employee granted temporary duty shall receive his/her regular pay and may be allowed expenses as provided by law and these regulations. Temporary duty shall be considered equal to the regular duties of the employee and he/she shall not be classified or considered as being on leave.

1) A request for temporary duty shall be submitted at least ten (10) days in advance except in case of an emergency situation, and shall be endorsed by the employee's immediate supervisor and approved by the Superintendent.

2) In any case in which the School Board is to bear any part of the expense incurred on an authorized trip by an employee, the expense account for such trip shall be approved by the Superintendent. A member of the administrative staff, at School Board expense, may attend state, regional, or national meetings in line with the work of the employee provided such trip is approved in advance by the Superintendent or the School Board.

3) Whenever feasible, joint travel in a single vehicle is required.

4) No more than two people will go to a conference/seminar unless approved by the immediate supervisor.

5) Travel must be directly related to the area of employment/certification or approved by immediate supervisor.

6) Room accommodations will be joint whenever possible. If an individual chooses single accommodations, they will be reimbursed the per diem allowance.

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

LAWS IMPLEMENTED: **1001.43 1012.66, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S): 9/94, 04/05/04, 09/12/07
FORMERLY: 3.30

SALARY SCHEDULES 6.300*

1) All personnel shall be paid in accordance with salary schedules as adopted by the School Board.

2) All salary schedules and their implementation shall comply with the requirements of Florida Statutes.

3) Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of forty (40) hours in any work week, shall be compensated for the hours in excess of forty (40) at the rate of one and one-half (1-1/2) times the regular rate of pay for the service performed or shall be provided compensatory time.

4) Any employee working beyond his/her designated total weekly hours without prior permission of the Superintendent through the principal or supervisory may be subject to disciplinary action.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **001.43, 1011.60, 1012.22, 1012.27, 1012.55, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 9/88, 11/95, 11/98, 04/05/04, 10/04, 05/21/12
FORMERLY: 3.34, 6.812

TERMINAL SICK LEAVE PAY 6.320

Any employee of the Board shall be eligible for terminal sick leave pay at the time of normal retirement provided that normal retirement coincides with termination. *Normal retirement* shall mean retirement under any plan established by the legislature with either full or reduced benefits. *Normal retirement* shall not be interpreted to mean withdrawal of funds. Payment shall be made to the beneficiary of an employee if service is terminated by death.

I. Instructional Staff and Educational Support Employees

Terminal pay for accumulated sick leave shall be paid at the daily base rate of pay at the time of retirement. Payment shall be calculated according to the following:

A. During the first three (3) years of service in the District, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave.

B. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave.

C. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.

D. During the next three (3) years of service in the District, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.

E. During and after the thirteenth (13th) year of service in the District, the daily rate of pay multiplied by one-hundred percent (100%) times the number of days of accumulated sick leave.

II. Other Full Time Employees

Full time employees who are not classified as instructional staff or educational support employees as defined by law shall be eligible for terminal sick leave payment at the time of normal retirement as follows:

A. Terminal pay from sick leave accrued prior to July 1, 2004 shall be paid at the daily base rate of pay at the time of retirement.

B. Terminal pay for sick leave accrued after June 30, 2004 shall be paid at the base rate of pay at the time it was earned.

C. Payment shall be calculated according to the schedule in I (A-E).

III. Deferred Retirement Option Program

Employees electing to participate in the Deferred Retirement Option Program (DROP) shall be eligible for terminal payment of sick leave as described in Policy 6.216.

IV. The source of funds for terminal pay benefits will be state and local funds as determined by Public Law 103.82.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.61, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 9/88, 11/95, 11/98, 04/05/04, 10/04, 1/05
FORMERLY: 3.34, 6.812, 6.310

HEALTH INSURANCE PREMIUMS 6.321

1) The School Board may pay an employee's normal health insurance contribution as provided herein.

   a) The health insurance premium for one (1) month may be paid when an employee enters a non-pay leave status. The employee shall be provided an opportunity to continue the total health insurance payment, after the School Board's one (1) month contribution, for a period not to exceed twelve (12) months while on non-pay leave status.

   b) The health insurance premium may be paid when an employee enters a non-pay leave status involving a worker's compensation claim. The normal contribution shall be paid until the employee is released to return to work or a settlement is reached in the worker's compensation case through regular channels.

   c) Any employee who is on unpaid sick leave or unpaid approved family leave will receive up to a maximum of twelve (12) weeks of Board portion of health insurance per insurance fiscal year. This rule is in compliance with the Family and Medical Leave Act of 1993. Twelve (12) weeks will equal six cumulative Board portions, which will occur when missing six (6) paychecks with Board portions.

2) A School Board member or employee who is a Florida resident and a member of the Florida National Guard or a reserve in any branch of the United States military and who is called into active military duty is entitled to health insurance pursuant to the provisions and conditions prescribed in Section 250.341 Florida Statutes.

3) The School Board shall not pay the contribution for dependents who are included in the employee's health insurance premium. This contribution shall be paid by the employee.

4) Retired School Board personnel and their eligible dependents may continue to participate in the current group health insurance program of the District until age 65, provided the person enrolls immediately upon retirement from active employment with the School Board and continue coverage without interruption. Retirement shall mean application for and receipt of retirement benefits under any Florida Retirement System plan. An employee who retires under the Public Employee Optional Retirement Program (PEORP) shall be considered a retiree if he/she meets the age and service requirements defined in 112.0801, F.S. The health insurance coverage shall be identical to that offered to School Board employees.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **112.0801; 250.341; 1001.43, F.S.**

HISTORY:

ADOPTED: 5/94
REVISION DATE(S): 04/05/04, 09/05/07
FORMERLY: 3.64, 6.231

UTILIZATION OF SICK LEAVE 6.33

Full-time employees who are not classified as instructional staff or educational support employees as defined by law shall utilize accumulated sick leave as follows:

(1) Sick leave accumulated prior to July 1, 2004 shall be carried forward for terminal pay in accordance with Policy 6.31.

(2) Effective July 1, 2004, the first days earned after this date shall be the first days utilized for sick leave purposes.

(3) Sick leave accumulated prior to July 1, 2004 shall be used only when all sick leave earned after June 30, 2004 has been exhausted.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

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

HISTORY: **ADOPTED:**

REVISION DATE(S):
FORMERLY: NEW

USE OF SICK LEAVE BY FAMILY MEMBERS OR EMPLOYEES 6.35* OPTION 2

I. Any District employee may authorize the use of his/her accrued sick leave as follows:

A. Use by other school board employees, his/her spouse, child, parent, or sibling who is also a District employee.

II. Sick leave donated as provided in State Statute cannot be used until all of the individual's sick leave has been depleted.

III. An employee who donates sick leave to another employee, other than a family member as specified in State Statute, must retain a minimum number of 8 days.

IV. Any recipient of donated sick leave, other than a family member as specified in I.B., must provide medical documentation from the treating physician of the illness or injury for which the leave of absence is requested. The recipient must also have a medically verified need of a minimum of five (5) sick leave days.

V. Any unused sick leave shall be returned to the donor.

VI. Donated sick leave shall have no terminal pay value.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.61, F.S.**

HISTORY:
ADOPTED: 04/05/04
REVISION DATE(S): 11/07/05, 01/02/07, 07/21/14
FORMERLY: NEW

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

PROFESSIONAL ETHICS 6.370*

I. An effective educational program requires the services of personnel of integrity, high ideals, and human understanding. All employees shall be expected to maintain and promote these qualities. The Board shall also expect all administrative, instructional and support staff members to adhere to the *Principles of Professional Conduct for the Education Profession* in Florida, the Code of Ethics for Public Officers and Employees, and the standards set forth in F.S. 112.313.

II. Administrative and instructional personnel, as defined by Florida Statute, shall be required to complete training on these ethical standards. All other employees shall be encouraged to participate in training related to professional ethics.

III. The Superintendent and School Board members shall complete annual ethics training as required by law.

IV. All employees shall be responsible for reporting misconduct by School Board employees that affects the health, safety or welfare of a student.

V. Pursuant to F.S. 1001.42(7), the Superintendent may not knowingly sign and transmit to any State official a report of alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student which the Superintendent knows to be false or incorrect, or knowingly fail to adopt policies that require instructional personnel and school administrators to report alleged misconduct by other instructional personnel and school administrators, or that require the investigation of all reports of alleged misconduct by instructional personnel and school administrators, if the misconduct affects the health, safety, or welfare of a student. Violation of these provisions will result in the forfeit of the Superintendent's salary for one (1) year.

VI. Standards of Ethical Conduct

A. Administrators (means those individuals identified in F. S. 1012.01(3), F.S.) shall be guided by and adhere to the following ethical principles:

1. The administrator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

2. The administrator's primary professional concern will always be for the student and for the development of the student's potential. Therefore, the administrator will strive for professional growth and seek to exercise the best professional judgment and integrity.

3. The administrator recognizes the importance of maintaining the respect and confidence of one's colleagues, students, parents, and other members of the

community and therefore strives to achieve and sustain the highest degree of ethical conduct.

B. District administrators shall comply with the disciplinary principles listed below. Violation of any of these principles shall subject the individual to revocation or suspension of the individual administrator's certificate, or other penalties as provide by law.

1. Obligation to the student means the District administrator shall:

   a) make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

   b) not unreasonably restrain a student from independent action in pursuit of learning.

   c) not unreasonably deny a student access to diverse points of view.

   d) not intentionally suppress or distort subject matter relevant to a student's academic program.

   e) not intentionally expose a student to unnecessary embarrassment or disparagement.

   f) not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by F.S. 1003.42(2)(n)3. and 1003.46.

   g) not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by State academic standards as adopted in F.A.C. 6A-1.09401, as is part of a reproductive health course or health lesson for which a student's parent has the option to have their student not attend.

   h) not intentionally violate or deny a student's legal rights.

   i) not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in F.S. 39.01.

   j) not harass or discriminate against any student based on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable efforts to assure that each student is protected from harassment or discrimination. Discrimination based on race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in F.S. 1000.05(4)(a).

   k) not exploit a relationship with a student for personal gain or advantage.

l) keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

m) not violate F.S. 553.865(9)(b), which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

n) not violate F.S. 1000.071, which relates to the use of personal titles and pronouns in educational institutions.

2. Obligation to the public means that the District administrator shall:

a) take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

b) not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

c) not use institutional privileges for personal gain or advantage.

d) accept no gratuity, gift, or favor that might influence professional judgment.

e) Offer no gratuity, gift, or favor to obtain special advantages.

3. Obligation to the profession of education means that the District administrator shall:

a) maintain honesty in all professional dealings.

b) not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

c) not interfere with a colleague's exercise of political or civil rights and responsibilities.

d) not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination.

e) not make malicious or intentionally false statements about a colleague.

f) not use coercive means or promise special treatment to influence professional judgments of colleagues.

g) not misrepresent one's own professional qualifications.

h) not submit fraudulent information on any document in connection with professional activities.

i) not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

j) not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

k) provide upon the request of a certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

l) not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these *Principles of Professional Conduct for the Education Profession in Florida* and other applicable Florida statutes and State Board of Education rules.

m) self-report within forty-eight (48) hours to appropriate authorities (as determined by the District) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal; judicial or administrative; or investigatory or adjudicatory.

In addition, District administrators shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of F.S. 943.0585(4) (c) and 943.059(4)(c).

n) report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

o) seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education rules as defined in F.S. 1012.795(1).

p) comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

q) as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

4. No administrative staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of their duties in the public interest.

5. No administrative staff member shall solicit or accept anything of value including a gift (See F.S. 112.312), loan, reward, promise of future employment, favor, or service, based upon an understanding that the vote, official action, or judgment of the administrator would be influenced thereby.

6. All District administrative staff members shall adhere to the ethical and disciplinary principles enumerated above.

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

LAWS IMPLEMENTED: **112.312, 112.313, 1001.42, 1012.01, 1012.22, 1012.23, 1012.27, 1012.796, F.S.**

STATE BOARD OF EDUCATION RULES: **6B-1.001, 6B-1.006**

HISTORY: **ADOPTED:11/8/08**

REVISION DATE(S):
11/3/25
FORMERLY: NEW

Employee Discipline Policy 6.38*

I. Purpose

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly. All employees shall be treated on a fair and equitable basis in the administration of disciplinary measures.

II. General Statement of Policy

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. In dealing with deficiencies in employee work performance or conduct, progressive discipline shall be administered except in situations where immediate steps must be taken to ensure student/staff safety. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district. Progressive discipline may include, but is not limited to, informal discussion, verbal warning, written reprimand, enrollment in professional skills enhancement programs, suspension without pay, demotion, change in contract status or termination of employment.

III. Discipline

A. Violation of School Laws and Rules: The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school board;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance: An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of

substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct: Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and/or experience;
10. knowingly violating the school safety requirements;
11. unauthorized destruction of school district property;
12. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
13. neglect of duty;
14. iolation of the rights of others as provided by federal and state laws related to human rights.

IV. Forms of Discipline

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. verbal warning;
2. written warning or reprimand;
3. probation;
4. disciplinary suspension, demotion or leave of absence with pay;
5. disciplinary suspension, demotion or leave of absence without pay; *and*
6. dismissal/termination or discharge from employment.

B. Other forms of discipline, including any combination of the forms described in paragraph A above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

C. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

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

LAW(S) IMPLEMENTED: **1001.51(7) & (12), 1006.07, 1012.27(5), 1012.31, 1012.33, 1012.796, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): 01/21/25
FORMERLY:

REPORT OF MISCONDUCT 6.390*

The School District of Baker County shall adhere to all requirements related to employee misconduct that affects the health, safety or welfare of a student.

I. Mandatory Reporting of Misconduct

A. It is the duty of all employees to report to the Superintendent alleged misconduct by any School Board employee that affects the health, safety or welfare of a student that would be a violation of s. 800.101, or that would be a disqualifying offense under s. 1012.315, or any allegation of sexual misconduct with a student. Failure of an employee to report such misconduct shall result in disciplinary action. Further, an employee who knowingly or willfully fails to do so, or who knowingly or willfully prevents another person from doing so, commits a misdemeanor of the first degree. An employee who knowingly or willfully coerces or threatens another person with the intent to alter his or her testimony or written report regarding a violation of s. 800.101 commits a misdemeanor of the first degree.

B. Educational support employees, instructional personnel and school administrators shall report alleged misconduct of other educational support employees, instructional personnel or school administrators who engage in or solicit sexual, romantic, or lewd conduct with a student.

C. If the prohibited conduct occurs while employed by the district, the School Board and Superintendent must report the employees or personnel and the disqualifying circumstances to the department of education for inclusion on the disqualification list maintained by the department pursuant to section 1001.10(4)(b), F.S.

D. Within 24 hours of being notified by law enforcement that an employee is arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name and specific charges against the employee.

II. Investigation

The Superintendent shall immediately investigate any allegation of misconduct by an employee that affects the health, safety or welfare of a student regardless of whether the person resigned or was terminated before the conclusion of the investigation. The Superintendent shall notify the department of the result of the investigation and whether the misconduct warranted termination, regardless of whether the person resigned or was terminated before the conclusion of the investigation.

A. An employee, who is alleged to have committed such misconduct, may be reassigned to a position not requiring direct contact with students pending the outcome of the investigation.

B. Information related to the alleged misconduct shall be considered confidential until the investigation is concluded with a finding to proceed or not to proceed with disciplinary action or charges and the subject of the complaint has been notified of the finding.

C. The Superintendent shall report alleged misconduct to the Department of Education as required by Florida Statutes. The Superintendent shall report alleged misconduct of educational support employees, instructional personnel or school administrator who engage in conduct that would be considered disqualifying pursuant to Section 1012.315, Florida Statutes or any allegation of sexual misconduct with a student. Failure to report such conduct to the department or law enforcement forfeits the Superintendent's salary for up to one year.

D. The School District shall notify the parents of a student affected by an educator's violation of the district's Standards of Ethical Conduct. This notice must be provided to the parent within thirty (30) days of knowledge of the incident and inform the parent of:

1. The nature of the misconduct,

2. If the District reported the misconduct to the department in accordance with Section 1012.796, Florida Statutes,

3. The sanctions imposed against the employee, if any, and

4. The support the school district will make available to the student in response to the employee's misconduct.

III. Legally Sufficient Complaint

The Superintendent shall file any legally sufficient complaint with the Department of Education within thirty (30) days after the date the District became aware of the subject matter of the complaint. A complaint is considered to be legally sufficient if it contains ultimate facts that show that an instructional or administrative employee has committed a violation as provided in 1012.795, F.S. and defined by State Board of Education rule.

IV. Resignation or Retirement in Lieu of Termination

If the Superintendent determines that misconduct by an educational support employee, instructional staff member or an administrator who holds a certificate issued by the Florida Department of Education affects the health, safety, or welfare

of a student and the misconduct warrants termination, the staff member may resign or be terminated and the Superintendent shall report the misconduct to the Department of Education as required.

V. Employment Reference

The Board, Superintendent, or any other representative of the School District shall not enter into a confidentiality agreement regarding terminated or dismissed educational support employees, instructional personnel or school administrators, or educational support, instructional personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and may not provide an employment reference or discuss the performance of an employee with a prospective employer in an educational setting without disclosing the person's misconduct that affected the health, safety or welfare of a student. Any part of an agreement or contract that has the purpose or effect of concealing misconduct by educational support, instructional personnel or school administrators which affects the health, safety, or welfare of a student is void, is contrary to public policy, and may not be enforced.

VI. Notification

The policies and procedures for reporting alleged misconduct by employees that affects the health, safety or welfare of a student shall be posted in a prominent place at each school and on each school's website. The notice shall include the name of the person to whom the report is made and the consequences for misconduct.

VII. Protection from Liability

A. Any individual, who reports in good faith, any act of child abuse, abandonment or neglect to the Department of Children and Family Services or any law enforcement agency shall be immune from any civil or criminal liability that might result from such action.

B. An employer, who discloses information about a current or former employee to a prospective employer, at the employee's request or at the prospective employer's request, shall be immune from civil liability for such disclosure as provided by Florida Statute.

VIII. False or Incorrect Report

The Superintendent, a Board member or any District official shall not sign and/or transmit any report regarding employee misconduct to a state official that he/she knows to be false or incorrect. An individual, who knowingly makes a false or incorrect report, shall be subject to disciplinary action as prescribed by Florida Statute.

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

LAWS IMPLEMENTED: **39.203, 112.313, 119.071, 768.095, 800.101, 1001.10, 1006.061, 1012.01, 1012.22, 1012.27, 1012.315, 1012.795, 1012.796, F.S., 1012797, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-10.081**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/01/19, 02/22/22, 04/03/23, 02/24/24
FORMERLY: NEW

VIOLATION OF LOCAL, STATE, AND/OR FEDERAL LAWS 6.400

I. Anyone known to be violating a local, state, and/or federal law on School Board property or at a school function will be subject to referral for prosecution to the appropriate law enforcement agency. The referral process will be subject to Florida Statutes and School Board rules.

II. Any employee in violation of the reporting requirements of this policy may be subject to disciplinary action by the Superintendent or Board up to or including dismissal.

III. As required by the provisions of State Board of Education Rule 6A-10.081 the *Principles of Professional Conduct 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 Superintendent any arrests or charges involving the abuse of a child, the sale and/or possession of a controlled substance or any disqualifying offense. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or *nolo contendere* for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

IV. It is the duty of all employees to report to the Superintendent any misconduct by any School Board employee that affects the health, safety or welfare of a student in accordance with School Board policy.

V. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585 and 943.059, Florida Statutes.

CHAPTER 6.00 – PERSONNEL

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 887.13, 943.0585, 943.059, 1001.41, 1001.42, 1001.43, 1006.145, 1012.22, 1012.27, 1012.465, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-10.081

HISTORY: ADOPTED:
REVISION DATE(S): 04/05/04, 10/04, 11/07/05, 11/18/08, 11/18/19
FORMERLY: 6.01

NEPOTISM 6.410

(1) Two or more close relatives may not work in the same administrative unit except by special permission of the Superintendent.

(3) Close relatives are defined as mother, father, son, daughter, brother, sister, spouse, and in-laws of the same.

STATUTORY AUTHORITY: **1001.41; 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **112.3135; 1001.43; 1012.22, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 6.02

RECORDS AND REPORTS 6.420*

All School Board employees shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education rules, and School Board rules, or as the Superintendent may deem necessary for the effective administration of the District school system. Such records and reports shall include:

A. any determination to withhold from a parent information regarding the provision of any services to support mental, physical, or emotional well-being of the parent's minor child. Any such determination must be based solely on child-specific information personally known to the school personnel and documented and approved by the school principal or designee. The determination must be annually reviewed and re-determined.

B. student attendance, property inventory, personnel, school funds and other types of information.

Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.22; 1012.53, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 6.03

USE OF SOCIAL MEDIA 6.43

The Board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning. The Board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy (8.33) Electronic Systems Responsible Use.

The Superintendent is charged with designating the District-approved social media platforms/sites, which will be listed on the District's website.

The Board understands that employees may engage in the use of social media during their personal time. The District neither encourages nor discourages employees' use of social media for personal purposes. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school district employees. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication. All school employees must comply with Board Policy when communicating with individual students through electronic means, such as through voice, email, or text-messaging.

The Board is committed to ensuring that all stakeholders who utilize social media technology for professional purposes, including staff and students, do so in a safe and responsible manner.

I. Definitions

A. Social Media. Social media is any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples

of social media include, but are not limited to, Snapchat, Instagram, Facebook, Twitter, Instagram, Snapchat, YouTube, Google+, and Flickr.

B. Professional Social Media. Professional social media is a work-related or professional social media activity where the employee identifies their profession, work responsibilities, and could include the use of district names/logos/brand. This includes platforms such as LinkedIn. As this form of social media is maintained personally, it follows the same rules as Personal Social Media.

C. Personal Social Media. Personal social media use is a non-work-related social media activity. Personal social media activity is as a private citizen and cannot reference employment with the District in any manner.

D. District Social Media Platform. District Social Media is any social media page, feed, or entry formally maintained by the District, school, department, or class for official purposes. It includes sites and/or services such as Facebook; Twitter; Snapchat; Instagram; YouTube; and similar applications.

II. District Social Media Use

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The District's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public).

A. Communication on a district social media space should be handled in the same manner as communication in a classroom and/or workplace. The

same standards expected in BCPS professional settings are expected on professional social media sites.

B. All such communication must be consistent with the educational objectives of the District and cannot be used for personal or non-District purposes.

C. Employees shall exercise caution, sound judgment, and common sense when using professional social media sites.

D. No personally identifiable student information may be posted by employees on social media sites (including but not limited to district, professional, and personal social media accounts) without permission from the parent/guardian.

E. The Board reserves the right to direct the removal of postings and/or disable a page, of professional social media sites that do not adhere to the law or do not reasonably align with the goals of the District without prior notice to the poster.

F. The District's social media sites may not be used for commercial, religious, political, or for-profit activities and/or communication. The District's social media entries and communications are prohibited from including links to third-party sites with a commercial, political, and/or religious purpose. Links to sites selling products; advertising goods and/or services; and/or containing language, images and/or materials that are in violation of District policy are strictly prohibited.

G. A post, or comment, that contains vulgar, profane, or racists words; is discriminatory, harassing, threatening; is a violation of privacy; or is a violation of this Policy will be deleted in its entirety without notice to the poster/commenter. Repeated or severe violations may lead to the loss of access or privileges to post or comment on the school's official social media platforms.

H. Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

III. Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Electronic Systems Responsible Use Policy, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent.

In order to maintain a professional and appropriate relationship with students, employees shall not communicate with students who are currently enrolled in schools on personal social media sites. School employees' communication with current students via personal social media is subject to the following exceptions:

A. communication with relatives or friends and

B. if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

IV. <u>Expected Standards of Conduct on District-Approved Social Media</u>

A. Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

B. District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

C. The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

D. Employees shall not use the district's logo or other copyrighted material of the system on a personal social media site without express, written consent from the District.

V. Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes.

Staff members and District-approved volunteers cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and

communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees and volunteers who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

VI. **Any postings, on district, professional or personal social media sites, of the following nature are prohibited:**

A. Create a harassing, demeaning, or hostile working environment for any employee.

B. Disrupts the smooth and orderly flow of work, or the delivery of services to the staff or students.

C. Harm the goodwill and reputation of staff, students or the community at large.

D. Erode the public's confidence in the district.

E. Involve any kind of criminal activity or harms the rights of others, may result in criminal prosecution or civil liability to those harmed, or both.

VII. **Consequences**

The District may monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

VIII. Social Media Use Agreement

The Superintendent will ensure that staff receives a copy of this policy annually and that Use of Social Media is included in the Electronic Systems Responsible Use Agreement.

STATUTORY AUTHORITY: Chapter 119, 1001.41, 1001.42, 1001.43 F.S.

LAW(S) IMPLEMENTED: 1002.221, F.S.
6A-10.08 F.A.C.
20 U.S.C. 1232g 34 C.F.R. Part 99
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096
(Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

HISTORY:
ADOPTED: 7/21/2025
REVISION DATE(S): _____
FORMERLY: NEW

TELEPHONE CALLS, ELECTRONIC COMMUNICATIONS AND FACSIMILES 6.440+

District communication equipment shall be used for designated purposes and shall not be used for personal or non-school purposes.

1) An employee shall not make a personal long distance call or send a facsimile or other electronic transmission at School Board expense. An employee who violates this rule shall be required to pay for the call or facsimile. Such action shall be reported to the Superintendent at the Principal or District department head's discretion.

2) All long distance telephone calls, facsimiles, or other electronic transmissions that relate to extracurricular activities of the school, including athletics, shall be paid from the school's internal funds collected for the specific activity.

3) Prior authorization for all long distance calls and facsimiles shall be given by the Principal or District department head.

4) Employee use of District cell telephones shall be to the extent possible, limited to business use only. The District shall be reimbursed for any personal calls made by the employee. Procedures for implementing this provision shall be developed.

5) The expenditure of public funds for cellular phones or service, personal digital assistants (PDAs), or other mobile wireless communication devices or service shall be consistent with the provisions of Florida Statutes.

6) Any long distance telephone call made by a School Board member which is charged to the District office shall be paid by the School Board, provided the purpose of the call was to conduct School Board business.

7) The Principal or District department head shall review telephone and facsimile bills and shall refer excessive or questionable bills to the Superintendent or designee for consideration.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1011.09,1012.22, F.S.**

HISTORY: **ADOPTED:**

REVISION DATE(S): 11/93, 04/05/04, 11/07/05, 12/07/09

FORMERLY:6.06, 6.11

ALCOHOL AND DRUG-FREE WORKPLACE 6.450 OPTION 3

All property of the Baker County School Board shall be drug free.

I. No employee shall possess, consume or sell alcoholic beverages or be under the influence of alcohol on the job or in the workplace.

II. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 CFR 1300 or Florida Statutes, Chapter 893 without a valid prescription.

III. The appropriate use of legally prescribed drugs and nonprescription medication is not prohibited. However, it is the employee's responsibility to inform the physician of the employee's job duties and to ask the prescribing physician to determine whether or not the prescribed drug may impair the employee's job performance. It is the employee's responsibility to remove himself/herself from service if unfit for duty.

IV. An employee in a safety sensitive position must obtain a written release from the prescribing physician if he/she has prescribed any substance that carries a warning label indicating that mental functioning, motor skills or judgment may be adversely affected. The release must state that the employee is able to perform safety sensitive functions. Bus Operators shall adhere to the provisions of the Transportation Department's Standard Operating Procedures and School Bus Procedures.

V. "Workplace" is defined as the site for the performance of work done in connection with the duties of an employee of the School Board. That term includes any place where the work of the school district is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, or any off-school property during school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

VI. As a condition of employment, each employee will:

A. Abide by the terms of this policy, and

B. Present a negative drug screen result. The drug screen must have been conducted by a Board approved, independent, certified laboratory within thirty (30) days prior to employment.

C. Notify the Superintendent of any criminal drug statute arrest or conviction for a violation occurring on the premises of the School Board, at the workplace, or during the conduct of any official activity related to the School Board within forty-eight (48) hours. Identified employees must be in compliance with Policy 6.40, sections II and III.

Vll. The School Board shall:

A. Notify the appropriate agency within ten (10) days after receiving such notice from an employee or otherwise receiving actual notice of such conviction; and

B. Take one of the following actions, within thirty (30) days of receiving such notice, with respect to any employee who is so convicted:

1. Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; or

2. If the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the School Board; or,

3. Take appropriate personnel action against such an employee, up to and including termination and referral for prosecution.

C. Offer assistance and information on drug abuse in order to maintain an alcohol and a drug-free workplace. Employee assistance will be available through the personnel department and the Employee Assistance Program. The School Board shall also conduct periodic workshops on drug and alcohol abuse in the workplace to inform employees and supervisors of the dangers of substance abuse and of the provisions in this policy.

VIII. Drug and/or alcohol testing will be conducted for employees under the following circumstances:

A. An employee may be subject to drug testing based on a reasonable belief that he/she is using or has used drugs in violation of the Drug-free Workplace policy.

B. An employee may be subject to follow up testing at the recommendation of a substance abuse professional or medical review officer.

C. An employee shall be subject to a drug screen immediately following a work related accident or injury.

D. An employee who is subject to the requirements of the Omnibus Transportation Employees Testing Act (OTETA) shall be subject to random drug testing, post-accident drug testing and return to duty testing as required by federal law.

IX. The Superintendent shall develop procedures to implement the provisions of an alcohol and drug-free workplace.

STATUTORY AUTHORITY: **893.01, 1001.41, 1012.22, 1012.23, 1012.27, F.S.**

LAWS IMPLEMENTED: **440.102, 1001.41; 1001.43; 1012.795, F.S. DRUG FREE WORKPLACE ACT OF 1988; 34 CFR PART 85, SUBPART F**

HISTORY: **ADOPTED: 6/89**
REVISION DATE(S): **9/90, 11/92, 6/94, 04/05/04, 10/04, 11/07/05, 01/02/07, 04/07, 06/01/09, 05/21/12, 11/18/19**

FORMERLY: 3.60

POLITICAL ACTIVITIES OF EMPLOYEES 6.460

(1) School Board employees shall not solicit support of any political candidate, partisan or non-partisan, during regular work hours.

(2) A School Board employee who offers himself/herself as a candidate for public office shall notify the Superintendent immediately upon qualifying for election. He/she shall conduct his/her campaign so as not to interfere with his/her responsibilities.

(a) Personal leave without pay may be taken during the campaign period (see Policy 6.23).

(b) Such candidate shall adhere strictly to Florida Statutes governing political activity on the part of public officials and public employees.

(c) A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or School Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **104.31; 106.15; 1001.43, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04
FORMERLY: 2.31, 6.12

EMPLOYMENT IN PROFESSIONAL ORIENTATION PROGRAM 6.470

In compliance with law and rules of the State Board of Education, the Baker County School Board hereby adopts a Professional Orientation Program. The procedures and criteria under which the program shall operate are set forth in the district's *Professional Orientation Program Plan*, adopted by the Board and incorporated by reference as a part of these rules.

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

LAWS IMPLEMENTED: **1012.33, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 12/90, 04/05/04
FORMERLY: 3.51

COMPLAINT PROCEDURE FOR PERSONNEL 6.500

The Board and the Superintendent recognize that good morale among its employees/applicants is necessary. Problems are solved as they arise by sincere efforts of all persons concerned to work toward constructive solutions of such problems in an atmosphere of courtesy and cooperation. Whenever an employee/applicant feels that he/she has a complaint, every effort is to be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, employees/applicants not covered by a collective bargaining complaint procedure, can resort to the more formal procedures as provided herein. If the bargaining agreement is silent to the issue of discrimination, the employee may use these procedures. *These policies may be used for filing complaints of discrimination as set forth in Policy 2.16.

(1) Definitions:

(a) *Complaint* shall mean any dispute or disagreement involving the interpretation or application of any existing Board rule or practice. It does not include disputes involving the interpretation or application of a collective bargaining agreement, or any provision thereof. Such disputes must be resolved through the grievance procedure in the bargaining agreement.

(b) *Complainant* shall mean any employee, or group of employees, directly affected by the alleged misinterpretation or violation, filing a complaint.

(c) *Employer* shall mean the School Board or its representatives.

(d) *Day* shall mean a working day.

(2) Time Limits - The number of days indicated at each level is to be considered the maximum. Time limits may be extended by mutual agreement between the parties.

(3) Released Time - The complaint procedure will normally be carried out during non-work time. If, however, the Board elects to carry out provisions during work time, the complainant shall lose no pay.

(4) Complaint Procedure:

(a) Informal Discussion - If an employee believes there is a basis for complaint, he/she shall discuss the complaint with his/her immediate supervisor or District Equity Coordinator within sixty (60) days of the occurrence of the alleged violation.

(b) Level One - If the complainant is not satisfied with the informal resolution he/she may, within ten (10) days, file a formal complaint on the proper form and deliver it to his/her immediate supervisor. The Supervisor shall communicate his/her answer in writing to the complainant within ten (10) days after receipt of the complaint. Class complaints involving more than one (1) supervisor and complaints involving an administrator above the building level may be filed by the complainant at level two.

(c) Level Two - If the complainant is not satisfied with the resolution at level one he/she may, within ten (10) days of the answer, file a copy of the complaint with the Superintendent. Within ten (10) days of receipt of the complaint the Superintendent shall indicate his/her disposition in writing to the complainant.

(d) Board Appeal - If the complainant is not satisfied with the resolution by the Superintendent, he/she shall have the right to appeal the Superintendent's decision to the School Board; provided request for placement on Board agenda is filed within ten (10) days.

(5) (a) The right to confidentiality, both of the complainant and the accused, will be respected, consistent with the Board's legal obligations and with the necessity to investigate allegations to take corrective action when this conduct has occurred.

(b) Retaliation against an individual for filing a complaint or against an individual, providing information regarding such a complaint, is prohibited.

(c) The use of these complaint/grievance procedures shall not prohibit the complainant from seeking redress from other available state and/or federal sources.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **447.401; 1001.41; 1001.49; 1012.22; 1012.27, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 7/87, 11/00, 1/03, 04/05/04
FORMERLY: 2.29

COMPLAINTS AGAINST EMPLOYEES 6.510*+

Any complaints involving serious charges against an employee of the School Board shall be referred to and investigated by the appropriate supervisor. Any further action will follow the established line of authority.

NOTE: Districts are advised to review revised 1012.796, F.S. that now requires that the Board develop policies and procedures related to reporting to the Department of Education legally sufficient complaints within thirty (30) days after the date on which the complaint comes to the attention of the School District.

09/15/08 - Districts should also review the reporting requirements contained in 1001.42, F.S., and 1012.796, F.S., as revised by the Ethics in Education Act.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.42, 1001.43, 1012.22, 1012.796, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05, 11/18/08
FORMERLY: 2.08, 6.55

SUSPENSION AND DISMISSAL 6.520

1) No employee may be suspended from duty except by the Superintendent or the School Board. The Superintendent may suspend an employee during an emergency.

2) Any employee arrested for a crime constituting a felony or for a misdemeanor involving moral turpitude will be immediately suspended from duty by the Superintendent.

3) In the case of a suspension without pay by the School Board, an affected employee shall be entitled to a hearing on the charges as to why he/she should be suspended without pay. Said hearing shall be upon reasonable notice by the School Board.

4) If any dismissal proceeding in which the substantial interest of the employee is affected, or in which the employee has a property interest, the employee shall be entitled to a hearing on the merits of the case in accordance with the provisions of Chapter 120, Administrative Procedures Act.

5) In the event an employee is entitled to a hearing, the Superintendent shall notify the affected employee in writing of his/her right to a hearing at the time a petition for suspension or dismissal is filed. The petition for suspension or dismissal must set forth the charges against the employee. The petition shall further notify the employee that in the event a written request for a hearing is not received by the Superintendent within fifteen (15) days after receipt of said notice if the employee is under annual or professional service contract or thirty (30) days after receipt of said notice if the individual is under continuing contract, that the employee waives his/her right to a hearing. In the event no such notice is sent by the Superintendent, the employee shall be deemed to have requested a hearing.

6) In the event a hearing is required as prescribed by law, pursuant to this policy, a written notice of hearing shall be furnished to the employee in a timely manner according to law stating the date, place and time of the hearing.

7) No employee may be dismissed except by action of the School Board.

8) Any suspension or dismissal shall be as prescribed by law.

9) Non-renewal of employees during their probationary period or upon expiration of a time-limited contract shall not be considered dismissal and shall not be subject to this policy.

10) Any provision in the Collective Bargaining Agreement to the contrary shall supersede this policy.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **CHAPTER 120, 790.115, 1001.43; 1012.22; 1012.27; 1012.33, 1012.335, F.S.**

STATE BOARD OF EDUCATION RULES: **6B-4.009**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 10/04, 01/02/07, 05/21 /12
FORMERLY: 3.12

SUSPENSION WITH PARTIAL OR NO PAY 6.53

The School Board hereby delegates authority of employee suspension to the Superintendent under the following narrowly-defined circumstances in order to facilitate personnel management, to maintain an orderly and productive work environment, to avoid public embarrassment to employees, and to eliminate minor disciplinary action from the School Board's agenda.

I. The suspension may be wholly or partially without pay.

II. Suspension shall be authorized only if the Superintendent finds that the employee has

A. Been absent without leave;

B. Been insubordinate;

C. Endangered the health or well-being of a fellow employee or of a student(s);

D. Willfully neglected duty;

E. Been intoxicated, consumed an alcoholic beverage, or used a controlled substance, unless prescribed by a physician, while working;

F. Violated School Board rules to the extent that disciplinary action is required, but the violation is not severe enough for dismissal.

III. An employee who is suspended under the authority of this rule shall be granted all due process rights accorded by the Florida Statutes.

IV. This rule grants the Superintendent authority in addition to that provided by Florida Statutes. It shall not be construed to limit the Superintendent's statutory powers.

STATUTORY AUTHORITY: 1001.43, 1012.22, 1012.23, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1012.22, 1012.27, 1012.33, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-5.056

HISTORY:

ADOPTED: _____
REVISION DATE(S): 07/21/14
FORMERLY:

PRIVATE INSTRUCTION AND TUTORING 6.560

A person offering private instruction for personal gain shall not use the school buildings or property for this purpose unless approved by the Superintendent.

(1) No employee of the school district shall be permitted to tutor a student, with compensation being provided by the child's parent or guardian, or a non-school agency, with whom he/she is in any way directly associated professionally, except upon the recommendation of the principal and the approval of the Superintendent.

(2) During the school term, any district employee who tutors a student, with compensation being provided by the child's parents or guardian or a non-school agency, enrolled in any public school of the district and not enrolled in a class under his supervision as a teacher or employee, shall have prior approval of the principal of the school in which the student is enrolled.

(3) The provisions of subsections (1) and (2) above shall not apply to a district employee who tutors a student during the summer vacation period.

(4) A district employee shall not promote within the school any activity or projects from which he/she is likely to receive compensation or remuneration other than his/her salary as an employee of the School Board.

(5) Under no conditions may work done under a private tutor be accepted for credit, grade, or promotional purposes. This rule shall apply to work done under any tutor including a school district employee acting as a private tutor.

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

LAWS IMPLEMENTED: **1002.20(6)(b) & (d); 1002.43(1), F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 1/89; 04/04/04
FORMERLY: 3.07

MINIMUM WORKDAY 6.570

(1) DISTRICT OFFICE STAFF – The Superintendent will establish office hours for district office employees, such duty hours shall be maintained unless otherwise authorized by the Superintendent.

(2) EDUCATIONAL LEADERS – An Educational Leader shall have regular duty hours as established by the Superintendent or his/her designee.

(3) All other employees will be governed by negotiated contracts.

(4) A change in the length of the school or workday must be authorized by the Superintendent.

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

LAWS IMPLEMENTED: **1001.42, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 3/95; 04/05/04
FORMERLY: 3.09

TRANSFERS 6.580

(1) Voluntary Transfers – Any voluntary transfer of an employee from one position or school to another position or school shall be made only on the recommendation of the Superintendent with the approval of the School Board. In case of an emergency, the Superintendent may transfer a person subject to the subsequent approval of the School Board. When a person desires to be transferred from one position or school to another, the following procedures shall be followed:

(a) The employee shall submit a written request to the Superintendent.

(b) The Superintendent, after conferring with the parties concerned, shall approve or disapprove the request. If the transfer is approved, the Superintendent shall submit his/her recommendation to the School Board.

(2) Involuntary Transfer – When such a transfer and reassignment is deemed necessary, length of service in the district will be given consideration, but may not be the determining factor in making such transfer and assignment of employees of the district School Board.

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

LAWS IMPLEMENTED: **1012.22 (E), 1012.27 (4), F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 3.11

OUTSIDE EMPLOYMENT 6.590

(1) Outside employment, self-employment or “moonlighting” by school personnel shall not violate the moral standards of the community or the Code of Ethics of the Education Profession of Florida.

(2) Under no conditions shall outside employment conflict with the person’s performance of his/her duties or with the extra-curricular activities related to his/her position.

(3) No school personnel shall be permitted to sell instructional materials to parents or guardian of a child, who is enrolled in the Baker County School District.

(4) Where the Superintendent questions the propriety of an outside employment of a staff member, he/she may require the person to confer with him/her and to follow his/her directions.

(5) Where the employee refuses to follow the instructions of the Superintendent or feels his/her rights have been violated, the matter shall be referred to the School Board.

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

LAWS IMPLEMENTED: **1012.42, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 3.15

STAFF TRAINING 6.600 OPT 2

1. The School Board recognizes that proper training of employees and volunteers is essential to maintaining a safe, effective and efficient workforce. State mandates, federal requirements, and local conditions require certain training for all employees and other training of selected employees, depending upon their work assignments.

2. The Superintendent is to provide appropriate training to all employees and volunteers of the District.

3. Training for employees should minimally include

   A. Identifying and reporting child abuse and neglect;

   B. All nondiscrimination provisions;

   C. Sexual harassment guidelines;

   D. Handling hazardous materials and toxic substances including blood borne pathogens, chemicals, and petroleum products;

   E. District policies and procedures related to HIV/AIDS disease, communicable diseases, alcohol and drug free facilities, use of tobacco products, possession of weapons, and *Code of Student Conduct.*

   F. Suicide awareness and prevention; and

   G. Other topics as deemed appropriate by the Superintendent or required by law, rule, or other governing provision.

4. The Superintendent 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.

LAWS IMPLEMENTED: 1001.43; 1006.07, 1012.22. 1012.27, 1012.38, 1012.583 1012.98. 1012.985, F.S.

STATE BOARD OF EDUCATION RULES:

HISTORY: ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05, 09/20/10, 12/02/19
FORMERLY: 3.54, 6.46

STUDENT SUPERVISION 6.610

(1) Proper supervision of a student shall be provided while he/she is under the immediate control of the school. Supervision of students shall be maintained on the school grounds, in classrooms, in student occupied areas of buildings, on field trips, during any extracurricular activity, at school-sponsored functions, and at any other school related or sponsored activity.

(2) Any principal, teacher or other district employee who has responsibility for the supervision of students in the performance of his/her normal duties, or who is assigned duty requiring the supervision of students, who fails to provide such supervision by failing to report for duty or by leaving his/her post of duty without being properly relieved of such duty, shall be deemed guilty of neglect of duty. Any person charged with such neglect of duty shall be subject to suspension from duty and/or termination of his/her contract as provided by law.

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

LAWS IMPLEMENTED: **1003.32; 1000.42(5)(a), F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 3.36

RELATIONSHIPS WITH STUDENTS 6.620

I. Definitions

A. *Employee* means all administrative, instructional, educational support professionals and all other employees of the School Board of Baker County, Florida, regardless of their cost center assignment.

B. *Student* means any person, enrolled as a student, regardless of age, in a public school operated and maintained by the School Board of Baker County.

C. *Prohibited personal relationship* means relationships between an employee and a student including, but not necessarily limited to dating, any touching of an intimate or sexual nature, sexual contact or sexual relations, any touching otherwise prohibited by law or objected to by the student, giving a gift of personal clothing or a gift having a sexual overtone, making comments of a sexual nature or reflecting sexual innuendo to or about a student, or any other like activity.

II. Prohibited Conduct

A. All employees are prohibited from engaging in prohibited personal relationships with students.

B. All employees are prohibited from taking a student off the premises of any school or away from a school or School Board sponsored activity without specific written permission from a student's parent, as defined by Florida Statutes, and the approval of the principal or assistant principal of the child's school or the principal or assistant principal in charge of the School Board sponsored activity.

An employee may transport a student in a situation necessary to protect a student's health, safety, or welfare. In such situations, the employee must report the emergency to the student's principal or designee without delay. If the employee is unable to have personal contact with the principal, the employee must leave a detailed message on the principal's voice-mail or communicate by e-mail.

C. The School Board recognizes that there will be situations in which it is necessary for an authorized employee to transport a student off the premises of a school or from a school or School Board sponsored activity without parental permission, such as to a medical facility, to the student's

home, or to a designated law enforcement agency in order to safeguard a student's health, safety, or welfare. Off-campus transport for the protection of a student's health, safety, or welfare by an authorized employee is not prohibited by this policy.

III. Duty to Report Known or Suspected Violations

A. Any employee who has knowledge or reasonably suspects that another employee may have engaged in prohibited conduct as defined by this policy shall (must) immediately report this information to either (1) the employee's supervisor; (2) the student's principal; (3) the Director of Human Resources; or (4) the District Equity Officer (Professional Standards Coordinator). A complaint may be forwarded to the Title IX Coordinator if sexual harassment or sexual discrimination is suspected. If the Title IX Coordinator determines the allegation constitutes a potential Title IX violation, Policy 2.161 Title IX Policy Prohibiting Sexual Harassment and Sexual Discrimination will apply.

B. An employee having knowledge or reasonable suspicion that another employee may have engaged in prohibited conduct that may constitute child abuse must also immediately report the information to the Department of Children and Families Child Abuse Hotline. If an employee is in doubt as to whether the prohibited conduct constitutes child abuse, the employee must report his or her knowledge of suspicions to law enforcement.

Note: Duty to report known or reasonably suspected institutional child abuse is in addition to the duty to report misconduct as required by paragraph III.A.

IV. Consequences

A. A violation of this policy, including the duty to report, shall subject the employee to discipline as provided by School Board policy, law, or any applicable collective bargaining agreement up to and including termination. A violation may also subject the employee to criminal prosecution.

B. A violation may, as applicable, constitute a violation of the *Code of Ethics of the Education Profession in Florida*, 6B-1.001, F.A.C., and/or the *Principles of Professional Conduct for the Education Profession in Florida,* 6B-1.006, F.A.C., and will be reported to the Department of Education, Professional Practices Services.

STATUTORY AUTHORITY: **1001.41, 1001.43, F.S.**

LAW(S) IMPLEMENTED: **1000.21, 1001.42, 1012.21, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6B-1.001, 6B-1.006**

HISTORY: **ADOPTED:**
REVISION DATE(S): 3/95; 04/05/04, 09/20/2021
FORMERLY: 3.42

SUMMER SCHOOL 6.630

(1) An applicant for a position for the eleventh (11th) and twelfth (12th) months program shall obtain the nomination of the principal. The Superintendent shall recommend the personnel to be employed to the School Board.

(2) It shall be the responsibility of the summer school principal to collect any fees charged, to make payroll and attendance reports, and to maintain proper accounts for all funds.

(3) Teachers will be reimbursed for work in summer school based on the salary schedule in effect at the time of employment. A full-time teacher workday during summer school will not exceed seven and one-half (7-1/2) hours (including lunch and planning.)

(4) A teacher employed for summer session shall be granted the use of sick leave, which was accrued during the regular school year, if that teacher is unable to perform his/her duties in the school because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, other close relative or member of the teacher's household. Teachers employed during summer school shall be credited at the ending of summer school with one (1) additional sick leave day.

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

LAWS IMPLEMENTED: **1001.42, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 3.44

RECRUITMENT OF INSTRUCTIONAL PERSONNEL 6.640

(1) The Superintendent is authorized to expend funds for the recruitment of instructional personnel. Such expenses may include, but not be limited to, moving costs of teachers in areas of critical need.

(2) Areas of critical need shall consist of all instructional positions with the exception of those relating to art, physical education, and media specialists.

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

LAWS IMPLEMENTED: **1012.05, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 3.59

ALLOCATION OF INSTRUCTIONAL PERSONNEL 6.650

(1) The allocation of instructional personnel shall be a function of each school's membership and may be influenced by special programs, grants, particular needs, etc. The standards of the Southern Association of Colleges and Schools shall be the general guidelines for each school's staffing pattern.

(2) On the Friday following Labor Day of each school year, the Superintendent shall request a student enrollment and attendance count. The various class sizes will be compared to the standards of the Southern Association of Colleges and Schools. Practical adjustments will be made at that time, as well as, during the course of the year, as significant changes in student enrollment/attendance figures occur.

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 03/95; 04/05/04
FORMERLY: 3.65

WHISTLEBLOWER PROTECTION 6.651

1) This policy shall be known as the *Whistleblower Protection Policy*.

2) Definitions

   a) "Employee" - Any person hired by the School Board after completing the personnel procedures required by the School Board.

   b) "Independent Contractor" - Any person or company other than a School Board employee, who provides goods and/or services to the School Board and enters into a contractual agreement with the School Board.

   c) "Adverse personnel action" - Discharge, suspension, transfer, demotion, reprimand, warning, withholding or reduction of salary or benefits of employee, or any other adverse action taken against an employee within the terms and conditions of employment by the School Board' or debarment, suspension, cancellation of contract of an independent contractor.

3) Prohibited Action

   a) Neither the School Board, Superintendent, department heads nor principals shall take or recommend to the School Board to take adverse personnel actions against an employee for disclosing information pursuant to the provisions of this policy

   b) Neither the Superintendent nor the School Board shall take any adverse personnel action that affects the rights or interests of an independent contractor in retaliation for the contractor's disclosure of the information under this policy.

   c) The provisions of this policy shall not be applicable when an employee or independent contractor discloses information known to be false.

4) Disclosure of Information

   a) The information disclosed under this section shall include reporting of any violation or suspected violation of federal, state or local laws, School Board policy or administrative directive by a School Board member, employee, or independent contractor which presents a substantial and specific danger to interests of the School Board. Additionally, information disclosed, which indicates acts or suspected acts of malfeasance, misfeasance, gross waste of funds or neglect of duty committed by an agency, shall be included.

b) The information shall be disclosed to the appropriate entity having the authority to investigate, police, manage, or otherwise remedy the violation or act.

5) Protection

a) This policy protects employees and other persons, who disclose information on their own motive in a written and signed complaint, or who are requested to participate in an investigation, hearing, or other inquiry conducted by the Superintendent, School Board, state agency or federal government.

b) Any employee, who is subject to adverse personnel action, has a right to file a grievance pursuant to the applicable collective bargaining agreement or School Board policy. An independent contractor may appeal to the School Board for administrative review.

STATUTORY AUTHORITY: **1001.41, 1012.42, F.S.**

LAWS IMPLEMENTED: **112.3187, 1001.32, 1001.43, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

ORIENTATION 6.670

There will be a program of orientation for all new principals and supervisors. The program of orientation shall be prescribed by the Superintendent.

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

LAWS IMPLEMENTED: **1012.27, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY:

RETURN TO DUTY AFTER LEAVE OF ABSENCE 6.690

Leaves of absence shall not be considered a termination of employment. Any person on a duly authorized leave of absence shall be entitled to return to the district in the same or a substantially similar position held prior to his/her leave, unless otherwise stipulated in the approved leave.

(1) This will include approved leave due to the birth of a child.

(2) Leave granted for a school year or for the remaining part thereof will expire at the end of the school year or school fiscal year for which such leave is granted. An employee having leave for the year or for the remaining part thereof who plans to return to duty the next school year shall send a copy of such notice to the administrative supervisor of the school/department from which the employee took leave no later than March 1 of that year.

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

LAWS IMPLEMENTED: **1012.27, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 1/89, 4/05/04
FORMERLY: 3.32

NURSING MOTHERS 6.700+

1) Under the provisions of the Fair Labor Standards Act, the District shall provide reasonable unpaid breaks for an employee to express breast milk for her child for up to one (1) year after the birth of the child.

2) A private area free from intrusion, shall be made available to the employee.

3) A nursing mother shall be responsible for notifying her supervisor of her intent to exercise her right under the Fair Labor Standards Act.

4) The Superintendent shall develop procedures for the notification of employees and for the implementation of this policy.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **383.015, 1001.43, 1012.23, F.S.**
Fair Labor Standards Act PF 1938 (29 USC 207, Section 7)

HISTORY:
ADOPTED: 05/21/12
REVISION DATE(S):
FORMERLY: NEW

NAME AND ADDRESS OF EMPLOYEE 6.75

1) Any employee who changes his/her name or address shall notify the human resources department within ten (10) days after a change of name or address.

2) Any employee who is required to have a Florida Educator's Certificate or other license or certificate shall maintain the license or certificate in his/her legal name.

3) Any employee who is a certificated educator is responsible for maintaining his/her current name and address with the Department of Education. The Department of Education shall be notified in writing or electronically of any changes of name and/or address.

STATUTORY AUTHORITY: **1001.41; 1001.42, 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1012.561, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 05/01/06, 01/02/07
FORMERLY:

SOCIAL SECURITY NUMBERS 6.780*

I. Collection

A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.

B. The District shall collect the social security number of each applicant and employee for the following reasons:

1. Identification and verification;

2. Benefit processing;

3. Data collection;

4. Tax reporting; and

5. Criminal background checks.

C. The District may also use the social security number for search purposes.

II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her finding as required by law.

IV. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

V. Release to Commercial Entities

A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.

B. The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

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

LAWS IMPLEMENTED: **119.071, 1001.43, 1012.23, F.S.**

HISTORY:

ADOPTED: 02/01/08
REVISION DATE(S): 08/02/10
FORMERLY:

PERSONNEL FILES 6.800

The term *personnel file*, as used in this rule, shall mean all records, information, data, or materials maintained by the District in any form or retrieval system whatsoever, with respect to any employee, which is uniquely applicable to that employee.

1. A personnel record shall be maintained by the Superintendent on each employee. The record shall include:

   (a) Application for employment

   (b) References

   (c) Annual evaluations

   (d) Letters of commendation, reprimand, etc.

   (e) Data substantiating placement on the salary schedule (education, official transcripts, experience, etc.)

   (f) Teaching certificate, if applicable

   (g) Any other pertinent data.

2. Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be placed in the personnel file.

3. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent toknow the facts or make the judgment.

   (a) No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days, exclusiveof the summer vacation period, of the administration becomingaware of the facts reflected in the materials.

   (b) Additional information related to such written materials previously placed in the file may be appended to such materials to clarify or amplify as needed. A copy of such materials to be added to an

employee's personnel file shall be provided to the employee either by certified mail or by personal delivery.

(c) The employee's signature on a copy of materials to be filed in the employee's personnel file signifies receipt and does not necessarily indicate agreement with its content. The employee will be afforded due process rights as outlined in Florida Statutes.

(d) In cases of separation due to termination or resignation in lieu of termination, the person competent to know the facts or make the judgment on the separation shall execute and maintain an affidavit of separation, on the form adopted by the Department of Education, setting forth in detail the facts and reasons for such separation. The affidavit must expressly disclose when separation is due to a report of sexual misconduct with a student. The affidavit of separation must be executed under oath and constitutes an official statement within the purview of section 837.06. The affidavit of separation must include conspicuous language that intentional false execution of the affidavit constitutes a misdemeanor of the second degree.

4. Personnel files, regardless of their location in the school system, are open to inspection pursuant to Chapter 119, Florida Statutes, except as follows:

(a) Any complaint and any material relating to the investigation of a complaint against an employee shall be confidential until the conclusion of the preliminary investigation, or until such time as the preliminary investigation ceases to be active as defined in Florida Statutes (Section 1012.31).

(b) Employee evaluations prepared pursuant to Florida Statutes (Sections: 1012.31, 1012.33, 1012.34), rules adopted by the State Board of Education, or a local School Board shall be confidential until the end of the school year immediately following the school year during which each evaluation is made. No evaluations prepared prior to July 1, 1983, shall be made public.

(c) No material derogatory to the employee shall be open to inspection until ten (10) days after the employee has been notified pursuant to (3)(b) of this rule.

(d) The payroll deduction records of the employee shall be confidential.

(e) Employee medical records, including medical claims, psychiatric and psychological records, shall be confidential; provided however, at any hearing relative to an employee's competency or performance, the hearing officer or panel shall have access to such records.

(f) Any information in a report of injury or illness filed pursuant to Florida Statute that would identify an ill or injured employee.

(g) Agency personnel information that is excluded under the provisions of 119.071, F.S.

5. Notwithstanding other provisions of this rule, all aspects of eachemployee's personnel file shall be open to inspection at all times by

   School Board members, the Superintendent and the principal or their respective designees, in the exercise of their respective duties.

6. Notwithstanding other provisions of this rule, all aspects of each employee's personnel file shall be made available to law enforcement personnel in the conduct of a lawful criminal investigation.

STATUTORY AUTHORITY: **1001.43; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **112.08(7); 119.07, 119.071, 1001.43; 1008.24, 1012.31, F. S. 34 CFR 99 (FERPA); 45 CFR 164 (HIPAA)**

HISTORY: **ADOPTED:**
REVISION DATE(S): 06/98; 04/05/04, 08/21/17, 02/22/22
FORMERLY: 3.31

ASSESSMENT OF EMPLOYEES 6.810

1) The Superintendent shall develop or select personnel performance assessment systems for all staff.

2) 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 Superintendent.

3) A copy of each employee's evaluation report shall be filed in the District Office.

4) 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 re-appointment. Evaluation of instructional personnel and school administrators shall include indicators of student learning growth.

5) The Superintendent shall arrange for the assessment of all principals, supervisors and administrative personnel as required by law.

6) The principal and / or administrator supervising personnel shall arrange for the assessment of all employees under his/her supervision as required by law.

7) 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.

8) The written report of the assessment shall be reviewed with the employee and discussed with him / her by the person who made the assessment.

9) An employee may respond to an assessment in the manner provided by law or other approved procedures.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1008.22, 1008.36; 1012.22; 1012.27; 1012.34, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 2/18/86, 11/95; 04/05/04, 05/21/12, 08/21/17
FORMERLY: 3.35, 6.48

INSTRUCTIONAL EMPLOYEE PERFORMANCE CRITERIA 6.811*

I. The Superintendent or designee shall develop and present, for School Board approval, instructional employee performance criteria and/or measures. Such performance criteria and/or measures shall be consistent with statutory requirements, but may include additional elements as deemed appropriate. Student performance data shall be used in the evaluation of instructional personnel.

II. Instructional personnel shall be informed of the criteria for assessment including the use of student performance data and indicators of student learning growth.

III. The Superintendent shall submit the instructional performance appraisal system to the Department of Education for approval.

STATUTORY AUTHORITY: **1001.41; 1012.22; 1012.23, F.S.**

LAWS IMPLEMENTED: **1001.43; 1008.22, 1008.36; 1012.22; 1012.27; 1012.34, F.S.**

DEPARTMENT OF EDUCATION RULE(S) **6A-5.030, 6A-5.0411**

HISTORY:
ADOPTED:
REVISION DATE(S): 2/18/86, 11/95, 1/99, 04/05/04, 08/21/17
FORMERLY: 3.07, 6.481

SCHOOL BOARD EMPLOYEES WITH HIV, AIDS, OR OTHER COMMUNICABLE DISEASES 6.900

1) It is the School Board's intent to protect employees and students from exposure to infectious diseases, and from risk occasioned by infectious diseases, and to provide reasonable accommodations to infected School Board employees.

2) Policy 3.20 contains procedures related to employees and students.

3) All information regarding such matters shall be held in strict confidence and released only to those who have a legitimate need-to-know.

STATUTORY AUTHORITY: **440.56, 1001.41, 1001.42, 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **381.0098, 1001.43, 1012.27, 1012.61, 1012.66, F.S.**

STATE DEPARTMENT OF HEALTH **64E-16**

HISTORY: **ADOPTED:**
REVISION DATE(S): 12/90, 11/95, 04/05/04, 01/02/07
FORMERLY: 3.57, 6.07

AIDS, BLOODBORNE PATHOGENS, AND ENVIRONMENTAL HAZARDS 6.910

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 blood borne pathogens, other communicable diseases, and environmental hazards, such as asbestos, lead in drinking water, and radon gas.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1012.22, 1012.23, F.S.**

LAWS IMPLEMENTED: **381.0098, 1001.43; 1012.27; 1013.12, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/07/05
FORMERLY: 3.62, 6.08

SCHOOL BUDGET SYSTEM 7.010

1) Through the budget process the School Board intends for its budget to be prepared in a needs responsive, fiscally sound manner, with an emphasis on providing additional resources at the school level with any increase in recurring operating revenues.

2) In accordance with this philosophy, the School board intends the following guidelines to be adhered to in the preparation of the annual operating budget:

   A. Balanced Budget – The budget should be prepared to ensure that the operating fund recurring revenue budget for the fiscal year shall be equal to or greater than the recurring expenditure budget.

   B. Fund Balance Reserve – Ad adequate fund balance reserve is necessary to cover unforeseen events (including, but not limited to, revenue shortfalls and student enrollment under projections). The adopted annual operating fund budget shall include, if feasible, a fund balance reserve, which is at least five percent (5%) of the recurring expenditure budget.

   C. Fund balances shall be classified and reported in accordance with the Governmental Accounting Standards Board (GASB) Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions.*

   D. The budget system shall be related to the goals and objectives of the district and its programs. To assure equity among schools and program elements, personnel and other resources shall be allocated to the schools on a formula basis or by other means as determined by the Board.

   E. The Superintendent shall prepare an annual District budget in the form prescribed by the Commissioner of Education. In formulating the budget, the Superintendent shall take into consideration the immediate and long- range needs of the district's school system and student achievement data obtained pursuant to Florida Statutes. The Superintendent shall submit the proposed annual budget to the School Board for review.

3) It is the Board's intent that the following guidelines enumerated above shall be controlling unless unusual circumstances dictate otherwise. In such instances, any variances from the guidelines will be highlighted and explained prior to the adoption of the budget by the Board.

4) The tentative budget, the adopted budget, and any amended budget(s) shall be posted on the District's official website as required by law.

CHAPTER 7.00 - BUSINESS SERVICES

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43; 1008.385; 1010.01; 1010.04; 1011.01 –1011.18, F.S.

STATE BOARD OF EDUCATION RULES: 6A-1.002, 6A-1.004, 6A-1.006, 6A-1.007, 6A-1.0071

HISTORY: ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05, 05/21/12, 06/21/21
FORMERLY: 6.19

EDUCATIONAL ENHANCEMENT FUNDS 7.011*

(1) Lottery Trust Fund Allocations (enhancement funds) received from state proceeds will be used to provide educational opportunities based on the needs of students, as determined by the School Board and consistent with proviso language included in the annual state appropriationS bill or other state requirements.

(2) Enhancement funds may be utilized to:

(a) Maintain approved programs.

(b) Develop and implement school improvement plans.

(c) Supplement school funding through the expansion of existing programs.

(d) Enhance equipment or facilities as permitted by state law.

(e) Provide financial awards for School Recognition as prescribed in Florida Statutes.

(f) Provide such other service or programs as may be required or permitted by state law or regulations. Such services or programs shall be identified during the annual budget adoption process by the Board.

(3) Enhancement funds provided directly to schools shall be subject to annual audit to assure compliance with state law and sound business practice.

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

LAWS IMPLEMENTED: **1001.43; 1011.62, F.S.**
ANNUAL STATE APPROPRIATIONS ACT

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/99; 04/05/04
FORMERLY: 9.02

PROCEDURES FOR ADMINISTERING THE DISTRICT BUDGET 7.020

The Superintendent shall ensure that all District obligations and expenditures are within the appropriation allowed in the District school budget.

1) The Superintendent shall propose a budget amendment for the School Board's consideration if a budgetary appropriation is insufficient to meet District needs.

2) The Superintendent is authorized to tentatively approve budget amendments for school budgets. The Superintendent or designee will provide notice to the school board.

3) The Superintendent may authorize an expenditure which exceeds the amount budgeted by function, provided the amount is within the budgeted amount of the function's cost center and provided the School Board subsequently approves the expenditure and amends the budget within seventy days of the close of the month.

STATUTORY AUTHORITY: **1011.06, 1001.41, 1001.42, F.S.**

LAWS IMPLEMENTED: **1001.42, 1001.43, 1001.51, 1010.01, 1010.04, 1011.05, 1011.06, 1011.07, 1011.60, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-1.006, 6A-1.007**

HISTORY: **ADOPTED:**
REVISION DATE(S): 6/98; 04/05/04, 01/02/07; 01/22/08, 01/21/25
FORMERLY:

FACSIMILE SIGNATURES 7.021

I. The facsimile signature of the School Board Chairperson and the Superintendent may be affixed to warrants provided an affidavit has been filed in accordance with Section 116.34(3), Florida Statutes. The facsimile signature may be used in lieu of a manual signature on

A. Any public security as permitted by Florida Statutes;

B. Any instrument of payment;

C. Any official order, proclamation, instrument of conveyance, or resolution, provided, however, that the same has been authorized by said School Board and such authorization be reflected in the minutes thereof; and

D. Contracts with school personnel.

II. Definitions as used in this policy are as follows:

A. Public security means a bond, a 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 of the School Board 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 such warrants and other legal documents as the Chairperson would be empowered to sign. However, the Vice Chairperson may not use a facsimile signature.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 116.34; 1001.43, F.S.

HISTORY:
ADOPTED:
REVISION DATE(S): 1/99, 04/05/04, 05/21/12, 11/18/19
FORMERLY: 6.08

LEASE AND LEASE-PURCHASE OF LAND, FACILITIES AND EQUIPMENT 7.030

The Superintendent shall make recommendations to the School Board regarding any offer received from a person or entity for the lease or lease-purchase of any land owned by the District.

(1) The lessee shall state in writing how the land will be used for educational purposes.

(2) The Superintendent's recommendation shall include:

(a) The location and description of the land and its present use;

(b) The long-range plan for its use;

(c) The stated use of the land by the prospective lessee;

(d) The fair market value of the parcel, as determined pursuant to State Board of Education rules, when the land is to be released by a lease to purchase agreement;

(e) The terms and value to be received from the prospective lessee.

(3) Prior to final action on the proposal for a lease or lease-purchase agreement, the School Board shall hold an open and public hearing on the issue after due notice is given as required by Florida Statutes. At this meeting the proposed agreement, in its final form, shall be made available for inspection and review by the public.

The Superintendent may recommend the acquisition of land, facilities, and equipment under lease or lease-purchase agreements under provision of Florida Statutes through competitive bids or proposals.

(4) The Superintendent's recommendation shall include:

(a) Such acquisition is in the best interest of the District;

(b) Length and terms of such agreements;

(c) Procedures for developing and approval of agreements;

(d) Estimated annual costs and sources of funding;

(e) Proposed schedule for any required public advertisements and hearings;

(f) All required written documents necessary for the execution and maintenance of agreements;

(g) Agreements do not constitute a debt, liability, or obligation of the State or Board, or pledge the faith and credit of the State or Board.

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

LAWS IMPLEMENTED: **1001.43; 1013.15; 1013.19, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY:

BONDED PERSONNEL 7.040

Each Board member, the Superintendent and any employee of the School Board who is responsible for school funds or property shall be placed under a bond or insured in an amount to be determined by the School Board as provided in State Board of Education Rules.

STATUTORY AUTHORITY: **112.08; 1001.41; 1001.42, F.S.**

LAWS IMPLEMENTED: **112.08; 1001.43; 1010.07, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.0692**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 6.19

INTERNAL FUNDS 7.050*+

(1) *Internal funds* are defined as all monies collected and disbursed by school personnel within a school for the benefit of the school or a school-sponsored activity. Internal funds shall be considered as unbudgeted public funds under the control and supervision of the School Board (as used in this rule, school shall also mean a District department and principal shall mean a department head).

(2) Administration. Internal funds shall be classified in accordance with the several activities of the school having funds. Depositories may be established using any institution authorized to hold public funds. When a depository balance exceeds the insurance protection or other legal collateral limits as set by Federal law, an additional account or accounts shall be opened in another institution.

(3) Responsibilities

(a) The School Board will:

(i) Require that written procedures and rules governing the receipt, use, and accounting of internal funds be developed and approved by the Board.

(ii) Require that its written policies relating to internal funds be enforced.

(iii) Require that internal funds be used for legal public purposes.

(iv) Provide fidelity bonds for employees responsible for such funds.

(v) Provide for an annual audit of internal funds by a qualified auditor.

(b) The Superintendent shall administer all rules and policies established by the School Board relating to internal funds.

(c) The principal shall:

(i) Be held accountable for the handling of all phases of internal accounting in his/her school.

(ii) Use a uniform system of accounting as directed by the Superintendent

(iii) Submit to the Superintendent monthly and annual reports of internal funds.

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

LAWS IMPLEMENTED: **1001.43; 1011.07; 1011.18, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.001; 6A-1.085; 6A-1.087; 6A-1.091**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/91; 04/05/04
FORMERLY: 6.23

SCHOOL FOOD SERVICE PROCUREMENT POLICY AND FUNDS 7.06*+

The School Board adopts the following Procurement Policy that will govern all purchasing activities related to any aspect of the National School Lunch and Breakfast Programs. This policy provides guidance to school personnel and vendors on acceptable and required procurement practices. The Superintendent shall develop written procedures for conducting the District's Food Service Program(s) and include purchasing thresholds to ensure compliance with all federal, state, and local procurement policies. The School Board recognizes the importance of complying with the procurement rules, regulations, and policies set forth in 7 CFR 210, 2 CFR 200, and Chapter 5P-2, Florida Administrative Code. As required by 7 CFR 210 and 2CFR 200 the School Board incorporates the following elements:

I. Buy American. The School District adheres to 7 CFR 210.21(d) and USDA Policy Memo SP 38-2017 to ensure compliance with the Buy American provision requiring the District to purchase, to the maximum extent practicable, domestic commodities or products. This Buy American provision supports the mission of the Child Nutrition Programs, which is to serve children nutritious meals and support American agriculture.

A. There are two limited exceptions when non-domestic foods may be purchased. These exceptions, as determined by the District, are:
    1. The food or food product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality; or
    2. Competitive bids reveal the cost of a United States food or food product is significantly higher than the non-domestic product.

B. In the event a non-domestic agricultural product is to be provided, the vendor must obtain advanced, written approval to use the product from the District.

II. Comparability. To ensure true competition takes place, the District will maintain reasonable product specifications adequately describing the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles.

III. Competition. It is the goal of the District to ensure its goods and services are procured in an openly competitive manner. To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

IV. Unnecessary and Duplicative Items. The District strives to avoid unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis is made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

V. Documentation. The District will maintain all procurement records and any other significant materials to detail the history of all procurement efforts for the current year and the preceding five years. At a minimum, the following documents will be maintained:

A. Written rationale for the method of procurement;
B. A copy of the original solicitation, including informal requests for quotes;
C. Proof of public announcement, if applicable;
D. All questions received from potential vendors;
E. All answers provided to potential vendors;
F. Proof of public posting of questions and answers, if applicable;
G. All quotes, bids, and proposals received from potential vendors;
H. Proof of the public bid opening, if applicable;
I. All quote comparisons, bid tabulations, and proposal evaluations; including all determinations for responsible and responsive vendors and all disqualifications of potential vendors.
J. The basis for vendor selection;
K. Any resulting contracts, including all amendments;
L. All receipts, invoices, and records of payment; and
M. Any claims of vendor noncompliance with a contract.

VI. Code of Conduct. This program is governed by the District's Code of Conduct, and applies to all personnel, employees, directors, agents, officers, volunteers, or any person(s) acting in any capacity concerning procurement for the food service program(s).

VII. Procurement Review Process. On an annual basis an internal program review will be conducted by a staff person who is not associated with the food service procurement process. This review is be summarized in written form and kept with the other required program documentation.

VIII. Contract Administration. Purchases are checked or verified by designated staff to assure that all goods and services are received, and prices verified. All invoices and receipts are signed, dated, and maintained in the documentation file.

IX. Small, Minority, Women owned Business and Labor Surplus. The District has taken steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used, when possible, as required in 2 CFR 200.321 and F.S. 287.057. These steps include:

A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

D. Establishing delivery schedules, where the requirement permits, to encourage participation by small and minority businesses, and women's business enterprises; and

E. Using the services and assistance, as appropriate, of such organizations as the U.S. Small Business Administration and the Florida Department of Management Services' Office of Supplier Diversity's MyFloridaMarketPlace Certified Vendor Directory.

X. Food Service Director Duties. The Food Service Director or authorized staff member(s) shall:

A. To work with staff and students in developing acceptable menus for breakfast and lunch.

B. To keep program menus up to date by testing and using new products and seeking feedback from staff and program participants.

C. To conduct a cost analysis for any goods or services anticipated to determine the total annual expenditure so the correct procurement method will be followed.

D. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week, or month).

E. To place and confirm orders with vendors or make plans to purchase the required items.

F. To follow all applicable federal, state, and local procurement policies or ensure that all applicable federal, state, and local procurement policies are followed when purchasing is conducted by a procurement agent.

G. To work with vendors on a fair and equal basis.

H. To conduct an in-house procurement review once per year to ensure program compliance and to seek guidance or technical assistance when necessary.

I. To submit Capital Expenditure Requests to FDACS prior to any capital expenses being paid and equipment purchases being made when over $10,000 per unit.

School food service funds shall be considered part of the District School Fund and shall be subject to all requirements applicable to the District School Fund such as budgeting, accounting, reporting, and purchasing.

XI. At a minimum, deposits of school food service funds shall be made by authorized personnel in a bank(s) designated by the School Board twice a week.

XII. 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.

XIII. All payments from school food service funds shall be made by check or wire transfer.

XIV. School food service funds shall be used only to pay regular operating costs.

XV. Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Superintendent's office. Such losses shall be itemized and a copy of the report submitted with the regular reports.

XVI. Funds shall be collected and expended in compliance with United States Department of Agriculture regulations.

XVII. The Board shall annually adopt prices charged to students and adults who participate in the food services program.

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

LAW(S) IMPLEMENTED: **287.057, 570.981, 1001.43, 1010.05, 1010.20, F.S.**
7 CFR 2210; 2 CFR 200

STATE BOARD OF EDUCATION RULE(S): **6A-1.001, 6A-1.012, 6A-1.087,**

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 06/01/09, 07/21/14, 7/21/25
FORMERLY:

ACCOUNTING AND CONTROL PROCEDURES 7.070*+

1) The financial records and accounts of the School Board shall be kept by the Superintendent on forms prescribed by State Board of Education rules. If such forms are not prescribed by State Board of Education rules or Florida Statutes, a uniform system shall be established by the School Board.

2) The Superintendent 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.

3) The Board shall maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the following:

   A. the preparation of year-end financial statements in accordance with generally-accepted accounting principles;

   B. adequate insurance coverage;

   C. control and accountability.

4) Capital assets are defined as those tangible assets owned by the District (including leased fixed assets) with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount defined in F.A.C. 69I-73.002.

5) Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition.

6) The Superintendent shall develop procedures to ensure proper purchase, transfer, and disposal of capital assets.

7) The Superintendent shall develop procedures under which any funds under their control are allowed to be transmitted by electronic transaction.

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

LAWS IMPLEMENTED: **215.85, CHAPTER 668, 1001.43, 1001.51, 1010.11, 1011.62, F.S. F.A.C. 69I-73.002**

STATE BOARD OF EDUCATION RULES: **6A-1.001**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/18/08, 7/21/2025
FORMERLY: 6.16

INVENTORIES AND PROPERTY RECORDS 7.080

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all requirements of Florida Statutes and the rules of the Auditor General. School inventories shall be verified by the District administration at the Superintendent's direction.

For purposes of this policy, capital assets are defined as those tangible assets owned by the District with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount defined in F.A.C. 69I-73.002.

Fixed assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition.

The Superintendent shall develop administrative procedures to ensure proper purchase, transfer, and disposal of capital assets.

(1) All tangible property shall be listed that has a value or cost as established by Florida Statutes or State Board of Education rules. The principal shall notify the District office of all removals, transfers, and receipt of donated or purchased property that meets criteria for being recorded as a fixed asset in order to update records and of all new equipment.

(2) Property inventories shall be performed annually. It shall be each principals' duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be filed with the District office either at the time designated in writing by the property control officer or at the time of any principal's resignation.

(3) Any incoming principal and the property control officer shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the District office to identify any shortages or discrepancies.

(4) The principal shall also be responsible for taking inventories of properties not covered in subsection (1) herein such as student furniture, library books, films and tapes, and other materials as deemed appropriate. These inventory records, shall remain on file in the individual school.

(5) The Superintendent shall prescribe the procedures for the accountability of property as defined in Florida Statutes.

(6) All equipment purchased by the various District organizations or by outside organizations for District use shall become School Board property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.

(7) Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

a) The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
b) The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
c) The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7.100, Sale, Transfer, or Disposal of Property, and AP 7310.
d) Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
e) A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
f) A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
g) Adequate maintenance procedures shall be implemented to keep the property in good condition.
h) Proper sales procedures shall be established to ensure the highest possible return, in the event the Board is authorized or required to sell the equipment/property.
i) When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the Board shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

(8) The principal shall keep an inventory of all equipment in his/her school on forms provided by the property control officer.

(9) The Superintendent or designee shall maintain an inventory of all stock in School Board warehouses, and shall file an annual end-of-the-year report of the count and value of such items.

(10) The Superintendent shall report to the School Board any property that has been lost or stolen if recovery is not made by the next regular School Board meeting after the discovery of the loss or theft. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability, which may be appropriate as the circumstance of the loss or theft may indicate.

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

LAWS IMPLEMENTED: **CHAPTER 274; 1001.43, F .S., 2C.F.R 200.313**

STATE BOARD OF EDUCATION RULE: **6A-1.087, F.A.C.69I-73.003**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/93, 6/98, 04/05/04, 7/21/25
FORMERLY: 6.15

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY 7.090

(1) Acquisition -

(a) All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District purchasing procedures.

(b) All property, including vehicular equipment, shall be under the full control and name of the School Board.

(c) All property with a value consistent with the provisions of Policy 7.08 (1), acquired through internal accounts or donations, shall be reported immediately by the principal to the Property Records office on the prescribed forms.

(d) Principals and District department heads shall be responsible for determining that all property is identified and accounted.

(2) Exchange. Each principal and District department head shall determine the property needs for his/her school or department. The principal or District department head shall declare any property, which is not needed, upon the Property Records office's approval, and may requisition additional property through proper procedures.

(a) Surplus property shall be reported on proper forms to the Property Records office, which shall be responsible for acquiring and storing the surplus property.

(b) Property items with a value as established by (1)(c) above may be exchanged between schools and District departments when approval is granted by the Property Records office and subsequently by the appropriate District department head.

Notification of each approval shall be filed in writing with the Property Records office to adjust property records of schools and District departments.

(3) Use

(a) Under no circumstances shall employees of the Baker County School System or private individuals use school equipment for personal reasons. These items are public property purchased for either instruction or maintenance of public properties, and not for private use. After work hours is no exception. Any employee, who violates the

provisions of this rule, shall be subject to the dismissal from employment.

(b) School equipment may be used by other governmental entities in Baker County, providing contact is made directly with the Superintendent. The loan of equipment form must be completed and submitted to the Superintendent in a timely manner. The Superintendent may recommend to the School Board approval for non-profit organizations to use school board equipment. The proper forms must be submitted to the Superintendent in a timely manner.

(c) For the purpose of enhancing instructional skills, computers, computer peripheral equipment and computer software, may be checked out by instructional and administrative personnel of the District. The equipment will be used to familiarize personnel with the hardware and software to be used for instructional and administrative functions of the District. Proper administrative controls, as developed by the Property Control Manager, will be followed in movement of equipment and software.

(d) Assistive technology such as adaptive computers, augmentative communication devices, assistive listening devices, positioning/mobility equipment, environmental control items, etc. may be checked out to ESE students/parents when the student's Individual Education Plan (IEP) specifies the need for such assistive devices both at school and at home. The individuals with Disabilities Education Act (IDEA) defines such equipment as part of a free and appropriate education for individuals with disabilities. Proper administrative controls will be followed and monitored by the Property Control and the ESE District Offices.

(e) Computers and software may be checked out by participating Title I parents and used specifically to increase their son's/daughter's academic performance. Proper administrative control will be followed and monitored by the Property Control Manager and the Title I Program Specialist.

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

LAWS IMPLEMENTED: **274.01; 1001.43; 1011.06, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 2/99, 04/05/04
FORMERLY:

SALE, TRANSFER OR DISPOSAL OF PROPERTY 7.100*

Subject to law and regulations of the State Board, the School Board may sell, transfer or dispose of any school real or tangible property, including instructional materials, which are declared by resolution of the Board to be unnecessary or unsuitable for school purposes because of location, condition or other cause.

The Superintendent shall develop procedures for disposing of property declared surplus by the Board

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

LAWS IMPLEMENTED: **1001.43; 1006.41; 1013.28, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.087**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 11/07/05
FORMERLY: 5.17

LOST OR STOLEN PROPERTY 7.110*

(1) The principal or designee shall notify the following individuals when any school property has been vandalized, stolen, or lost:

(a) The proper law enforcement agency immediately to provide such information, as may be available if the property is believed to have been stolen;

(b) The District office by telephone; and,

(c) In writing with a copy of such notice being sent to the Superintendent or his/her designee.

(2) The custodian of the property records shall prepare a written report and recommendations to the Superintendent if the property is not recovered within thirty (30) days.

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

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

STATE BOARD OF EDUCATION RULE: **6A-1.087**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 9.02

AUDITS 7.120*

(1) District Audits

(a) Periodic audits shall be made of accounts, records, financial practices, and program elements of the District pursuant to Florida Statutes and State Board of Education rules.

(b) The School Board shall contract with an independent auditor to perform audits of the District when the Auditor General advises a financial audit will not be completed within the twelve (12) month period immediately following the fiscal year or if otherwise deemed needed by the School Board.

(i) The School Board shall establish an audit committee as required by Florida Statutes. The primary role of the committee shall be to assist in selecting an auditor to conduct the annual financial audit.

(ii) Selection of the financial auditor shall be pursuant to provisions in Section 218.391, Florida Statutes.

(iii) The certified public accountant that coordinates the financial audit shall have completed twenty-four (24) hours of in-service training in government or governmental auditing as approved by the Board of Accountancy within the last three (3) years.

(iv) At the conclusion of the audit fieldwork, the preliminary findings shall be discussed with the School Board Chairman or designee and the Superintendent. The auditor's comments shall reflect items, which are intended to be included in the final audit report.

(c) Other auditors may be selected as permitted by law.

(2) Audits of Internal Funds

(a) The Superintendent shall require an annual audit of internal funds maintained at each school or department. Such audits shall be performed in accordance with generally accepted accounting practices and with approved procedures for maintaining such funds.

(b) Each principal or department head shall report in writing to the auditor of internal accounts within ten (10) days of receiving an audit report. The written report shall address the audit report and any discrepancies cited therein.

(c) The Superintendent may direct an audit of a school's internal funds without prior notification. Such audits may be conducted by a School Board employee or a qualified independent accounting firm.

(d) Audits shall be presented to the Board for acceptance.

(3) Nonfinancial audits shall be conducted by persons or entities qualified to conduct audits of the program, functions, or service to be audited.

(4) Results of all audits shall be provided to the School Board for information and appropriate action consistent with law if action is required.

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

LAWS IMPLEMENTED: **11.45; 218.39, 218.391, 1001.42; 1001.43; 1008.35, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.087**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/95; 04/05/04, 11/07/05
FORMERLY: 6.17

ANTIFRAUD 7.121+

I. The School Board of Baker County will not tolerate fraud or the concealment of fraud.

II. This policy applies to any fraud, suspected or observed, involving District employees, outside support organizations, vendors, contractors, volunteers, outside agencies doing business with the School Board and any other persons or parties in a position to commit fraud on the School Board.

III. Fraud includes, but is not limited to, knowingly misrepresenting the truth or concealment of a material fact in order to personally benefit or to induce another to act to his/her detriment.

Actions constituting fraud include but are not limited to

A. Falsifying or unauthorized altering of District documents.

B. Accepting or offering a bribe, gifts or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.

C. Disclosing to other persons the purchasing/bidding activities engaged in, or contemplated by the District in order to give any entity, person or business an unfair advantage in the bid process.

D. Causing the District to pay excessive prices or fees where justification is not documented.

E. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures or equipment.

F. Using District equipment or work time for any outside private business activity.

IV. Any perceived fraud that is detected or suspected by any staff member or other person shall be reported immediately to Human Resources Services for guidance as to whether pursuit of an investigation is warranted. The obligation to report fraud includes instances where an employee knew or should have known that an incident of fraud occurred. Any investigation required shall be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship. Investigations shall be conducted in a confidential manner.

V. Violation of this policy may result in disciplinary action, termination of employment, termination of contract or legal action.

VI. The Superintendent or designee shall develop procedures to implement this policy. Procedures shall include but not be limited to

A. Employee notification and education;

B. Self-assessment of risk of fraud;

C. Reporting suspected or detected fraud;

D. Investigation of fraud;

E. Consequences and disciplinary action.

VII. The Superintendent shall present the procedures to the School Board for approval.

VIII. The process for notifying the District of suspected or detected fraud shall be available to all employees and the public.

STATUTORY AUTHORITY: **1001.32, 1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **1001.42, 1001.421, 1001.43, F.S.**

HISTORY:

ADOPTED: _____
REVISION DATE(S): 05/21/12, 11/18/19
FORMERLY: NEW

PETTY CASH FUNDS 7.130*

The Superintendent may establish petty cash funds for his/her office, each District department, and each school. Petty cash funds shall be used for operating expenses in accordance with State Board of Education Rules and provisions described herein.

1) A principal or District department head may establish a petty cash fund by submitting a request to the Finance Division for approval. Approval shall be obtained prior to issuing any checks.

2) The Superintendent or designee shall reimburse the funds from the budgetary accounts of schools and District departments when petty cash is exhausted.

3) Petty cash funds shall be accounted for separately from all other funds maintained at each school and District department. The amount of petty cash funds shall not exceed three hundred dollars ($300.00) for the Superintendent's office, each District department and two hundred dollars ($200.00) for each school.

4) An itemized receipt for each expenditure shall be kept to receive reimbursement

STATUTORY AUTHORITY: **1001.42; 1006.21; F.S.**

LAWS IMPLEMENTED: **1001.43; 1011.07, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-1.087**

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 05/21/12
FORMERLY:

PURCHASING POLICIES AND BIDDING 7.140*

The Superintendent or Executive Director for Support Services shall be responsible for all purchases of materials, equipment, and services from District school funds. Only persons authorized by the Superintendent or School Board rules may make any purchase involving the use of school funds. Unauthorized expenditures shall not be approved by the School Board. Florida Statutes, State Board of Education rules, School Board rules and administrative procedures shall be carefully observed when making any purchases. The District shall recognize purchasing terms as defined by law and rule.

The following provisions shall govern purchasing and bidding procedures.

I. Authorization to Execute Purchase Orders

The Executive Director of Support Services shall be authorized to sign purchase orders.

II. Development of and Adherence to Specifications.

Purchases through bids and quotations procedures shall be based upon justification and specifications, which are clear, definite, and certain as to character and quality and shall conform to standard specifications for the various classes of supplies, materials, parts, services, or equipment desired. Such specifications shall be conducive to securing the most economical price for the highest quality product, which best meets the needs of the educational program. Specifications shall be as open as possible and it shall be made clear in the invitation to bid that use of a trade name does not give exclusive rights to that product. Preferential bidding shall not be permitted. The Superintendent or designee shall be responsible for soliciting the assistance of District staff members who use the products to prepare specifications and to evaluate bids.

III. Requirements for Competitive Bids.

Sealed bids shall be requested for any purchase of materials, equipment, or service above limits set by State Board of Education rules unless the item is purchased on the basis of an established state contract, through approved on-line procurement, under the provisions of Subsections (9) or (10) herein, or is otherwise exempted from bidding by Florida Statutes or State Board of Education rules. A particular item or group of similar items, which is anticipated to exceed a collective legally permitted total during the fiscal year, shall be subject to the bid requirements as described herein.

IV. Standard Bid Procedures

A. The Purchasing Agent shall maintain a list of all potential bidders by category of commodity or service and shall include the names of all persons or firms that requested placement on the list. The Purchasing Agent shall mail each request

for bids to each person and firm on the list for that particular commodity and may mail the request for bids to other known persons or firms that are capable of providing the requested commodity.

1. The Purchasing Agent may remove the name of any person or firm from the list upon failure to respond to three (3) consecutive requests for bids.

2. The Superintendent or designee may remove the name of any unqualified or unreliable person or firm from the list. Provided, however, the person or firm may apply to the Purchasing Agent for reinstatement to the vendor list after being removed for one (1) year.

3. Prior to the issuance of a purchase order in excess of the threshold provided in 287.017, F.S., for Category Two, the vendor shall execute an affidavit, pursuant to Florida Statutes, certifying that neither the firm nor any of its principals have been convicted for a public entity crime and placed on the convicted vendor list within the previous thirty-six (36) months. Additionally, Federal Funding requires vendors to comply with all current provisions contained within the Code of Federal Regulations (CFR), Appendix II to Part 200, Title 2 - Contract Provisions for Non-Federal Entity Contract Under Federal Awards.

B. Bid Receipt, Opening, and Tabulation.

Sealed bids in the Purchasing Office at the time and date designated in the request for bids. All bids shall be opened publicly by the Purchasing Agent or his or her designee in the presence of at least two (2) School Board employees. The purchasing Agent shall read aloud the name of the bidder and the amount and shall make recommendations to the Superintendent who shall make a recommendation to the School Board. The tabulation shall be signed by the Purchasing Agent and School Board employee in attendance. Bids received after the designated time shall not be accepted or considered.

C. Award of Bids

1. Each bid shall be awarded on the basis of the lowest and best bid which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor. In case of a tie, the recommendation shall be made by casting lots. Samples of products may be requested when needed. The School Board shall reserve the right to reject any or all bids.

2. The District may award contracts to the lowest, responsible bidder as the primary awardee and to the next lowest and responsible bidder(s) as alternate awardees provided that the awarding of multiple contracts is clearly stated in the bid solicitation documents.

D. Public Inspection of Bids - Sealed bids, proposals or replies in response to a competitive solicitation shall be exempt from public inspection or copying as provided in 119.071, F.S. When documents are no longer exempt and may be copied, the fee for photocopying shall be in accordance with the School Board Policy 3.070, Copying of Public Records. Original bids and quotations and the transmittal envelopes shall not be removed from the Purchasing Office.

E. Award to Other Than Low Bidder - Any bid recommendation other than the low bid shall be accompanied by a written statement signed by the Purchasing Agent giving the reasons and justification for such action as provided in Subsection 4 herein. Single or combination items may be considered in determining the recommendation.

F. Bid Withdrawal - A bidder may withdraw a bid before the designated time for opening bids by submitting a written request to the Purchasing Agent and identifying the reason(s) for the desired bid withdrawal. A bidder shall not be permitted to withdraw a bid for any reason after the designated time for opening bids unless mutually agreed upon by both parties.

V. Electronic Bidding

A. Electronic bidding may be utilized when it is determined to be in the best interest of the District. All requirements for advance notification of bid specifications and date and time of bidding shall be met.

B. Each bid shall be awarded on the basis of the lowest and best bid which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms and service, and past performance of the vendor.

C. Multiple awards may be made provided that the solicitation documents clearly state this option.

D. Any bid recommendation other than the low bid shall be accompanied by a written statement signed by the Purchasing agent giving the reasons and justification for such action.

E. Documentation of the bid process shall be maintained for audit purposes.

VI. Emergency Situations

A. Occasionally, situations arise which necessitate immediate action in order to ensure the health and safety of students and staff, or to keep a facility in operation. In such cases, at the determination of the Superintendent, the normal procedures may be waived and all Board members will be notified of such action as soon as practicable. The purchasing department shall be

required to make telephone contacts with at least two (2) vendors to request quotations, determine availability and ability to deliver services or products in a timely manner. All such contacts must be documented and followed by written bids from those contacted. The Superintendent shall be given all facts relating to the problem and a recommendation for the purchases necessary to resolve the problem. Upon the Superintendent's approval, the lowest and best bidder will be given authorization to proceed. A formal tabulation, giving complete details and justification, shall be submitted at the next regular Board meeting for ratification.

B. If the Superintendent determines in writing that the time required to obtain pricing will enhance the emergency situation, the emergency purchase may be made without quotations.

C. Emergency bids, if approved by the Superintendent, may be requested by telephone, internet, or in writing and returned as the emergency requires. All emergency bids shall be tabulated and presented to the Superintendent, who shall submit the bids to the School Board for action. The official minutes of the Board shall show the nature of the emergency and why the regular bid public interest.

VII. Requisitions

Each purchase shall be based upon a requisition originating from the principal or District department head. Each requisition or contract shall be properly financed, budgeted, and encumbered prior to issuing a purchase order. Under extreme emergencies, the Purchasing Agent may grant permission for a purchase without a requisition, provided, however, any emergency purchase shall be followed immediately with an emergency requisition. A purchase shall not precede a requisition except under emergency provisions.

VIII. Information Quotations on Purchases

Quotations (as specified in Purchasing Handbook) shall be obtained from at least two (2) sources, except as provided in subsection 13 herein, prior to issuing a purchase order for materials, services, or equipment as established and required by state law or regulation.

IX. Purchasing Thresholds

Except as authorized by law or rule, the Superintendent is authorized to purchase commodities or contractual services with Competitive Solicitation where the total amount of the purchase is less than $50,000 and does not exceed the applicable appropriation in the School District budget.

Proper procedures will be followed to request Formal sealed bids from three (3) or more reputable sources of supply for any authorized purchase of $50,000.00 or more. For expenditures less than $50,000.00 (FAC Rule-6A 1.012), quotations are required as follows:

$0 - $4,999 – Purchases made in this category are from vendors who are supplying a reasonably priced item(s) and with the appropriate level of quality and be carried out using good purchasing practices. These purchasing practices may include but are not limited to documented informal verbal quotations from at least two (2) suppliers.

$5,000 - $24,999 – Purchases made in this category will require documented informal written quotations from at least two (2) suppliers.

$25,000 - $49,999 – Purchases made in this category will require documented written quotations or informal bids to be opened upon receipt from at least three (3) suppliers. If it is determined that a commodity and/or contractual service is available only from a single source or that conditions warrant negotiation on the best terms and conditions, the agency may proceed with the procurement.

X. Purchase of Foods and Non-Food Items for the Food Service Department

The Superintendent shall develop and prescribe a Competitive Procurement Plan (Plan) for purchasing food and non-food supply items for the school food service program.

A. The Plan shall contain procedures to ensure conformity with the Federal Food, Drug and Cosmetic Act, the Federal Meat Inspection Act, and the Meat Inspection Law of Florida when purchasing foods.

B. The Plan shall provide for various types of selection procedures including on- line procurement if approved by the state, as alternatives to the bidding requirements prescribed herein. Bidding requirements specified in this rule shall be waived if they conflict or are inconsistent with the Plan. All purchases of milk shall comply with State Department of Agriculture and Consumer Services rules.

C. The District's Plan shall ensure that all purchasing activities relating to the National School Lunch and Breakfast Programs are in compliance with the rules, regulations, and policies set forth in 7 CFR 210, 2 CFR200 and Chapter 5P-2, Florida Administrative Code.

D. Purchases of equipment items and professional services shall be excluded from the Plan and shall be subject to procedures for purchases described herein.

XI. Purchases Under Federal Awards

Purchases under Federal awards must meet 2 CFR 200.317.326 Procurement Standards under Uniform Guidance.

A. Federal grant procurement requirements are in addition to School Board Policies, State Board of Education Rules, Florida Statutes and Purchasing

Procedures. The District's financial management system must include written procedures for determining the allowability of costs for the Federal Award.

B. The Purchasing Department is responsible for ensuring that acquisitions are appropriately managed so that suppliers perform in accordance with an agreement's terms, conditions, and specifications. Ultimately, the Contract Administrator is responsible for the post-award or contract administration/performance of the contractor in compliance with the contract in fulfilling that responsibility with regard to any agreement.

C. The District will adopt procedures to govern the District's purchasing processes and controls relative to acquisition actions proposed to be funded by Federal awards under the District's management.

D. The District's Purchasing department shall comply with all applicable statutes, regulations, rules, and policies. In the event any of these may conflict the Uniform Guidelines of 2 CFR 200.320, the Uniform Guidance shall prevail.

E. The District will follow the General Procurement Standards set forth in 2 CFR 200.318 – 200.326 for every Federal Grant Purchase.

1. The non-Federal entity (i.e. school board) must use its own documented procurement procedures which reflect applicable School Board Policies, State Board of Education Rules, applicable Florida Statutes and State requirements for Educational facilities, provided that the procurement conforms to applicable Federal law and the standards identified in 2 CFR 200.317 – 200.327.

2. Non-Federal entities must maintain oversight to ensure the contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The School Board has determined that the Department Grants Contract Administrator is responsible for this primary contract administration role with the assistance as necessary by Purchasing staff.

3. Prior to releasing any purchase order covered under these procedures, Purchasing shall execute and document a history of the steps and measures necessary to ensure that the following considerations have been explored and implemented where possible and feasible. The Federal Procurement Checklist Required Documentation is to be used to support the purchasing process.

4. The three types of procurement methods will be used for Federal Grants.

a) informal procurement methods for micro-purchases and simplified acquisitions;
b) formal procurement methods through sealed bids or proposals; or

c) and non-competitive procurement methods when the circumstances exist to permit this type of procurement.

F. Title to equipment acquired under the Federal award will vest upon acquisition in the recipient or subrecipient in accordance with the conditions set forth in 2 CFR 200.313. The title must be a conditional title unless a Federal statute authorizes the Federal agency to vet title in the recipient or subrecipient without further responsibility to the Federal Government. The District must use, manage and dispose of equipment acquired under Federal awards in accordance with State laws and procedures.

G. Compensation for employees engaged in work on Federal awards for services of employees rendered during the period of performance are allowable provided they satisfy the requirements of 2CFR 200.430. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed.

H. No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his/her immediate family, his or her partner, or an organization which employees or is about to employ any parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Employees in violation of this conflict of interest are subject to disciplinary measures, and applicable negotiated agreements, up to and including termination.

XII. Government and Agency Bids

Subject to provisions of law, the Superintendent may authorize purchase bids approved by the state of Florida, other government agencies, or educational consortium.

XIII. Acquisition of Professional or Educational Services

The Superintendent is authorized to contract for professional or educational services to complete projects or activities authorized or approved by the School Board.

A. Selection of an architect, construction management, professional engineer, landscape architect, or land surveyor to perform professional services for a School Board project shall be in accordance with the School Board Policy 7.141, Selecting Professional Services.

B. Contracts or commitments for educational or professional services shall be approved by the School Board if such contracts or commitments exceed amounts permitted without School Board approval by state laws or regulations.

XIV. Single Source Commodities or Contractual Services

A commodity or contractual service that is available from a single source may be exempted from requirements for competitive solicitation provided that the District posts notice of its intent to purchase a specific item or service and subsequently posts notice of its intent to enter a single source contract.

XV. Multi-Year Purchase Agreements

No obligation shall be created by contract, purchase order, maintenance agreement, lease-purchase agreement, lease agreement, or other instrument, which exceeds a period of twelve (12) months. The Superintendent shall develop and prescribe a uniform termination clause which shall be incorporated in and made a part of any multi-year obligation agreement or contract.

XVI. In lieu of requesting bids from three (3) or more sources, school boards may make purchases at the unit prices in contracts awarded by other city or county governmental agencies, other school boards, community colleges, or state university system cooperative bid agreements when the bidder awarded a contract by another entity defined herein will permit purchases by a school board at the same terms, conditions, and unit prices awarded in such contract, and such purchases are to be economic advantage of the school board.

The requirement for requesting bids from three (3) or more sources will not be required for purchase of educational tests, textbooks, educational software, printed instructional materials, films, filmstrips, video tapes, disc and tape recordings, or similar audiovisual materials, or for library and reference books and printed library cards where such materials are purchased directly from a producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.

XVII. Bid Protest:

A. A bidder, who wishes to file a bid protest, must file such notice and follow procedures prescribed by Section 120.57(3), F.S. for resolution. For bids solicited by the purchasing department, the notice must be filed with the Purchasing department. For bids solicited by the Facilities department, the notice must be filed with the Facilities department or such persons as the Superintendent designates.

B. Any person who files an action protesting a decision or intended decision pertaining to a bid pursuant to F.S. 120.57(3)(b), shall post at the time of filing the formal written protest, a bond payable to the Baker County School Board in an amount equal to one percent (1%) of the total estimated contract value, but no less than $500 nor more than $5000. The bond shall be conditioned upon the payment of all costs, which may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. If, after completion of the administrative hearing

process and any appellate court proceedings, the district prevails, it shall recover all costs and charges, which shall be included in the final order or judgment, including charges made by the division of Administrative Hearings, but excluding attorney's fees. If the protester prevails, he/she shall recover from the District all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.

C. Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

XVIII. All purchase orders shall be encumbered to the proper accounting record prior to issuance.

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

LAWS IMPLEMENTED: **112.312, 120.57, 212.0821, 255.04, 274.02, 287.017, 287.057, 287.133, 1001.421, 1001.43, 1010.01, 1010.04, 1013.47, F.S. 2 CFR 200.302, 2 CFR 200.313; 2 CFR 200.317-327; 2 CFR 200.403-405; 2 CFR 200.430, 7 CFR 10**

STATE BOARD OF EDUCATION RULES: **6A-1.012, 6A-1.085, 6A-1.087, 6A-7.0411**

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): **5P-1.003, 5P-2**

HISTORY: **ADOPTED:**

REVISION DATE(S): **9/18/00, 11/18/03, 04/05/04, 05/01/06, 01/02/07, 01/05/08, 06/01/09, 12/07/09, 05/21/12, 11/06/23, 7/21/25**
FORMERLY: 6.13

SELECTING PROFESSIONAL SERVICES 7.141 OPTION 2*

When it is determined that the School board may need to contract for the professional services of an architect, professional engineer, land surveying, landscape architects, construction management, or registered land surveyor, the procedures prescribed herein shall be followed:

I. Definition - The term *firm* means any firm, partnership, corporation, association, individual, or other legal entity entitled to practice architecture, engineering, or land surveying in the state of Florida.

II. Prequalification - The Superintendent shall, by letter, inform not less than five (5) firms of the type of service desired by the School Board and shall determine whether or not such firms have an interest in qualifying to render such services when needed. The Superintendent shall continue his/her efforts until at least three (3) firms have indicated an interest. There shall be a list of prequalified firms for each of the specialized areas of professional services enumerated in Florida Statutes.

A. Upon receipt of notice of interest, the Superintendent shall request the firm to furnish the following information:

1. A full and complete statement of qualifications and capabilities;

2. Number of years in business;

3. Location of firm's office nearest the county seat;

4. The membership of the firm's staff and the special qualifications of the person or persons who would render the type of service desired; and,

5. The names and addresses of at least three (3) school boards or other agencies for which similar services have been performed within the last five (5) years and the date and the specific service rendered in each case.

B. Within thirty (30) days following indication of interest, the superintendent shall complete the file on each firm. In addition to the information filed by the agency or firm, the Superintendent shall obtain a written evaluation from at least three (3) agencies for which such service has been rendered. Any firm which prequalifies under this rule shall file an annual statement of qualifications and performance data and thereby keep its file current.

C. Any firm which has furnished the information prescribed in this subsection shall be sent a copy of the legal notice when service in the firm's area of specialty is to be contracted.

III. Public Notice and Applications - where the board by official action determines that it will enter into a contract for such professional services, the Superintendent shall cause to be published once each week for three (3) successive weeks in the local newspaper a public notice stating the type of professional services desired, giving a general description of the project, and stating how an interested firm may apply and the deadline for applications.

A. Each firm which prequalifies, as provided in section II. of this rule, shall be sent a copy of the public notice together with a request that an application be filed if the firm desires to be considered.

B. Each firm which files an application and which has not prequalified shall be required to complete the information required in section II. of this rule within ten (10) days following the deadline for making applications.

IV. Rating of Applications - Based on the data filed by each applicant firm and the follow up data obtained by the Superintendent, the School Board will determine the order in which the applicants will be arranged for negotiation purposes.

A. To facilitate the selection process, the Superintendent shall prepare a full and complete summary report on each applicant firm.

B. Based on data available and its best judgment, the School Board will select the three (3) firms most qualified to perform the desired professional services and will rate them as first, second, and third most qualified for negotiation purposes.

V. Negotiations - Subsequent to the above determination, the School Board will notify the firm rated as first most qualified and establish a date for the firm to make its presentation and to enter into negotiations with the Board for the professional services.

A. If the Board cannot obtain a fair, reasonable and competitive price for which the professional services will be rendered by such firm, negotiations shall be formally terminated by the Board. The Board will then undertake negotiations with the firm rated second most qualified. If an accord cannot be reached with this firm, negotiations will be formally terminated, and the Board will then undertake negotiations with the firm rated third most qualified.

B. If the Board is unable to negotiate an acceptable contract with any one (1) of the first three (3) firms, it will select from among the remaining applicants in the order of competence and qualifications and continue its negotiations, provided, that such firms are considered competent to perform the services desired.

VI. Special Assistance - Where the professional service contract will require a fee in excess of twenty-five thousand dollars ($25,000), the Department of Transportation or the Department of General Services will be requested to provide assistance in selecting a consultant for professional services; provided that the School Board after three (3) attempts has not obtained a reasonable fair, and competitive price.

VII. Contracts - Any contract entered into by the School Board for professional services, as provided herein, shall include a prohibition against contingent fees.

VIII. Single Source Contractual Services – A contractual service that is available from a single source may be exempted from requirements for competitive solicitation provided that the District posts notice of its intent to purchase a specific service and subsequently posts notice of its intent to enter a single source contract.

IX. Continuing Contracts for construction projects – The District may enter into continuing contracts for professional services where construction project costs do not exceed $7.5 million. The maximum amount allowed for construction project costs shall be adjusted annually by the Department of Management Services pursuant to the statutory requirements.

X. The Superintendent or designee may authorize outside consultants to provide professional reviews, assistance, or training.

XI. Full or part-time employees of the Board shall not contract for additional service to the Board as consultants.

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

LAWS IMPLEMENTED: **287.055, 1001.43, 1001.51, 1011.06, F.S.**

STATE BOARD OF EDUCATION RULE(S) **6A-1. 012, 6A-2.0010**

HISTORY:
ADOPTED:
REVISION DATE(S): 05/03/10, 01/21/25
FORMERLY:

BID PROTEST RESOLUTION 7.142

The following procedures shall govern the resolution of protests from contract bidding procedures prior to initiation of formal or informal proceedings pursuant to Chapter 120, Florida Statutes.

1) The School Board shall provide notice of its decision or intended decision concerning a bid solicitation or contract award as follows:

   a) For bid solicitation, notice of a decision or intended decision shall be sent by United States mail or by hand delivery.

   b) For any other Board decision relating to contract bidding procedures, notice of a decision or intended decision shall be given either by posting the bid tabulation at the location where the bids were opened, or by certified mail, return receipt requested. This notice shall contain the following statement: “Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”

2) Any person who is affected adversely by the Board decision or intended decision shall file with the Board a notice of protest in writing within seventy-two (72) hours after the posting of the bid tabulation or after receipt of the notice of the Board’s decision or intended decision, and a formal written protest within ten (10) days after the date he filed the notice of protest. Failure to file a formal written protest shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

3) Upon receipt of a notice of protest which has been timely filed, the Board shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved by final School Board action, unless the Board sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay to avoid an immediate and serious danger to the public health, safety or welfare.

4) The Board, on its own initiative or upon the request of a protestor, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days of receipt of the formal written protest.

   a) If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there are not disputed issues of material fact, an informal proceeding shall be conducted pursuant to Section 120.57, Florida Statutes, and of these rules.

b) If the subject of a protest is not resolved by mutual agreement within seven (7) days of receipt of the formal written protest, and if there is a disputed issue of material fact, the Board shall refer the matter to the Division of Administrative Hearings of the Department of Administration for a formal hearing pursuant to Section 120.57, Florida Statutes, and these rules.

5) Construction bids protested shall be in accordance with the policy on the topic found in the section of these policies dealing with construction.

STATUTORY AUTHORITY: **1001.42; 1001.43, F.S.**

LAWS IMPLEMENTED: **120.53(2); 120.57, F.S.**

HISTORY: **ADOPTED: 04/05/04**
REVISION DATE(S): 01/02/07, 08/21/17
FORMERLY: NEW

PAYMENT OF VOUCHERS/INVOICES 7.150

Expenditures for payment of vouchers and invoices shall be made by warrants or electronic transfers of the School Board. Authorization for such payments shall be deemed approved by the Board if within amounts approved in the Board-adopted District budget or amendment thereto. In cases of expenditures exceeding approved purchasing limits, specific School Board approval is required and shall be reflected in School Board minutes. Approval of individual warrants themselves by the School Board shall not be required.

Payment for purchases and services shall be made in a timely manner as set forth in Chapter 218, Florida Statutes.

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

LAWS IMPLEMENTED: **218.72 - .75; 1001.43; 1001.51; 1011.06, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY:

PAYROLL PROCEDURES 7.160

(1) Payrolls shall be submitted for all School Board employees and shall be properly signed by a designated administrative employee. Such payrolls shall be supported, where applicable, by time records.

(2) Payroll checks or warrant distribution dates shall be established administratively to ensure that the employees are paid promptly in accordance with Florida Statutes.

(3) No payment shall be made except to properly authorized and approved personnel.

(4) Payment shall be based on the duly adopted salary schedule for each position. From time-to-time payments in the form of a bonus or other legally authorized payment may be made.

(5) Full-time and part-time regular, probationary, and temporary employees shall be paid at the regular established pay period.

(6) Principals shall be responsible for submitting accurate payrolls in accordance with the payroll time schedules and procedures.

(7) Salary adjustments shall be paid at subsequent payroll periods. A person whose services are terminated shall be paid the full salary balance at the regular pay period following termination. Any exceptions shall be approved by the Superintendent /designee.

(8) A payroll deduction for an employee beyond those required by Florida Statutes shall have the Superintendent’s approval and shall be made only upon the written request of the employee.

(9) Any employee organization certified by the Florida Public Employees Relations Commission as the official bargaining agent for a group of District employees or other groups designated by law may be entitled to a payroll deduction for membership dues. The organization may be billed annually for the cost of deducting and transmitting such dues to the organization.

(10) No payments shall be made for overtime services without prior approval of the Superintendent/designee.

(11) There shall be no payroll deductions permitted in violation of Section 106.15, Florida Statutes.

STATUTORY AUTHORITY: 1001.41; 1001.42, F.S.

LAWS IMPLEMENTED: 106.15; 1001.43; 1011.60; 1012.22, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 11/96; 04/05/04
FORMERLY: 6.03; 6.04; 6.05; 6.06

AUTHORIZED TRAVEL EXPENSES 7.170*

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

1) In-District Travel. Travel by an authorized officer or employee within the District shall be reimbursed at School Board adopted rates provided, however, that no reimbursement shall be made for travel between an employee's home and his / her official headquarters.

2) Out-of-District Travel.

   A. One-day Trips. Expenses by officers or employees on authorized school business, which require less than one (1) day, shall be reimbursed for travel and meals at the maximum federal rate.

      1. Breakfast – When travel begins before six o'clock in the morning and extends beyond eight in the morning, the traveler shall be entitled to the maximum legal rate.

      2. Lunch – When travel begins before twelve noon and extends beyond two o'clock in the afternoon, the traveler shall be entitled to the maximum rate.

      3. Dinner – When travel begins before six o'clock in the afternoon and extends beyond eight o'clock in the evening, the traveler shall be entitled to the maximum legal rate.

   B. Overnight Trips. Expenses by officers or employees on authorized trips requiring absence overnight or in excess of twenty-four (24) hours shall be reimbursed for travel, lodging and meals at the maximum federal rate. Travel shall be the most economical route or method.

3) Mileage shall be computed as follows:

   A. In-District. In accordance with the District's mileage schedule or the odometer reading from the point of departure to the destination.

   B. Out-of-District. Pursuant to the mileage chart established on the official state road map plus vicinity mileage.

4) Travel shall be coordinated when more than one (1) traveler is going to the same destination at approximately the same time, if practical. Mileage reimbursement

for travelers who choose not to car-pool shall be pro-rated, between drivers, based on the number of travelers transported.

5) A purchase order shall be issued and processed through the District office when a common carrier is used. Air travel shall be used when practical, using airlines on state contracts if available.

6) Reimbursement may be requested for tolls, taxies, and registration fees when properly documented. No reimbursement may be authorized for gratuities. Reimbursement for registration fees shall be reduced by the value of any lodging or meals, which are included.

7) All out-of-district travel by School Board members shall have approval of the School Board. The official headquarters of each School Board member shall be his/her place of residence and all in-district travel, including travel to and from School Board meetings, shall be computed on this basis.

8) The Superintendent or designee is authorized to approve monetary advances for anticipated travel expenses for persons who are traveling on the School Board's behalf and whose responsibilities require extensive travel from the District. The financial advancement shall not exceed eighty percent (80%) of the anticipated cost of each trip.

9) The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.

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

LAWS IMPLEMENTED: **112.061, 1001.39,1001.43, 1011.09, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.056**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 10/04, 11/07/05, 12/07/09
FORMERLY: 6.01

INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD 7.180

Any employee shall be personally liable for creating any bill of indebtedness against a school or against the School Board unless authority exists under duly adopted policy of the School Board or unless authorized in writing by the Superintendent. Any person violating the provisions of this rule shall be subject to cancellation of his/her contract or dismissal from employment.

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 01/02/07
FORMERLY: 2.11

FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES 7.190

All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

1) Money derived from any school fund -raising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School Board rules and State Board of Education rules.

2) Each school shall continuously evaluate its fund-raising projects and extracurricular activities of the school program, the promotion of education experiences, the time involved for students and teachers, and the additional demands made on the school community.

3) The determination of the fund-raising projects and activities for a school shall be the principal and the staff's responsibility, and shall conform to the following conditions and other directives provided by the Superintendent:

    a) Fund-raising activities and projects within all schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full justification of the need and explanation of the manner in which the funds will be expended. Students will not be required to participate in fund-raising activities that require door-to-door sales.

    b) A written request for fund-raising projects and activities shall be submitted by the principal to the Superintendent or designee for approval.

    c) Merchandising projects shall be kept to a minimum.

4) A parent-teacher association or any other organizations connected with the school may sponsor fund -raising activities provided schoolwork and time are not adversely affected. Such activities shall be conducted in accordance with School Board rules. Unlawful activity shall be prohibited by any school group or on School Board property.

5) A student shall not sell raffle tickets on the school grounds during the school day. Students may not sell any other item on the school grounds without first having the principal's approval.

6) Individuals and business agencies shall not be subject to excessive annoyances from the solicitation of funds by school groups or school personnel. The solicitation of funds away from school shall require the Superintendent or

designee's approval. When possible, all necessary money shall be raised for school needs without recourse to any solicitation away from the school. The Superintendent shall approve a solicitation activity only when funds cannot be raised otherwise. This rule does not preclude private or volunteer contributions for athletic or other purposes.

7) Food and beverage services, which are available to students, shall be provided only during the school day by the food and nutrition service program. Provided, however, school organizations approved by the School Board shall be permitted to sell food and beverage items to students in secondary schools even though the sale of such items is in competition with the food and nutrition service program.

   a) School organizations are authorized to conduct the sale of food and beverage items only one (1) hour following the close of the last lunch period.

   b) Food sold by school organizations shall comply with the provisions of State Board of Education rules.

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

LAWS IMPLEMENTED: **1001.51, 1006.07, 1010.01, 1011.07, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-1.085, 6A-7. 0411**

HISTORY: **ADOPTED:**
REVISION DATE(S):11/92, 04/05/04, 10/04, 11/18/08
FORMERLY: 2.19

INVESTMENT OF FUNDS 7.200

1) The Superintendent shall invest temporarily idle funds to earn the maximum return for the period available while assuring minimum risk to principal. The investment objectives shall include safety of capital, liquidation of funds and investment income. Funds may be placed in the following types of investments:

   a) Bids from qualified depositories;

   b) Financial deposit instruments insured by the Federal Deposit Insurance Corporation (FDIC);

   c) Time deposits;

   d) Securities of the United States Government;

   e) State managed cooperative investment plans, or

   f) Other forms of authorized investments. Should the district choose to enter into third-party custodial agreements, master purchase agreements or security purchase agreements, it shall do so in accordance with Section 218.415, Florida Statutes. The District shall not invest in derivative products.

2) The principal shall invest temporarily idle internal account funds in qualified depositories at the best available return while assuring minimal risk to principal and in accordance with this policy.

3) The Board shall provide for appropriate training of those persons managing its investments.

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

LAWS IMPLEMENTED: **218.415, 1001.32, 1001.43, 1011.09, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 12/;07/09
FORMERLY: 6.12

RISK MANAGEMENT INSURANCE 7.210

The Superintendent shall recommend annually to the School Board insurance programs that are in the best interest of the District. When considering the risk management programs, the Superintendent shall evaluate all options available as provided in state statutes.

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

LAWS IMPLEMENTED: **1001.43; 1001.57, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 7.19

ELECTRONIC RECORDS, ELECTRONIC SIGNATURES AND ELECTRONIC FUNDS 7.22+

I. Electronic Records, Electronic Signatures and Electronic Funds

A. An electronic signature may be used if the law requires a signature, unless there is a specific statute, regulation, or policy that specifically prohibits the use of an electronic record and requires the record(s) to be signed in non-electronic form. The School Board hereby authorizes the acceptance and distribution of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. The Board further authorizes District staff to create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures. The Superintendent shall put in place measures to protect the integrity, security, and accessibility of electronic signatures and electronic records and shall comply with the mandates of State and Federal agencies or programs, including Medicaid.

B. The issuance or acceptance of an electronic signature may be permitted in accordance with the provisions of this policy and all applicable State and Federal laws. If permitted, the electronic signatures shall have the full force and effect of a manual signature provided the electronic signature satisfies all of the following requirements:

1. The electronic signature is unique to the individual and identifies the individual signing the document by his/her name and title.

2. The identity of the individual signing with an electronic signature is capable of being verified and authenticated.

3. The integrity of the electronic signature can be assured.

4. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed.

5. The electronic signature complies with the School Board procedures for ensuring the security, integrity, and auditability of each signature.

6. The electronic signature conforms to all other provisions of this policy.

C. The Superintendent may allow electronic signatures on internal documents considered to be of a low risk to be exempt from this policy.

D. The District shall maintain electronically signed records in a manner that is consistent with state law and the District's document retention policies that allows the District to produce accurate and complete reproduction of the electronic records and signatures in their original form.

II. Electronic Fund Transfers

A. The Board authorizes the movement of District funds into, out of, and between any District account by electronic means, including Fedwire, automatic clearinghouse (ACH), or any other method as may be developed and put into practice by financial institutions for the purposes of transferring money between accounts or between financial institutions. Movement of District funds by electronic means shall comply with the provision of Chapter 668, Florida Statutes. Board funds shall be electronically transferred for the following purposes:

1. receipt of revenue from local, State, and Federal sources;

2. settlement on investment transactions (e.g. purchases, sales, or principal and interest distributions);

3. transfers between Board accounts as needed for legitimate funds management activities;

4. payment of obligations, based upon legal or contractual requirements incurred in the course of Board business, including epayables; and

5. payroll and other payroll related direct deposit payments.

B. The Chief Financial Officer, Finance Director or his/her backup, will execute the electronic transfer of funds through qualified financial institutions. All necessary documentation shall be maintained so the transactions can be properly recorded within the Board's financial system.

C. Types of Electronic Funds Transfers

1. Fedwires

a. Fedwires between Board accounts can be initiated and approved by the Chief Financial Officer or his/her designee.

b. Templates of Fedwire instructions to non-Board accounts shall be established by a Finance Department employee using software provided by the Board's financial institutions and approved by the Chief Financial Officer. Wires to non-Board accounts require two-factor authentication to initiate the wire and a second approval to complete.

2. ACH Transactions

a. Vendors may be paid via ACH Credit transactions when advantageous to the Board. An ACH Credit transaction is where money is sent from a Board account to the vendors' appropriate bank account.

b. ACH Debit transactions are prohibited unless the counterparty to the transaction is another governmental entity or required by a Board approved contract. An ACH Debit transaction is where money is retrieved from a Board account by the counterparty's financial institution.

c. Authorized vendors to be paid via ACH will be set up to receive such payments in the Board's financial system by finance department personnel, upon approval by the Chief Financial Officer. Such payments will be initiated by the accounts payable fiscal assistant in compliance with procedures established by the Finance department.

d. Payment of employees' wages via direct deposit or paycard will be initiated by the payroll department in compliance with procedures established by the payroll department.

e. ACH transactions require two-factor authentication to initiate the ACH transaction and a second approval to complete.

3. Other Electronic Funds Transfers. Transactions, through either an established method or any method that may be developed in the future, are permitted, so long as such transactions are structured so that Board funds may not be transferred to non-Board accounts at the sole discretion of the Chief Financial Officer or other Board

employee. Instructions to transfer funds electronically, to non-Board accounts, shall always be established under dual control, one District employee inputting the payment instructions and a second District employee approving the instructions. Said instructions can then be used by the Chief Financial Officer or his/her designee to execute an electronic transfer of funds.

D. The Board shall approve agreements with the Board's financial institution(s). Such agreements shall set forth internal controls required by State law and State Board Rule that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:

1. The official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;

2. the manual signatures of the Board Chairman, Superintendent, as the authorized check signers for Board issued checks;

3. a requirement that, when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the funds;

4. a requirement that written or printed documentation from the financial institution acknowledging such transactions, including but not limited to deposit slips, debit and credit memos, trust receipts, transfer acknowledgements, or canceled warrants, shall be provided so that it may be kept in the official files of the School District, which shall be maintained in a manner which facilitates easy review and validation of transactions.

III. Internal Controls and Delegation of Authority

A. The oversight of the EFTs resides with the Chief Financial Officer and the Director of Finance. A system of internal controls and operational procedures has been established to manage the funds transfer process and the reconciliation of bank accounts. Staff will utilize effective internal controls including the separation of duties when performing funds transfers and cash management functions. The internal controls are

designed to prevent losses of monies, which might arise from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees. Independent auditors, as part of the District's financial audits, will review the system of internal controls and compliance with the operational procedures and with this policy.

STATUTORY AUTHORITY: **668.01 et seq., 668.50, 1010.11, 282.0041, F.S.**
F.A.C. 6A-1.0012

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 02/22/22, 04/03/23
FORMERLY:

TAX SHELTERED ANNUITY PROGRAM AND DEFERRED COMPENSATION PLAN 7.240

(1) The Board has approved a tax-sheltered annuity program with voluntary participation by its employees. The purchase of an annuity contract may be made through payroll deductions in accordance with the provisions of Public Law 87-370, Section 403(b) of the Internal Revenue Code of 1974, as amended.

(2) The Board has approved a deferred compensation plan with voluntary participation by its employees. The deferred compensation plan may be established through payroll deductions in accordance with the provisions of Section 457 of the Internal Revenue Code.

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

LAWS IMPLEMENTED: **CHAPTER 74-157, Laws of Florida, 112.21, 112.215, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S):8/88, 04/05/04
FORMERLY: 6.18

DONATIONS AND GIFTS 7.250

Any donation or gift to the school system of funds, materials, or equipment having a value of up to five hundred dollars ($500.00) will be accepted and processed by the Superintendent.

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

LAWS IMPLEMENTED: **1001.32; 1001.41, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 6.20

HOSPITALITY FUNDS 7.251

The Superintendent may authorize expenditures for purposes of promotion, public relations activities and hospitality, as set forth herein. Such expenditures are restricted as to the source of funds, amount of annual expenditures and conditions for expenditures, as set forth herein and as limited by law or regulations.

1) Expenditures may include promotion and public relation activities and hospitality of business guests provided they will directly benefit or are in the best interest of the District. Expenditures may also include, but are not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of employees, official meetings and receptions, guest speakers, accreditation studies, and other developmental activities, awards or other types of recognition for meritorious performance.

2) Expenditures shall be made from auxiliary enterprises and undesignated donations to the District for promotion and public relations except that federal funds may be used to purchase food when federal program guidelines permit such use.

3) Expenditures for hospitality of business guests shall be limited to the maximum permitted by state law and rule.

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

LAWS IMPLEMENTED: **1001.43, 1010.08, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0143**

HISTORY:

ADOPTED:
REVISION DATE(S): 01/02/07, 04/05/21
FORMERLY:

UTILIZATION OF FUNDS FROM GIFTS AND AUXILIARY ENTERPRISES 7.260

(1) Use of a portion of undesignated gifts and profits from enterprise activities for the purpose of promotion, public relations, and hospitality of business guest is authorized, provided that such purpose will directly benefit or be in the best interest of the school and/or district. Promotions and public relations activities may include, but are not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruiting of employees, official meetings and receptions, guest speakers, accreditation studies, and other developmental activities, awards, or other types of recognition for meritorious performance.

(2) For the purpose of this policy, funds from auxiliary enterprises will be defined as profits from enterprise activities, excluding food service activities, which may include, but are not limited to, vending machines, supply stores, and other internal account funds profits not specifically designated for student or school-level purposes.

(3) Disbursements for the hospitality of business guests for any fiscal year shall not exceed the limit set by the Department of Education rules.

(4) Funds used for these purposes shall be expended from the school or district fund, which generated the revenue.

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

LAWS IMPLEMENTED: **6A-1.0143 SBEAR**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 6.21

FUNDS COLLECTED IN NAME OF SCHOOL 7.270

The financial transactions of school organizations shall be accounted for in the school internal funds.

(1) All funds handled by School Board employees during normal working hours shall be included in and become part of the internal funds of the school unless accounted for in the district level accounting system.

(2) All organizations of the school, or operating in the name of the school, which obtain monies from the public, shall be accountable to the Board for receipt and expenditure of those funds. These organizations shall file a report yearly that includes beginning fund balance, receipts, disbursements, and ending fund balance. This report shall be filed no later than sixty (60) days after June 30th.

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

LAWS IMPLEMENTED: **1010.02; 1010.09; 1001.453, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-1.085; 6A-1.087; 6A-1.091**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/92, 04/05/04
FORMERLY: 6.24

GRANT MANAGEMENT 7.30*+

I. The Superintendent shall seek grant funds to expand the financial capabilities of the District and provide additional resources to enhance educational opportunities and to support student learning and performance.

II. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations, including the terms and conditions of the Federal awards, and School District policies and procedures.

III. For projects utilizing federal funds, the District shall adhere to the requirements of OMB Uniform Administrative Requirements. In the event that state requirements are more stringent than federal requirements, state mandates shall be followed.

IV. The Superintendent shall review grant opportunities, authorize the development of proposals and develop procedures for grant administration that include but are not limited to:

A. Application process for grant funds including School Board approval;

B. Procurement of materials and equipment;

C. Standard of conduct including conflict of interest;

D. Property control;

E. Cash management;

F. Record maintenance;

G. Financial reporting;

H. Protection of personally identifiable information; and

I. Internal evaluation of accomplishments as related to program goals.

V. Grant Administration

A. The Superintendent and/or Board Chairman are authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

B. Written amendments that change the original scope of the grant shall be promptly presented to the Board for approval.

C. Employee positions established through using grant funding shall terminate when the related grant funding ceases.

D. The department handling each grant will confirm closure of all grants to the Superintendent.

E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. Each draw of Federal monies shall be aligned with the District's payment progress (whether reimbursement, cash advance, or a combination). When funds are permitted to be drawn in advance, all draws will be equal in magnitude as closely as administratively feasible, to the magnitude of the related program expenditures. When restricted, such monies will be used to supplement programs and funding and not to supplant or replace existing programming or current funding.

VI. Financial Management

The financial management of grant funds shall follow all applicable Federal, State, local and grantor rules, regulations, and assurances, as well as District policies and administrative procedures.

The District shall provide for the following:

A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.

B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements

of the grant.

C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to the Federal awards and be supported by source documentation including the:
   1. authorizations
   2. obligations
   3. unobligated balances
   4. assets
   5. expenditures
   6. income and interest

D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes. The District must:

   1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;

   2. comply with Federal statutes, regulations, and the terms and conditions of the Federal award;

   3. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the Federal award;

   4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;

   5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

E. Comparison of expenditures with budget amounts for each Federal award.

F. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

G. Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules, and regulations

pertaining to the grant award and accountability, including, but not limited to, the following areas:

1. cash management
2. allowability
3. conflict of interest
4. procurement
5. equipment management
6. conducting technical evaluations of proposals and selecting recipients
7. compensation and fringe benefits
8. travel
   a. Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. The travel authorization paid for with Federal funds must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.
   b. Transportation costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered under the grant are allowable. Costs that are readily identified with the items involved may be charged directly as transportation costs or added to the cost of such items. Outbound freight, if reimbursable under the terms and conditions of the Federal award, should be treated as a direct cost. When identification with the materials received cannot readily be made, inbound transportation cost may be charged to the appropriate in-direct cost accounts if the non-Federal entity follows a consistent, equitable procedure in this respect.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1008.385, 1010.01, F.S.
2 CFR 200, 20 USC 7906

HISTORY:
ADOPTED
REVISION DATE(S): 7/21/2025
FORMERLY: NEW

ONLINE EDUCATIONAL SERVICES AGREEMENTS/CONTRACTS

7.40*+

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506, 20 U.S.C. Section 1232g(a)(4) and personally identifiable information ("PII") as defined in 34 CFR §99.3, and Section 1002.22, F.S., F.A.C. §6A-1.09550 as well as to align the District's data privacy and security practices.

This procedure is required whether or not there is a written agreement governing student use, and whether or not the online educational service is free. This procedure is required even if the use of the online educational service is unique to specific classes or courses. Prior to entering into an online educational services agreement, the following review and approval procedure shall be followed.

1. **Definitions:**

    a. "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.

    b. "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.

    c. "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.

    d. "Education records" means an education record as defined in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

e. "Educational agency" means a school district, school, or charter school.

f. "Eligible student" means a student who is eighteen years or older.

g. “Online educational service” means computer software, mobile applications (apps), and web-based tools that students or parents are required to use and access through the internet and as part of a school activity or function. Examples include online services that students or parents use to access class readings, assignments, or videos, to view learning progression, or to complete assignments. This does not include online services that students or parents may use in their personal capacity or to online services that districts or schools may use to which students or parents do not have access, such as a district student information system.

h. "Parent" means a parent, legal guardian, or person in parental relation to a student.

i. “Personally identifiable information” or “PII” as applied to student data means information that can be used to distinguish or trace a student’s identity either directly or indirectly through linkages with other information, as defined in 34 CFR §99.3. PII includes, but is not limited to direct identifiers (such as a student’s or other family member’s name), indirect identifiers (such as a student’s date of birth, place of birth, or mother’s maiden name), and other personal identifiers (such as a student’s social security number or Florida Education Identifier (FLEID) number). PII also includes information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. It also includes data as applied to teacher or principal data.

j. "Principal" means a building principal subject to annual performance evaluation review

k. "Release" has the same meaning as disclosure or disclose.

l. "Student" means any person who is or has been in attendance in a district school and regarding whom the District maintains education records.

m. "Student data" means personally identifiable information (PII) from the student records of an educational agency.

n. "Teacher" means a teacher subject to annual performance evaluation review

o. "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release pursuant to 1012.31, F.S.

p. "Third-party contractor/service provider/vendor" means any person or entity, other than an educational agency, whether public or private, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency. The term does not include the Florida Department of Education or the Department's contractors and subcontractors.

q. "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

2. Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

a. Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.

b. Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

c. Any agreement for online educational services shall contain an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove.

d. This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this rule with respect to previously acquired PII.

e. If student PII will be collected by the online educational service, the Superintendent shall establish procedures for notifying parents and eligible students of information that will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

3. Data Protection and Terms of Service

Prior to submitting any online services agreement or contract to the School Board for approval, the Superintendent, or designee shall:

a. Designate a person or persons responsible for the review and approval of online educational services that are required for students to use.

b. Ensure the online educational service's terms of service and privacy comply with state and federal privacy laws, including FERPA and its implementing regulations, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. ss. 6501-6506, and Section 1002.22, F.S.

c. Ensure the Online Educational Services Agreement contains an explicit prohibition against sharing or selling a student's PII for commercial purposes without providing parents a means to either consent or disapprove. (This disclosure prohibition does not prevent the purchase, merger, or other type of acquisition of a third party provider or online educational service by another entity, provided that the successor entity continues to be subject to the provisions of this policy with respect to previously acquired PII.

d. Establish procedures for notifying parents and eligible students if student PII will be collected by the online educational service on how it will be collected, how it will be used, when and how it will be destroyed, and the terms of re-disclosure, if any.

e. Ensure the service or application is inventoried and evaluated, and supports the schools' and districts broader mission and goals.

4. District Data Privacy

The District will protect the privacy of PII by:

a. Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:

b. Improve academic achievement;

c. Empower parents and students with information; and/or

d. Advance efficient and effective school operations.

e. Not including PII in public reports or other public documents.

5. The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

6. Click-Wrap Agreements

Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements".

a. District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the Superintendent, or designee.

b. The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

7. Notice:

For any online educational service that a student is required to use, the district will provide notice on its website of the PII information that may be collected, how it will be used, when it will be destroyed and the terms of re-disclosure. This notice will include a link to the online educational service's terms of service and privacy policy, if publicly available.

8. Compliance:

Pursuant to this policy any online educational service provided through a Third-party vendor or Third-party service provider must be School Board approved. An employee's failure to follow this policy may result in disciplinary proceedings, up to and including termination.

9. Parent/Guardian Notice:

a. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in the student's PII being disclosed and not protected.

b. Students shall only use School Board approved online educational software, web-based tools or mobile applications on district provided devices. The use of any non-approved online educational software, web-based tools or mobile applications on district provided devices may result in disciplinary proceedings, up to and including expulsion.

STATUTORY AUTHORITY: **1001.41, 1001.42, 1001.43, F.S.**

LAW(S) IMPLEMENTED: **1002.21, 1002.22, F.S.**

20 U.S.C. s. 1232g(a)(4); 15 U.S.C. ss. 6501-6506

34 CFR §99.3;

F. A.C. § 6A-1.0955

HISTORY: **ADOPTED:**

REVISION DATE(S): **11/06/23, 02/20/24**

FORMERLY

CHAPTER 8.00 - AUXILIARY SERVICES

SAFETY 8.010*+ OPTION 2

I. The safety of pupils, employees and visitors shall be the responsibility of the authorized person in charge of each site owned or operated by the School Board. The supervisor of each site or facility shall cause to be established a safety committee which shall be responsible for the promotion of a safety education and accident prevention program for that site.

II. Schools shall cooperate with the police, sheriff's department, fire department and other agencies promoting safety education.

III. To assist in carrying out the responsibilities for safety, each principal shall appoint a member of the staff as school safety coordinator.

IV. No person shall bring on any School Board premises or have in his/her possession or in his/her vehicle any School Board property, any firearm, weapon or destructive device unless such weapon is required as part of his/her regular job responsibilities.

V. School Environmental Safety

A. Incident Reporting. The Superintendent shall develop and implement procedures for timely and accurate reporting of incidents related to school safety and discipline and shall provide training to appropriate personnel in accordance with law and State Board of education rules.

i. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data to report the 26 incidents of crime, violence and disruptive behaviors that occur on school grounds, on school transportation, and at off-campus, school sponsored events to the Department of Education.

ii. The Superintendent will annually report to the Department of Education the number of involuntary examinations, as defined in section 394.455, F.S., that were initiated at a

school, on school transportation, or at a school-sponsored activity.

iii. The Superintendent must certify to the Department of Education that the requirements for timely and accurate reporting of SESIR incidents has been met.

B. School principals must ensure that all persons at the school level responsible for documenting SESIR information participate in the on-line training offered by the Department and ensure that SESIR data is accurately and timely reported.

C. The school district, the administrative personnel and instructional personnel shall comply with all statutory school safety requirements. Anyone aware of any violations of the school safety requirements must report the violation to the school principal. The school principal shall report the violation to the school safety specialist no later than the next business day after receiving the report. If the school principal is in violation of the school safety requirements, the report must be made directly to the Superintendent.

i. Administrative or instructional personnel who knowingly violate the school safety requirements are subject to progressive discipline as outlined by school board policy and procedures.

VI. Nonmedical School District personnel shall not perform invasive medical services that require special medical knowledge, nursing judgment and nursing assessment including, but not limited to, sterile catheterization, nasogastric tube feedings, cleaning and maintaining a tracheotomy and deep suctioning of a tracheotomy. Nonmedical assistive personnel can perform health related services upon successful completion of child-specific training by a registered nurse, a licensed practical nurse, a physician or a physician assistant. These procedures, which include but are not limited to clean intermittent catheterization, gastrostomy tube feedings, monitoring blood glucose and administering emergency injectable medications, must be monitored by a nurse. A registered nurse, licensed practical nurse, physician or physician assistant shall determine if nonmedical School District personnel shall be allowed to perform any other invasive medical services not listed above.

VII. A child under the age of sixteen (16) shall wear appropriate headgear as required

by law for any equine activity on a public school site. Students shall wear appropriate headgear when participating in an off campus, school sponsored equine activity as required by law.

VIII. The Superintendent shall develop and present to the Board for approval appropriate emergency management and emergency preparedness plans.

IX. The District shall annually conduct a self-assessment of safety and security practices. Based upon this self-assessment and other concerns, if applicable, the Superintendent shall present appropriate recommendations to the School Board for increasing safety and security and the School Board shall take such actions as it deems necessary and appropriate to address safety and security in the District or at individual sites.

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

LAW(S) IMPLEMENTED: **316.614, 773.06, 1001.43, 1006.062(3), 1006.07, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 05/01/06, 01/02/07, 12/0709, 11/17/2020, 02/22/22, 01/21/25
FORMERLY: 2.28; 8.07

TOXIC SUBSTANCES IN SCHOOL WORK AREAS 8.020+

The Superintendent shall develop and implement a program to ensure School Board employees are provided information concerning the nature of toxic substances, which are used in the workplace. The program shall include, but not be limited to:

(1) Notification of School Board employees of where to direct requests for information on such substances;

(2) An orientation session, within thirty (30) days of employment, for all new School Board employees to advise them of any adverse health effects which may occur as a result of contact with toxic substances; and,

(3) Distribution of information regarding the use of any toxic substances in the District school system to the local fire department.

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

LAWS IMPLEMENTED: **1001.43, 1013.49, F.S.**
20 CFR 1910.1200

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 06/01/09
FORMERLY:

INSPECTIONS 8.030*

(1) All school buildings shall be inspected at least once during each school fiscal year. Such inspection 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 filed immediately with the Superintendent.

(2) Fire safety inspections of all buildings shall be conducted annually by the Division of the State fire Marshall or, upon approval, a local fire department official who has successfully completed the required training courses and is certified by the Division of the State Fire Marshall as a fire safety inspector.

(3) All school employees shall constantly be alert for dangerous or hazardous conditions within the facility. Situations of this nature, which cannot be corrected immediately, should be reported to the principal, who shall in turn report the hazard to the maintenance department immediately.

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

LAWS IMPLEMENTED: **404.056; 1001.43; 1013.12, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-2.0010**

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 10/04, 10/05
FORMERLY: 9.11

EMERGENCY EVACUATION DRILLS 8.04*

I. The schools shall conduct six (6) emergency drills every school year that are non-concurrent with fire drills. One emergency drill must take place within the first ten (10) days of the beginning of the school year, and the remaining drills must take place at least every forty-five (45) days that school is in session. Four (4) of the six (6) emergency drills must address active threats. The remaining two (2) drills must address other emergency events, such as severe weather, natural disasters, hazardous materials, or reunification. An after-action report of each emergency drill and fire drill shall be prepared and sent to the District school safety specialist for review.

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

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 building.

IV. The Principal shall identify and report to the Superintendent hazardous areas requiring corrective measures. The Superintendent shall be responsible for informing the School Board of the Principal's report.

V. The Superintendent shall make available to each Principal a copy of State Board of Education rules and any amendments adopted by the State Board of Education relating to emergency evacuation drills.

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

LAWS IMPLEMENTED: **404.056; 1001.43; 1013.12; F.S.**

STATE BOARD OF EDUCATION RULES: **6A-2.0010**

HISTORY: **ADOPTED:**
REVISION DATE(S): **1/90; 04/05/04, 02/22/22, 02/20/24**
FORMERLY: 2.21

DISASTER PREPAREDNESS 8.05+

I. The School Board recognizes that the use of its facilities and transportation services can be invaluable to this community in a crisis or emergency. Therefore, in the event of a local or State emergency and upon the request of the local emergency management agency, the District shall participate in emergency management efforts by providing facilities and personnel necessary to staff such facilities during a state or local emergency. The Board authorizes the Superintendent to establish a crisis management team whose members shall be trained in various emergency procedures.

A. Prior to June 1 of each year, the Superintendent shall develop, with local emergency management agencies, a list of schools to be used as emergency shelters.

B. Unless otherwise designated, the principals of the designated facilities shall be the “shelter manager” and shall be responsible for all aspects of the operation of the emergency shelter.

C. The Superintendent may authorize the use of custodians, food service personnel, electricians, maintenance employees, and other School Board employees to assist in the safe operation of the emergency shelter or disaster operation.

II. Transportation assistance provided by the School Board shall be coordinated with the department of emergency management. The Superintendent may authorize the use of bus drivers and assistants as needed to provide emergency transportation services.

III. In the event the superintendent officially closes a school, district office, or a combination of work centers to employees, the affected employees shall be paid for their regularly scheduled hours. Should the superintendent reschedule that workday for a later date on which the employee was not scheduled to work, the employee shall be deemed to have been compensated in advance, and will receive no additional compensation. The resulting rescheduling of days missed due to school closure will not have any financial impact on twelve (12) month employees.

IV. The Board recognizes that exempt and nonexempt employees who serve on the crisis management team and who staff the congregate shelters during a declared emergency will be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty. Compensation will be as follows:

A. Hourly personnel asked to perform emergency-related duties will be paid according to current School Board pay schedules. Overtime will be paid consistent with the federal Fair Labor Standards Act. All hours worked must be pre-approved by their supervisor, shelter manager or Superintendent and/or designee where applicable.

B. Non-bargaining administrative personnel required to work at the shelter, or otherwise required to work by the Superintendent at another duty station shall be compensated $200 per day of operation of the shelter or other designated work site if a minimum of eight (8) hours is worked by that employee on that day, or a minimum of four (4) hours worked on the day the shelter ceases operations. Compensation provided by this paragraph is an unbudgeted expenditure and additional compensation.

V. Following the use of District facilities as congregate shelters, the Superintendent shall calculate the amount spent during the period the facilities were used for congregate shelters that is above and beyond the usual and customary expenses to operate the facilities during that time period for the following:

A. Utilities (e.g., power, water, and telephone),
B. Generator usage (rental costs and/or fuel required),
C. Shelter safety and security,
D. Costs related to use of buses and other vehicles, excluding operator costs and,
E. Additional Employee cost.

VI. The Superintendent is authorized to submit the itemized total expended by the District for extra compensation for exempt and nonexempt staff, as well as the additional amount expended for the operation of the District facilities used as congregate shelters, to the Federal Emergency Management Agency (FEMA) and/or appropriate agency for reimbursement. The Board shall be informed of the amount of reimbursement requested from FEMA once completed at a regularly-scheduled Board meeting.

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

LAW(S) IMPLEMENTED: **1001.43, 1012.23, 1013.372, F.S.**

HISTORY: **ADOPTED: _____**

REVISION DATE(S): 11/07/05, 12/05/2022

SAFE SCHOOL OFFICERS 8.06*

I. The School District may enter into an agreement with local law enforcement to provide law enforcement and related services to the schools of Baker County, including charter schools. The Board will collaborate with charter schools governing boards located in the district to support access to all safe-school officer options available pursuant to Florida law.

II. School Resource Officers (SRO) must be certified law enforcement officers as defined in F.S. 943.10(1) and employed by a law enforcement agency as defined in F.S. 943.10(4). The purpose of the SRO program is to promote and assist school administrators with school-based security and safety. In addition, a goal of the program shall be to promote a positive image and respect for the law and law enforcement among young people.

III. A safe school officer must be present during the school day when the school is open for instruction. To determine the need for safe-school officers to be present outside of the regular day (i.e., before and after school, summer school, extracurricular activities or for school-sponsored events) the Board will consider the following factors: number of persons present, the ratio of staff members to students, and other safety measures available.

IV. Student ON campus incidents:

Student discipline is the responsibility of the school administration. However, in instances where a crime may have been committed, or if there is a threat of injury to person or property, the SRO should be involved as the trained professional to handle such situations. If there is no safety threat, administration should take the lead in the school-based investigation with the assistance of the SRO. If practicable, the Principal or his designee 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 the School Board of Baker County and procedures established by administration.

V. Student OFF campus incidents:

The SRO shall not routinely conduct investigations or question students as to off campus incidents or crimes while serving as an SRO on school property. Other

sheriff deputies or law enforcement shall be utilized for this function unless impracticable.

VI. On a yearly basis, the SRO's and appropriate school administration shall meet for an "in-service" to discuss the role of the SRO in the schools and to familiarize the SRO's with School Board policy and administrative procedures.

VII. The Superintendent is responsible for notifying the Office of Safe Schools, and the Board Chair immediately after, but no later than seventy-two (72) hours after, the occurrence of the following:

A. A safe-school officer is dismissed for misconduct or disciplined; or

B. A safe-school officer discharges his/her firearm in the exercise of his/her duties other than for training purposes.

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

LAW(S) IMPLEMENTED: **1001.42, 1006.12**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0018**

HISTORY:

ADOPTED: _____
REVISION DATE(S): 02/22/22
FORMERLY:

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

GUARDIAN PROGRAM 8.07

A. Purpose

The purpose of this policy is to establish the Guardian Program and outlines the selection, procedures, and training of guardians employed by the Baker County School District ("District").

B. Definitions

Guardian means any member of a designated employee group as defined in Section 30.15, Florida Statutes, in the District who has successfully completed all of the training requirements and prerequisites defined in F.S. 1006.12, and who has been appointed to serve as a guardian by the Superintendent. A candidate for the Guardian Program shall be a volunteer and will receive a one-time stipend outlined in the statute. A volunteer Guardian will be offered no monetary benefit aside from the one-time stipend. The volunteer candidate must be a full-time employee of the District who is in good standing. Further, volunteer candidates shall not be employees exclusively performing classroom duties as teachers as defined in F.S. 1012.01(2)(a).

School Safety Specialist means the certified School Safety Specialist appointed by the Superintendent to oversee all security programs and personnel, as defined in F.S. 1006.07, to include oversight of appointed guardians.

Active Assailant/Armed Intruder is an individual(s) actively engaged in the use or attempting to use deadly physical force on other people in a confined and/or populated area.

C. Priorities and Objectives

The purpose of this policy is to define the procedures for the approval of a volunteer guardian. This will include the roles of guardians, define their supervision, and list additional training requirements that may be imposed by the District. The objective is to ensure that the use of guardians conforms to the standards of the District and that they serve to enhance the overall security of campuses throughout the District.

D. Responsibilities

1. School Safety Specialist

   a. The School Safety Specialist or designee, Human Resources, School Principal, the Baker County Sheriff's Office ("BCSO") and others, as appointed

by the Superintendent, will be part of a District panel that will review all potential guardians for compliance with state law and District policy. The School Safety Specialist shall provide recommendations to the Superintendent for approval or denial of potential guardians based on their required background checks, drug screenings, evaluations, training as defined in F.S. 1006.12, and the panel's recommendation. The Baker County Sheriff's Office ("BCSO") must also approve all applicants.

b. A designee from the BCSO shall be responsible for inspecting all guardian equipment. Equipment may include firearms, ammunition, magazines, holsters, magazine holder, vests, radio, and identification. All equipment must be issued and approved by BCSO and the District. Guardians accepting the issued equipment shall abide by all procedures and sign an agreement attesting that they will follow all applicable procedures and responsibilities. This agreement will be witnessed by the School Safety Specialist. The School Safety Specialist along with BCSO will maintain all records of issued equipment.

c. The School Safety Specialist and BCSO shall inspect all guardian-issued equipment semi-annually to ensure serviceability and accounting. Each inspection shall be documented.

d. The School Safety Specialist and BCSO shall maintain or have access to the training records for each guardian. The record will contain their annual re-qualification dates and any additional training the District requires throughout the year. This may include additional firearms training, tactics, legal updates, or other areas specific to the duties of their position.

e. The School Safety Specialist, in conjunction with Human Resources, shall notify the Superintendent of any guardian who is on medical leave, injured, suspended from their position for any reason, or unable to perform their duties as a guardian.

f. The School Safety Specialist, as required in F.S. 1006.12, shall ensure the District notifies the BCSO and the Office of Safe Schools within seventy-two (72) hours of any guardian being disciplined or dismissed for misconduct, or any incident where a guardian discharges their firearm for other than training purposes.

2. School Guardians

a. To be appointed as a guardian, a designated employee must be in good standing with the District, and must meet the eligibility requirements for a guardian, as defined in F.S. 1006.12.

b. A panel consisting of representatives from Safety and Security, Human Resources, School Principal, BCSO and others, as appointed by the Superintendent or designee are responsible for reviewing all potential guardians, and to ensure compliance with State law and District policy. The panel shall provide recommendations to the Superintendent or designee to move forward in the process. The Superintendent or designee may accept the recommendation of the panel or deny the recommendation. Denials shall not be arbitrary or capricious. Denials should be based on concerns such as, but not limited to, the inability to secure liability coverage for the individual, newly found information or the applicant's current position could create a negative impact on the school district being a Guardian.

c. If the potential guardian is approved by the Superintendent to move forward in the process, the employee will be contacted by the School Safety Specialist to complete any required paperwork for the BCSO.

d. Once the guardian is approved, the employee will be scheduled for a background check that includes a psychological evaluation and drug screening. The employee will also undergo the required statutory training and any other requirements set forth by the BCSO.

e. All training requirements as outlined by the BCSO must be met. Failing to attend a required training session or any program components will result in immediate non-approval of the guardian or the termination of the guardian.

f. The District will treat all required training hours as temporary duty as outlined and in compliance with applicable standards as prescribed in District leave policies.

g. Upon successful completion of the BCSO's training program, the employee shall present to the Superintendent their certification as provided by the BCSO as proof of completing all requirements outlined in F.S. 1006.07 and other requirements as designated by the BCSO. Upon receipt, the Superintendent may appoint the employee as a guardian. However, even if proof of completion is received, the final decision to appoint an individual as a guardian is

left solely to the discretion of the Superintendent. The Superintendent's decision is final and not appealable. However, the appointment cannot be made in an arbitrary nor capricious manner. All acceptances or denials shall be accompanied by the appropriate documentation that supports the decision.

h. Appointed guardians will participate in all mandated continuing training and related activities throughout the school year and will complete the mandatory recertification.

i. Appointed guardians will remain knowledgeable of current processes and procedures pertinent to the Guardian Program through continued education, seminars, and training.

j. Appointed guardians will assist law enforcement agencies and staff in the identification, deterrence, mitigation, and prosecution of subjects that affect the security and safety of students, staff, and visitors on the school property.

k. Appointed guardians will cooperate with BCSO, the State Attorney's Office, Child Protective Services, and other State and Federal agencies in the interest of public safety.

l. Appointed guardians shall adhere to safety rules and procedures.

m. Appointed guardians will be issued firearms and related equipment. Only the approved firearm by the BCSO is authorized for carry while carrying out the duties of a guardian. It shall be worn in an approved manner as directed. No weapons or equipment other than what is issued or approved items and signed for in the agreement shall be carried or utilized by a guardian at schools or on school property.

n. All issued firearms shall be maintained in good working condition and cleaned as often as necessary to ensure proper operation. There shall be no alterations or modifications to the issued firearm. Appointed guardians are responsible for the general maintenance and care of issued firearms.

o. Issued firearms and ammunition shall be properly possessed, retained, and stored at all times, per F.S. 790.174.

p. Guardians shall not act as law enforcement officers and do not possess any of the authorities of a

law enforcement officer. Guardians are not authorized by the District and BCSO to enforce any laws. The purpose of a guardian is to defend life from an active threat on any District property. Guardians are responsible for providing security and safety services at schools or school property and protecting the life and well-being of students, staff, and visitors.

q. In accordance with the guardian's training, they shall respond singularly to defend life. Should other guardians or law enforcement be present, they can respond as a group and are authorized to defend any school or school property from an active threat. Guardians are to use reasonable/appropriate level of force to stop, disrupt, or eliminate possible life-threatening physical threats to students, staff, and visitors on school property.

r. Appointed guardians will follow federal and state laws. Guardians are employees of the School District and shall adhere to all Board policies and procedures.

s. Any guardian who fires their weapon for any reason other than on the firing range for training, must be reported to the School Safety Specialist or designee immediately. The guardian involved in such a situation shall cooperate with any subsequent law enforcement and/or District investigation. Failure to cooperate with any District investigation may result in disciplinary action, including termination from the Guardian Program and/or the District.

t. Guardians will only be permitted to carry issued firearms and any assigned equipment while on duty at the assigned school during their assigned hours. Guardians will not carry issued firearms or equipment out of school or school property. Issued firearm, ammunition, and equipment shall be stored in the guardian's domicile per statute. Issued firearm and related equipment shall be secured in a vehicle lock box while traveling to and from their residence.

u. All appointed guardians will treat all information or intelligence of a possible or ongoing investigation received as confidential, including but not limited to information or intelligence received via all sources such as, telephone, mobile phone, texting, computer, social media, etc. The dissemination of such confidential information or intelligence to anyone not needing

to know, such as BCSO, School Safety Specialist, or certain individuals in school administration (persons not directly involved in any internal, non-criminal, or criminal investigation) is strictly prohibited.

v. Appointed guardians shall contact the Safety and Security Specialist, School Resource Deputy ("SRD"), School Principal and/or Principal's designee, for a situation or incident that is not under their authority or responsibility.

w. Appointed guardians shall work with law enforcement officers by sharing relevant information and intelligence regarding threats and incidents related to the safety and security of the students, staff, visitors, and others on campus.

x. Any violation of these directives will result in termination from the Guardian Program and, possibly, termination of employment with the District.

E. General Procedures

1. Pursuant to F.S. 30.15, each Sheriff may establish a Coach Chris Hixon, Coach Aaron Feis, and Coach Scott Beigel Guardian Program, in which certain volunteer school employees will be appointed as school guardians.

2. Pursuant to F.S. 30.15, a guardian has no authority to act in any law enforcement capacity except to the extent necessary to prevent or abate an active assailant incident on school premises. Appointed guardians will report directly to the School Safety Specialist.

3. Pursuant to F.S. 1006.12, in the event of the discharge of a firearm by any Safe School Officer, including a guardian, the School Safety Specialist shall notify the BCSO immediately after the incident. Additionally, the School Safety Specialist will notify the Florida Department of Education Office of Safe Schools in writing via an Incident Report in the Florida Safe Schools Assessment Tool portal immediately but no later than seventy- two (72) hours after the incident.

4. Pursuant to F.S. 1006.12, in the event a guardian is dismissed from the program, District or is otherwise disciplined, the School Safety Specialist will notify the Florida Department of Education Office of Safe Schools in writing via an Incident Report in the Florida Safe Schools Assessment Tool portal immediately but no later than seventy-two (72) hours after the incident.

5. Pursuant to F.S. 1003.32, and F.S. 1006.09, the management of student discipline is the responsibility of the school principal or principal's designee. A volunteer guardian can be considered a principal's designee based on their current position with the District.

6. Pursuant to F.S. 776.012, a guardian is justified in using objectively reasonable force, except deadly force, if present during a physical altercation between individuals on his/her assigned school campus. Intervention is to be the minimum force required to de-escalate the incident and to keep the individuals and campus safe. Administration and SRD are to be notified immediately.

7. Firearms shall not be displayed or handled in any unsafe manner that may cause concern.

8. Issued firearm will remain holstered at all times except when needed in authorized duties or for training, inspection, cleaning, and repair purposes.

9. Issued firearms shall not be utilized for anything other than authorized appointed guardian duties and training purposes.

10. Appointed guardians will not draw and point their issued firearm at any individual unless they reasonably believe that the individual has engaged or is about to engage in any active deadly threat. If the appointed guardian displays an issued firearm or points it at an individual for any other reason, then they will notify the Safety and Security Specialist, SRD, and the School Principal or Principal's designee must be notified immediately and document the circumstances in a written report.

Guardians and safety guards must attend all training scheduled by the District or the BCSO, keep all their equipment in serviceable condition, pass firearms qualification at least annually as required by state law, and maintain their position within the District in good standing.

The guardian training program must include twelve (12) hours about responding to and de-escalating incidents on school premises.

The District must report to the Florida Department of Law Enforcement (FDLE) the name, date of birth, and appointment date of each person appointed as a guardian, as well as the date of separation if a guardian leaves the assignment.

Upon termination of employment, volunteer guardian status is terminated, and all issued equipment must be returned immediately and appropriately to the School Safety

Specialist or his/her designee. At any point, a volunteer guardian designation can be withdrawn by the Superintendent with or without cause and with no appeal rights.

STATUTORY AUTHORITY:	**1001.41, 1001.42, 1003.01, 1003.02 1003.32, F.S.**
LAW(S) IMPLEMENTED:	**30.15, 776.012, 790.174, 1006.07, 1006.09, 1006.12, 1012.01(2)(a), F.S.**
HISTORY:	**ADOPTED: 11/3/2025** **REVISION DATE(S):** **FORMERLY: NEW**

VANDALISM AND MALICIOUS MISCHIEF 8.080

The principal or designee shall report any vandalism immediately to the Superintendent and to the proper law enforcement agency giving all available information.

1) A student, who willfully damages school property shall be properly disciplined and his/her parent(s), as defined by Florida Statutes, if the student is a minor, shall be requested, in writing, to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme cases the Superintendent and/or School Board. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct. The *Code of Student Conduct* shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.

2) A civil action against the student's parent(s) 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) refuses to restore or replace the property.

3) In any case of willful or negligent damage to school property by a person other than a student, the user or the person responsible for the damage shall replace the property or pay the damages in accordance with the true value as determined by the Superintendent and may be subject to prosecution.

4) Each organization which is granted a permit for the use of public property shall be responsible for any damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear and shall pay for any such damage in accordance with the true value as determined by the Superintendent. Failure to comply with a request for payment of such assessed damages shall result in the individual, group, or organization being ineligible for further use of school property and such legal action as the School Board deems proper to recover the amount of damages.

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

LAWS IMPLEMENTED: **741.24; 806.13; 1000.21, 1001.43; 1013.10, F.S.**

HISTORY:
ADOPTED:
REVISION DATE(S): 11/92; 04/05/04, 01/02/07
FORMERLY: 9.05

PREVENTATIVE MAINTENANCE, SANITATION AND SAFETY PRACTICES 8.090

(1) The Principal/designee shall report, in writing, to the Maintenance Department any needed repairs to any facility or on the grounds. Any needed emergency repairs shall be reported to the Maintenance Department immediately by telephone and confirmed in writing.

(2) The School Principal shall be responsible for maintaining satisfactory standards of sanitation and housekeeping. A formal inspection of all buildings under his/her supervision shall be made four times a year including all toilet areas, food service areas, storage rooms, and other student or staff occupied areas. Findings and any corrective action for unsatisfactory conditions shall be on file in the principal's office for the Superintendent or the School Board's inspection.

(3) School food service shall meet the standards for food service and sanitation and safety as provided in Florida State Board of Health and Florida State Department Bulletin No. 33-F, 1954, which by reference shall become part of this policy. The county health sanitarian makes regular inspections of each department. A copy of his/her report is furnished each department/school and shall be posted on the bulletin board. The Principal, Food Service Manager and employees, custodial and maintenance employees shall read and apply the provisions of Bulletin No. 33-F.

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

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04
FORMERLY: 8.17; 8.10

INFECTION CONTROL GUIDELINES 8.110

School Board employees who handle students' body secretions shall adhere to the following procedures which emphasize avoidance of direct contact of employees' skin and mucous membranes with blood and other body secretions or wastes of persons who may have a communicable disease:

1) Rubber or latex gloves shall be worn and discarded after one (1) use.

2) Body secretions or blood shall be removed by using a freshly prepared disinfectant solution as prescribed in approved District operating procedures. All soiled surfaces shall be cleaned with this mixture by using disposable towels, whenever possible. Any substitute disinfectant solution shall be approved by the appropriate District officer.

3) All soiled articles shall be disinfected and discarded in red bags pursuant to approved guidelines.

4) Mops and other cleaning implements shall be thoroughly rinsed in the disinfectant solution.

5) Hands shall be washed thoroughly with soap and water after removing gloves or if bare hands accidentally contact any body secretions.

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

LAWS IMPLEMENTED: **1001.43; 1012.23, F.S.**

STATE DEPARTMENT OF HEALTH RULE(S): **64E-16**

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 01/05/08
FORMERLY:

PURPOSE AND FUNCTIONS OF THE TRANSPORTATION PROGRAM 8.120*+

I. The transportation program shall be administered to provide safe and efficient services at the lowest possible cost. Transportation funds shall be used primarily to provide transportation of students to and from the nearest appropriate school as determined by the School Board and in accordance with Florida Statutes.

II. The Superintendent or designee shall be responsible for supervising, administering, investigating, and resolving problems of the District's transportation system. This shall include determination that all School Board employees involved with the transportation system are knowledgeable of applicable Florida Statutes and State Board of Education rules.

III. The District may implement a safe driver toll-free hotline that motorists or other persons may use to report improper driving or operation by a school bus driver. Reports of observed driving violations shall be investigated.

IV. The District shall provide for reciprocal policies and agreements related to transportation services with adjacent districts.

V. The Transportation Supervisor shall develop a handbook for School Board approval to set forth guidelines, directions, and procedures for the District's transportation system.

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

LAW(S) IMPLEMENTED: **1001.43, 1006.21, 1006.22, 1006.23, 1011.68, 1012.45, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.0171**

HISTORY: **ADOPTED: _____**
REVISION DATE(S): 04/05/04, 04/23/07, 12/07/09, 11/18/19
FORMERLY: 7.01

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

STUDENT TRANSPORTATION 8.13* OPTION 2

Each student who is transported shall be entitled to free transportation provided he/she abides by the rules of safety and behavior necessary to operate the District's transportation system. Serious infraction of these rules may result in the loss of the student's privilege. The student's parent(s), as defined by Florida Statutes, shall be responsible for making sure the student abides by the rules or for providing the student's transportation. Suspension from a bus shall not affect the attendance laws and rules.

I. Any student who resides two (2) or more miles from his/her designated school by the most direct traveled route is eligible to ride the school bus to and from that school. These students shall be reported for funding purposes. Under the following conditions, students who reside within two (2) miles of the designated school may be eligible to ride the school bus.

   A. Special authorization is granted by the School Board.

   B. An exceptional student not requiring special care may ride a school bus regardless of distance from home to school upon furnishing a statement from the supervisor of exceptional students certifying that the student is handicapped and is unable to walk to school.

II. A student who is eligible for transportation and resides beyond the accessibility of a school bus may be provided with transportation by payment from the School Board to the parent(s) for use of a private automobile or other conveyance for this purpose.

III. The School Board may cooperate with other school districts to provide transportation for students.

   A. When it is practical to extend a school bus route to serve any territory located in another school district, the School Board shall enter into an agreement with the School Board of the other district to provide transportation services to students residing in the adjacent school district. Any such agreement shall be recorded in the official School Board minutes of each school board. The agreement shall state in detail the responsibility of each school board for operating the school bus and maintaining a daily schedule.

B. Whenever a school bus crosses a school district line, all rules of the School Board shall apply to students transported by the said school board unless otherwise stated in the agreement between the school boards.

IV. Only a student who is regularly enrolled as a transported student and whose name appears on the bus driver's handbook for that bus shall be permitted to ride such bus while it is being operated on a regular school bus route except upon the written request of the Transportation Supervisor. Such approval may be granted only when the student's welfare is involved due to an emergency condition in the home. When an emergency condition exceeds five (5) school days, the Superintendent's approval shall be required. Approval shall not be allowed for:

A. Student visitation, unless duly authorized; and,

B. A student to obtain transportation to his/her regular place of employment.

V. No person shall be eligible for transportation on a field trip or extracurricular school trip unless he/she is authorized by the principal or designee.

VI. Any person who boards, enters, or remains upon a school bus without authorization will be subject to immediate arrest and prosecuted provided there was sufficient notice of the trespass. Sufficient notice includes a clearly posted sign on the bus, or a verbal warning given by the school bus operator, the principal, a school district employee or law enforcement personnel.

VII. Maximum regard for the safety of students and due consideration for the protection of health of all students transported shall be primary requirements in the routing of buses, establishing student stops, appointing drivers, and in providing and operating transportation equipment.

VIII. A student who arrives early or remains late because of transportation service shall be under school supervision at all times and shall, if practicable, have a planned schedule of activities. The principal shall be responsible for providing such supervision.

IX. Each route shall be planned and adjusted as nearly as possible to the bus capacity. Travel each morning and afternoon shall be considered in planning and establishing bus routes and shall not exceed fifty (50) minutes for elementary students and sixty (60) minutes for secondary students when practical.

X. Periodically student transportation routes and student walking conditions shall be reviewed to determine if hazardous conditions exist. Appropriate requests for

designation of hazardous conditions shall be provided as required by state law or State Board of Education rules.

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

LAW(S) IMPLEMENTED: **810.097, 1000.21, 1006.21, 1006.22, 1006.23, 1011.68, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.001, 6A-3.0171**

HISTORY: **ADOPTED: 11/3/2025**
REVISION DATE(S):
FORMERLY: 8.130

AUTOMOTIVE EQUIPMENT 8.140

All automotive equipment owned by the School Board and not assigned to the transportation department shall be assigned to the principal/department head. It shall be the responsibility of the person assigned the equipment to see that proper care and repair are maintained.

(1) No such equipment may be used for any purpose other than a school purpose and any employee who violates the provisions of this rule shall be subject to dismissal from employment.

(2) Failure of the operator of any piece of automotive equipment to notify the principal/director as to any mechanical defect shall be cause for the operator's dismissal from employment.

(3) All mechanical defects of equipment where repairs are needed are the responsibility of the chief mechanic, and repairs shall be made as soon as possible, provided that the vehicle may be withdrawn from use by the principal/director until the repairs are made. The Board will not assume any financial responsibility for purchases or contracts for repairs on any automotive equipment or tractor equipment without such having been approved by the Superintendent prior to the purchase or contract for repairs.

(4) The transportation principal/director and maintenance director shall determine that all equipment assigned to them is inspected at regular intervals. If repairs are needed, the equipment shall be put in the designated garage for repairs or service.

(5) Under no conditions will equipment be repaired by a private shop or private individual unless approval is given by the Superintendent or his/her designee.

(6) The person to whom a vehicle is assigned shall be responsible for bringing the vehicle to the garage for inspection as prescribed by the Principal/Transportation/Maintenance Director.

(7) 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.**

LAWS IMPLEMENTED: **1001.43, 1006.21; 1006.22, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-3.0171**

DEPARTMENT OF ENVIRONMENTAL PROTECTION RULE(S): **62-285.420**

HISTORY: **ADOPTED:**
REVISION DATE(S): 12/90, 11/95, 04/05/04, 06/01/09
FORMERLY: 7.17

BUS ROUTES 8.150*

(1) Designation of Bus Routes. The School Board, after considering the Superintendent's recommendation, shall designate the route to be traveled regularly by each school bus. Each such route shall meet the following requirements:

(a) The route shall be planned, scheduled, and adjusted to the capacity of the bus to serve students whose homes are beyond a reasonable walking distance from the school center to which they are assigned, except as otherwise provided by Florida Statutes and State Board of Education rules. The routing and scheduling of buses shall be planned to eliminate the necessity for students to stand while the bus is in motion. In emergency situations where the number of transported students in a bus exceeds the rated seating capacity, the bus shall proceed at such a reduced rate of speed to maximize students' safety.

(b) School bus routes which are designated by the School Board shall be restricted to those areas where road conditions, bridge capacities, and the number of transported students allow such service to be economically feasible and practicable.

(c) A route shall not be extended for the purpose of accommodating students whose homes are within a reasonable walking distance by a shorter or more economical route, which is available to serve the students.

(d) School bus routes shall be restricted to main routes and county-maintained roads.

(e) A suitable turning area shall be available for any route requiring a bus to be turned around.

(f) Only one (1) bus shall be assigned students on any given route unless the school schedules necessitate a dual assignment of buses.

(g) Student loading and unloading stops shall be established at least one quarter of a mile (1,320 feet) apart; provided, however, stops may be closer than one quarter of a mile when students' safety and welfare is involved.

(h) The location of each bus stop will conform to the requirements of Florida Statutes.

(2) Spur Routes. A spur route shall exist only when an extremely hazardous condition is present, requiring the bus to deviate from the main route.

(3) Change in Routes. School bus operators shall not discontinue stops, begin new stops, or otherwise change a route without prior approval of the district's Director of Transportation.

(4) Other Provisions. Students who are approved to attend a District school which is not located in their assigned attendance area shall be ineligible for transportation provided by the School Board except as permitted by the School Board Rule 8.130, Student Transportation or other controlling regulatons.

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

LAWS IMPLEMENTED: **947.1405, 1001.21; 1006.21, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-3.0171**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/07/05, 04/23/07
FORMERLY: 7.11

TRANSPORTATION LIABILITY 8.160*

The Superintendent, Director of Transportation, or Principal has the responsibility to ensure that School Board liability is protected when transporting students and persons other than students to events or activities in which the School Board or school has agreed to participate or co-sponsor.

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

LAWS IMPLEMENTED: **1001.43, 1006.21, 1006.24, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

BUS EMERGENCY EVACUATION DRILLS 8.169*

1) The director of transportation or designee shall instruct bus operators in procedures to be followed while conducting a bus emergency evacuation drill. A bus evacuation drill shall be conducted during the first six (6) weeks of each semester in the presence of a school principal or designee.

   A. The director of transportation or designee shall inform the bus operators and the school principal or designee by written notice as to the day on which any practice emergency evacuation drill is to be conducted. The bus operator shall hold the drill as directed, and the principal or designee shall record the process.

   B. A practice emergency evacuation drill shall be held at a point in which the least possible danger e xists from traffic.

   C. Any bus operator serving more than one (1) school shall report for instruction to the school as directed by the director of transportation or designee.

2) Each school principal or designee shall provide instruction at least twice each year for all transported students in safe practices to board and depart from the school bus. Initial instruction shall be give during the first twenty (20) days of the school year and the second period of instruction shall be held during the second semester of the school year. The principal and his/her instructional staff members shall determine the most effective and practical manner in which to provide such instruction.

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

LAWS IMPLEMENTED: **1001.43, 1006.21, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.0171**

HISTORY:
ADOPTED:
REVISION DATE(S): 12/90, 04/05/04, 11/18/08
FORMERLY: 7.22, 8.16

INSTRUCTION IN SAFETY PRACTICES 8.170

The Principal of each school shall provide instruction at least twice each year for all transported students in safe practices on and off the school bus. Initial instruction shall be given during the first twenty (20) days of the school term and the second period of instruction shall be during the fifth month of the school term. The Principal and his/her instructional staff shall determine the most effective and practical manner in which to provide such instruction.

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

LAWS IMPLEMENTED: **1006.22, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-3.017**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 7.21

VEHICLE MAINTENANCE PROGRAM 8.190+

I. All transportation equipment shall be maintained in safe operating condition. The Director of Transportation shall be responsible for a planned program of maintenance to keep all vehicles running safely and efficiently. This program shall include:

A. Instructing bus operators in methods of anticipating and noting maintenance problems.

B. Inspecting and servicing all vehicles as prescribed in State Board of Education Rules on a periodic basis.

C. Maintaining service and repair records on each vehicle as required by State Board of Education Rules. A checklist shall be devised for use in recording the results of the safety inspection.

D. Planning and scheduling preventive maintenance, through major overhaul and repair of all equipment.

E. Training through in-service activities for apprentice mechanics.

II. The mechanical condition of each school bus shall be determined at least once each thirty (30) working days that the bus is in operation. Any school bus, which does not comply with the requirements of Florida Statutes and State Board of Education Rules, shall be withdrawn immediately from use until it meets such requirements.

III. Only School Board or governmental owned vehicles may be repaired or serviced in the school bus garage.

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

LAWS IMPLEMENTED: **1006.22; 1006.21; 1006.25, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-3.0171**

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/90, 04/05/04, 04/07
FORMERLY: 7.15

EXITING THE SCHOOL BUS 8.200

No student shall leave the school bus on his/her way to or from school without the student's parent(s), as defined by Florida Statutes, and the principal or designee's written authorization except at the customary destination of the bus, which shall be either the school or the assigned stop.

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

LAWS IMPLEMENTED: **1000.21, 1006.21; 1006.22, F.S.**

STATE BOARD OF EDUCATION RULES: **6A-3.0171**

HISTORY:
ADOPTED:
REVISION DATE(S): 04/05/04, 01/02/07
FORMERLY:

TRANSPORTING STUDENTS IN PRIVATE VEHICLES 8.210*

I. The Board will normally use school buses, as defined in Florida Statutes, for all regular transportation of students, pre-kindergarten through grade 12. *Regular transportation* or *regular use* means to and from school or school-related activities, which are part of a scheduled series or sequence of events to the same location. Regular 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 transportation is for trips to and from school sites or agricultural education sites.

E. When transportation is for trips to and from agriculture related events or competitions.

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

1. The school has been unable to contact the student's parent, as defined by Florida Statutes, or parent or responsible adult designated by the parent if the parent is not available to provide the transportation;

2. Proper adult supervision of the student is available at the location to which the student is being transported;

3. The transportation is approved by the school principal or designee; and

4. If the school has been unable to contact the parent prior to the transportation, the school continues to attempt to contact the parent

until the school is able to notify the parent of the transportation and the circumstances.

B. 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/van; and

3. Each student's parent is notified in writing about the transportation arrangement and gives written consent before a student is transported in a private vehicle.

C. 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. A private vehicle used to transport students shall be a passenger car or multipurpose passenger vehicle or truck, as defined by federal law, designed to transport fewer than ten (10) students.

IV. 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 identification 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 determine that the driver meets the requirements of the District safe driver plan. The principal may, in his/her discretion, give approval for the transportation of students in the private vehicles as requested.

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, unless the student's physical condition prohibits such use. A student who is transported to an 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 parent.

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 worker's 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: **1000.21, 1006.21; 1006.22; 1006.24, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-3.0171**

HISTORY: **ADOPTED: 1/90**
REVISION DATE(S): 5/96; 04/05/04, 10/04, 01/02/07, 04/07
FORMERLY: 7.25

SAFETY BELTS 8.22

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 Section 316.003, 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.

V. If an employee is injured in a vehicular accident while attending to employment related business and the failure to wear a seat belt contributes to the injuries incurred, the employee may receive reduced worker's compensation benefits as provided under Florida Statutes.

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

LAW(S) IMPLEMENTED: **316.003, 316.614, 316.6145, 316.6146, 1006.21, 1006.22, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-3.0171**

HISTORY:

ADOPTED: _____
REVISION DATE(S): 07/21/14
FORMERLY:

GENERAL FOOD SERVICE REQUIREMENTS 8.230*

1) The school food service program shall operate according to requirements set forth in sections 1006.06 and 1001.41 of the Florida Statutes. The school food service program shall include the federally reimbursed lunch program, *a la carte* food, beverage offerings, and sale of food and beverage items offered through vending machines or other methods to students at all school facilities during the school day and may include the federally reimbursed breakfast program.

2) The school food service program shall be an integral part of the District's educational program, offering nutritional and educational opportunities to students.

3) 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 provided otherwise rules State Board of Education Rules and approved by the Superintendent.

4) 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 Education.

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

LAWS IMPLEMENTED: **1001.43; 1006.06; 1006.0605, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-7.040; 6A-7.041; 6A-7.042; 6A-7.045**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 01/02/07
FORMERLY: 8.01; 8.02

MEAL PATTERNS 8.24*

All schools with grades K-12 shall participate in the National School Lunch Program and shall serve student lunches according to meal patterns established by the United States Department of Agriculture. Schools may participate in the National School Breakfast Program; breakfast shall be served to students according to meal patterns established by the United States Department of Agriculture.

STATUTORY AUTHORITY: **1001.42, 1001.43, F.S.**

LAW(S) IMPLEMENTED: **570.981, F.S.**

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

HISTORY:

ADOPTED: _____
REVISION DATE(S): 07/21/14
FORMERLY:

FREE AND REDUCED PRICE MEALS 8.25*

Free or reduced price meals shall be served to all students who are unable to pay the full price of meals and who qualify based on eligibility criteria approved by the School Board.

I. 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.

II. Eligibility criteria shall be applicable to all District schools and shall provide that all students from a family meeting the eligibility criteria and attending any District school are offered the same benefits.

III. 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:
REVISION DATE(S): 04/05/04, 07/21/14
FORMERLY: 8.15

SUMMER NUTRITION PROGRAM 8.251+

I. The District shall develop a plan to sponsor a summer nutrition program. One (1) site shall be within five (5) miles of an elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals and shall operate for thirty-five (35) consecutive days. The remaining sites shall be within ten (10) miles of each elementary school at which fifty percent (50%) of the students qualify for free or reduced price school meals. The Superintendent may collaborate with governmental agencies and not-for-profit entities in implementing this plan.

II. The School Board may seek an exemption from sponsoring a summer nutrition program as provided by law. Annually the School Board shall reconsider the decision to be exempt from providing a summer nutrition program. The School Board shall notify the commissioner within ten (10) days of the decision to continue the exemption.

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

LAW(S) IMPLEMENTED: **570.981, 570.982, 1001.43, F.S.**

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

HISTORY:

ADOPTED: _____
REVISION DATE(S): 11/07/05, 07/21/14
FORMERLY: NEW

SCHOOL BREAKFAST PROGRAM 8.255

I. Breakfast shall be available to all students in elementary, middle and high schools.

II. Breakfast programs shall be implemented at alternative educational sites when feasible. Alternative breakfast options may be served at such sites.

III. Students who arrive at school on a school bus less than fifteen (15) minutes prior to the start of school shall be allowed a minimum of fifteen (15) minutes to eat breakfast.

IV. The School Board shall adopt prices for breakfast meals so that the amount paid, state allocations and federal reimbursements defray the cost of the school breakfast program.

V. A breakfast meal will be provided for each student, at no cost to the student or parent, at any school in which eighty percent (80%) of the students are eligible for free or reduced price meals.

VI. Annually, all students and parents shall be notified about the school breakfast program. Parental notification shall be in writing.

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

LAW(S) IMPLEMENTED: **570.981, 1001.43, F.S.**

STATE DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES RULE(S): **5P-1.001, 5P-1.002, 5P-1.003, 5P-1.005**

HISTORY:

ADOPTED: _____
REVISION DATE(S): 12/07/09, 07/21/14
FORMERLY: NEW

RECORDS RETENTION AND DISPOSAL 8.260*+

1) The School Board shall establish and maintain a system for the retention and destruction of District school records in order to reduce the space required for record storage and to permit the Superintendent to administer the affairs of the District more efficiently.

2) Pursuant to public records laws and rules of the Florida Department of State, the Management Information Services Office shall develop a records retention schedule for each records series or type of record, including teacher's records on each student's grade and attendance.

3) Records which are designated as permanent in Florida Statutes, and by the Division of Archives, History and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent as having permanent value may be destroyed after being photographed or reproduced on film, or stored on electronic media. Photographs or micro-photographs, in the form of film or prints made in compliance with this rule, shall have the same force and effect as the originals and shall be treated as originals for the purpose of admissibility in evidence.

4) After complying with the provisions of Florida Statutes, the Superintendent is authorized, at his/her discretion, to destroy general correspondence over three (3) years old and other records, papers, and documents over three (3) years old which are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained five (5) years.

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

LAWS IMPLEMENTED: **119.01, 257.37, 1001.43, 1001.52, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 10/04, 05/01/06, 01/02/07, 04/07
FORMERLY: 6.22

SCHOOL CONSTRUCTION BID PROCESS 8.270*

I. All applicable laws and School Board policies shall be observed in all construction bid procedures. All construction or capital improvement bids shall be accompanied by evidence that the bidder holds an appropriate certificate or license or that the prime contractor has a current valid license.

A. Prequalification of Contractors. The Board shall prequalify contractors on an annual basis or for a specific project. This section is applicable to bids, construction management, design build, and any other construction services application

B. Selection Process. Those contractors desiring to bid on Board projects must be prequalified. The Board may reject any application that contains inaccurate information.

C. Application. Each contractor, firm or person requesting pre-qualification shall submit an application. The application shall include the following:

1. Detailed information setting forth the applicant's competence, past performance, experience, financial resources, and capability, including a Public Entity Crime statement and references.
2. Audited financial information current within the past 12 months, such as a balance sheet and statement of operations, and bonding capacity. The requirement for financial information may be satisfied by the contractor providing written verification of the contractor's bonding capacity.
3. General information about the contractor company, its principals, and its history, including state and date of incorporation, regardless of whether the contractor is a resident or non-resident of the geographic area served by the Board.
4. Every contractor and subcontractor desiring to enter into a contract with the school district shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. Contractors entering into contracts with a subcontractor, must have an affidavit from the subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.
   a. Contractor must provide evidence of compliance with Florida Statute Section 448.095. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.
   b. Contractors entering into contracts with a subcontractor, must have an affidavit from the subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.
   c. Contractor shall provide a copy of sub-contractor affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.

d. Failure to comply with this provision is a material breach of an Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

5. Contractor trade categories and information regarding the state and local licenses and license numbers held by the applicant.
6. A list of projects completed within the last five (5) years, including dates, client approximate dollar value, size and reference name for each project.
7. Certificates of insurance confirming current workers' compensation, public liability and property damage insurance as required by law.
8. A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting prequalification.
9. The completed application and financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate, and the signature shall be notarized.

II. Alternative Construction Methods. The Facilities Department will consider the following factors when determining which construction method (traditional bid; design-build; construction management or negotiated contract) will be used for each project: scope of work of the project, complexity of the task, the schedule for construction, availability of skilled personnel in the local marketplace and past experience on other projects.

III. Advertising, Bidding and Awarding Contracts. Construction projects shall be advertised in a local newspaper within general circulation throughout the District for a minimum of once a week for three (3) consecutive weeks. The last notice shall appear at least seven (7) days prior to the date set for bid opening. Projects estimated to cost less than $300,000 shall be advertised for a minimum of one week. All applicable Florida Statutes, State Board of Education rules, and School Board rules shall be observed in school construction bid procedures.

IV. The Superintendent or designee shall be responsible for preparing the legal notice for bids and shall determine that such notice meets the requirements of Florida Statutes and State Board of Education rules and contains the information needed by the prospective bidders to include the following

A. Project name and location;
B. Brief statement describing the work
C. From whom and when contract documents are available, including deposit or charge;

D. Date, time and place relating to submitting of bids;
E. Pre-qualifications of bidder;
F. Procedures for presenting bids;
G. Conditions and terms for receiving bids;
H. Procedures to be followed in opening and presenting bids to the School Board; and,
I. Conditions for awarding contracts based on bids.

V. In addition to the publishing of the advertisement for bids, the bid documents shall be sent to at least three (3) prospective bidders. The advertisement or specifications shall not specify the use of materials or systems by a sole source.

VI. Construction Bids. General conditions are all costs incidental to but are not incorporated into the project after it is completed. General conditions and the project contingency will be negotiated. General conditions include (but are not limited to) the following:

A. Utilities including water, electric, phone, internet service, restrooms and septic services if required. Contractor is responsible for utilities until the District accepts the project as substantially complete or at the option of the Board, upon Final Completion.
B. Office Space which includes all costs related to rental and setup of those spaces.
C. Temporary Fencing and site security. The contractor has total control and is responsible for all liabilities on the Construction Site.
D. Equipment rental or purchase of equipment such as computers and copy machines.
E. Vehicles for mobility at the site such as golf carts. IF the contractor plans to rent company owned equipment to the project documentation shall be provided that the charges will not exceed rental cost. Cost to include fuel, repairs and maintenance. Rental should be consistent with industry standard.
F. Waste, trash, debris and disposal costs.
G. Erosion and dust control
H. Mobilization and demobilization.
I. Drinking water
J. Salaries of contractor staff working onsite. Contractor staff stationed at the home office and are related to the firms general operations should not be included.
K. Mileage reimbursement for travel to and from an employee’s home is not reimbursable.
L. Safety and first aid cost.
M. Tools may be included. (Any tools or equipment paid for by the District will remain the property of the District).

VII. Bid bonds shall be required on new construction and any renovations or remodeling exceeding twenty-five thousand dollars ($25,000.00).

VIII. These provisions shall be followed for construction bids

A. The bid time and date shall be established by the School Board after the Superintendent's recommendation.

B. Bids shall be opened at the designated time in the invitation to bid. At the designated time, the person presiding shall inquire if all bids have been received; no other bids shall be accepted and no bid may be withdrawn after the deadline. Negligence on the part of the bidder in preparing the bid shall confer no right for withdrawal after the designated time for opening of bids. Bids by telegram shall not be accepted nor shall any other type of bid be accepted which cannot be classified as a sealed bid. Bids received by mail shall be stamped with the time and date received by the purchasing office.

C. All bids shall be opened, read aloud, and recorded in the presence of all persons.

D. Each bid shall be accompanied by a bid bond, a certified check, or a cashier's check in an amount equal to five percent (5%) of the total amount of the bid. Failure to include such bond shall automatically disqualify the bid from further consideration.

E. The Board will consider all bids received and within the time limit stated in the advertisement for bids will either reject all bids or award the contract to the lowest and best bid with preference to materials, contracts, builders, architects, and laborers who reside within the county and state, whenever such materials can be purchased at no greater expense.

F. When a construction contract has been awarded to a contractor on the basis of proper bids, payments on that contract shall be made on a scheduled basis in an amount approved by the architect. This amount shall consider the five percent (5%) hold-back required by Florida Statutes. Upon completion of the construction, the final payment shall be made only on the School Board's approval after proper inspection of the facilities.

IX. The specifications for construction bids may not be written to limit any purchase of systems or materials to a specific brand or a single source of supply, unless the School Board, after consideration of all available alternative materials and

systems, determines that the specifications of a sole material or system is justifiable, based upon its cost interchangeability.

X. All bid requests shall include a notification to bidders that failure to file a bid protest within the time and in the manner prescribed by School Board rule shall constitute a waiver of any further right to protest such bid award.

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

LAW(S) IMPLEMENTED: **218.735, 255.04, 255.078, 287.055, 287.057, 288.061, 448.095, 1001.43, 1013.46 - .48, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 2/89, 10/04, 11/17/20, 06/21/21
FORMERLY: 6.14

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

CHANGE ORDERS 8.271*

The Superintendent or designee is authorized to approve construction and remodeling change orders which will not increase the contract amount more than six thousand ($6,000.00) over the original contract or the last contract amount (increase or decrease) approved by the School Board and recorded in its minutes.

1. All requested change orders must be in writing and must be approved in writing before the work is done. If a price quote is received from the school district's contractor for a change order requested or issued by the district for construction services and the price quote conforms to all statutory requirements and contractual requirements for the project, the district must approve or deny the price quote and send written notice of the decision to the contractor within 35 days after receiving the quote. The denial notice must specify the alleged deficiencies in the price quote and the actions necessary to remedy the deficiencies. If the District fails to provide the contractor with a notice, the change order and price are deemed approved, and the district must pay the contractor the amount stated in the price quote upon completion of the change order.

a. Requested change orders concerning the same subject shall not be split in the event that the sum total of the initial requested change order increases the contract amount by more than six thousand dollars ($6,000.00).

b. In the Superintendent's absence, the facilities supervisor shall serve as the Superintendent's designee.

c. Copies of all approved change orders shall be provided to the School Board in a timely manner following the approval date of the change order.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 218.755, 1001.43, 1013.48. F.S.

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

HISTORY:
ADOPTED:
REVISION DATE(S): 2/87, 10/04, 11/07/05, 11/3/25
FORMERLY: 6.14, 8.280

PREQUALIFICATION OF CONTRACTORS FOR EDUCATIONAL FACILITIES CONSTRUCTION 8.272

The School Board shall prequalify contractors for any construction, remodel or renovation project requiring the services of an architect prior to the contractor submitting a bid for that project.

I. Criteria - Contractors shall be prequalified on the basis of those items listed on the Contractor Statement of Qualifications Form.

II. Procedures

A. The Contractor shall submit the completed Contractor Statement of Qualifications Form to the Baker County School District Director of Facilities and Maintenance one (1) week prior to the bid opening.

B. All submitted and completed forms will be reviewed by the Director of Facilities and Maintenance and the School Board's architect of record. Those contractors not meeting the minimum qualifications will be notified prior to the Bid Opening Date of their failure to prequalify for the project.

III. Application - Each contractor, firm, or person requesting prequalification shall submit separate applications that include the following:

A. Every contractor and subcontractor desiring to enter into a contract with the school district shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. Contractors entering into contracts with a subcontractor, must have an affidavit from the subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

a) Contractor must provide evidence of compliance with Florida Statute Section 448.095. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.

b) Contractors entering into contracts with a subcontractor, must have an affidavit from the subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

c) Contractor shall provide a copy of sub-contractor affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.

d) Failure to comply with this provision is a material breach of an Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all

costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

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

LAW(S) IMPLEMENTED: **288.061, 448.095, 1001.43, 1013.46, F.S.**

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

HISTORY:

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

ALTERING SCHOOL PROPERTY 8.290

No school buildings or other fixed property of the School Board may be altered or removed in any way without written permission of the School board. No building may be erected on school property without the approval of the Board.

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

LAWS IMPLEMENTED: **1001.42; 1001.43; 1013.37; 1013.371; 1013.372, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04
FORMERLY: 9.04

RENOVATIONS OR REMODELING OF FACILITIES 8.300

The Baker County School District will comply with all requirements outlined in Florida Statutes and State Board of Education Rules in regards to any construction, remodeling, and/or renovation projects.

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

LAWS IMPLEMENTED: **235.30; 1001.43; 1013.01; 1013.35; 1013.45, F.S.**

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

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04
FORMERLY: 9.09

FACILITY FIRE SAFETY INSPECTION 8.310*

When an authorized agent under the Florida Fire Prevention Code conducts a fire safety inspection as authorized in Sections 633.081 and 633.085, Florida Statutes, and it is determined that a serious fire safety hazard exists which poses an immediate danger to the public health safety, or welfare, the authorized agent and Superintendent are permitted to issue a joint order to vacate the facility in question, which order shall be effective immediately. The Superintendent shall immediately notify the School Board members about such an order.

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

LAWS IMPLEMENTED: **125.66; CHAPTER 633; 1001.43; 1013.12, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-2.0010**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/07/05
FORMERLY:

PRESENTED AND APPROVED
IN OPEN BOARD MEETING
NOV 03 2025
MIN BOOK # 40
MIN BOOK PG #

SMOKING AND TOBACCO FREE ENVIRONMENT 8.32

I. Purpose

The School Board of Baker County (Board) 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, 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, 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 "No Tobacco" 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 will consult with the Safe Schools Department, Florida Tobacco Prevention Program (www.tobaccopreventiontraining.org), Employee Wellness in Risk & Benefits Management, the American Lung Association and other appropriate health organizations 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.

X. **Program Evaluation**
This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly and used solely for such an approved purpose.

STATUTORY AUTHORITY: **120.81,1001.32, 1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **386.201-386.209, 1001.43, F.S.**

HISTORY: **ADOPTED:**

REVISION DATE(S): 04/05/04, 05/21/12, 06/21/21, 11/06/23, 02/20/24, 11/3/25

ELECTRONIC SYSTEMS RESPONSIBLE USE 8.33*+

Baker County School District provides a variety of electronic communication systems for educational purposes. The electronic communications system is defined as the District's network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, email, and other technology designated for use by students and employees, including all new technologies as they become available. Including any access to the Baker County School District electronics system while on or near school property, in school vehicles and at school sponsored activities, and consists of the appropriate use of district technology resources via off-campus remote access.

I. Telephone Service

A. In order to promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems. School personnel shall be informed of this system.

B. Employees are generally not permitted to use the District System to conduct personal business or for other personal purposes. However, limited personal use of the system is permitted, but only to the extent it does not conflict with the user's employment duties and responsibilities. Employees may use the telephone system to make calls on their breaks. Such calls should be brief and infrequent so as not to interfere with the official use of the system.

C. Logs shall be maintained of long distance calls by work location. Logs shall be in a uniform format. Telephone service billings and long distance logs shall be subject to periodic review and audit. No person shall charge personal calls to the School Board.

II. Internet Use

A. The District is required to comply with state and federal data privacy laws. Employees are required to safeguard employee and student data they have access to in the course of performing their duties. They are required to safeguard their network/system credentials to protect student and employee data from hacks and unauthorized access. The District will

provide employees with training in sound email and Internet security practices.

B. As required by the Children Internet Protection Act (CIPA), the School District educates staff and students regarding appropriate online behavior to ensure internet safety, including use of email and internet resources. An internet filter is maintained by the school district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. Baker County Public Schools cannot guarantee that access to all inappropriate sites will be blocked. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the internet.

C. Each student, parent as defined by Florida Statutes, and employee of the District will be required to sign an agreement for network responsibility wherein they are acknowledging their obligation to comply with the terms and conditions outlined in this policy.

D. Appropriate Use

1. Students may only open, view, modify, and delete their computer files.
2. Internet use at school must be directly related to school assignments and projects.
3. Students will be assigned individual network accounts and email accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
4. Students must immediately report threatening messages or discomforting Internet files/sites to a teacher.
5. Students must at all times use the district's electronic communications system, including email when necessary, wireless network access, and Web 2.0 tools/ resources to communicate only in ways that are kind and respectful. (Web 2.0 tools allow users to interact and collaborate in virtual communities, where users are active creators of content i.e. wikis, video sharing sites, cloud service).
6. Students are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

E. Inappropriate Use

1. Wireless hotspots not provided by the School District are prohibited on the School District network.
2. Using the district's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
3. Using a Virtual Private Network (VPN) program to bypass the School District filtering and or monitoring systems.
4. Disabling or attempting to disable any system monitoring or filtering or security measures
5. Sharing user names and passwords with others; and or borrowing someone else's username, password, or account access.
6. Purposefully opening, viewing, using or deleting files belonging to another system user without permission.
7. Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures).
8. Downloading or plagiarizing copyrighted information without permission from the copyright holder.
9. Intentionally introducing a virus or other malicious programs onto the district's system.
10. Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
11. Gaining unauthorized access to restricted information or network resources.
12. Using a computer or the network for illegal purposes.
13. Violating student or staff's rights to privacy.
14. Using profanity, obscenity, or other language which may be offensive to another user.
15. Sending or receiving pornographic text and/or graphics.
16. Sexting shall be prohibited. All acts of alleged sexting shall be reported to the appropriate legal authority.
17. Sending or receiving copyrighted materials, including computer software, without permission, or material protected by trade secrets.
18. Using for commercial activities, product advertisement, or political lobbying.

F. Special Note: Cyberbullying. Cyberbullying is defined as the use of any Internet-connected (electronic) device for the purpose of bullying, harassing, threatening, embarrassing or intimidating another student or school staff. Including, but not be limited to:

1. Sending abusive or offensive text messages to cell phones, computers, or Internet-connected game consoles.
2. Posting abusive or offensive comments on someone's blog or social networking site (e.g., Facebook, Instagram, Snap Chat, etc.).
3. Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
4. Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
5. Displaying the victim's personally identifiable information on a site to put them at risk of contact by predators.
6. Sending abusive comments while playing interactive games.
7. Recording and distributing media with the intent to manipulate or embarrass others.

G. Internet Warning. At school, students' access to and use of the network will be under teacher direction and monitored as any other classroom activity. The District is not able to prevent the possibility of user access to material that is not consistent with the education mission, goals, and policies of the School Board when access is obtained outside of the school.

H. User Guidelines.

1. Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the District's intent that the Internet and our communications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be restricted. Serious violations may result in school disciplinary action or legal action. The signature(s) on the acceptable use agreement indicate that the user(s) have read the terms and conditions carefully and understand their significance.
2. Acceptable Use. The use of your account must be in support of education and research that is consistent with the educational goals and policies of the District. Users are encouraged to develop uses which meet their individual needs and that take advantage of the

network's function; electronic mail, conferences, bulletin boards, data bases, and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

3. Privileges. The use of Internet is a privilege. Inappropriate use will result in the restriction of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is "inappropriate use". Their decision is final. An account may be closed by the district at any time deemed necessary or by recommendation of the administration, faculty, or staff. The person in whose name an account is issued is responsible at all times for its proper use.
4. "Netiquette". You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number, or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

I. Warranties: The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage you suffer including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

J. Security. Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

K. Vandalism. Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes the creation of or the unloading of computer viruses on to the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

L. E-mail Etiquette. Helpful to your e-mail success are:

1. Preparing text files for uploading before logging on;
2. Making "subject" heading as descriptive as possible.

3. Beginning messages with a salutation; restating the question or issue being addressed in a response;
4. Choosing words carefully to avoid misunderstandings; text does not permit the verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic;
5. Ending messages with your name and your e-mail address to assist getting feedback or clarifications;
6. Logging off before editing and printing downloaded files; and
7. Deleting e-mail files as soon as possible as appropriate under public records law.

M. Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and or assuring students understand that if they misuse the network they will lose their access privileges. Conference moderators are responsible for monitoring the context and tone of posted messages and or taking steps to delete offensive materials and to communicate with authors.

N. Contracts. Parents and students are required to enter into an "Electronics Systems Responsible Use Agreement". Employees are required to enter into an Employee Electronics Systems Responsible Use Agreement". These forms shall be approved by the School Board.

O. Exception of Terms and Conditions. All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the United States of America, the state of Florida, and the School Board.

III. Employee Electronic Systems Responsible Use Agreement

School Board Policy # 8.33

Please print all information

User's full name:_____

Home Phone:_____ Work Phone:_____

Employee Location:_____

Job Title:_____

EMPLOYEE AGREEMENT

I have read and understand the Terms and Conditions of the Electronic Systems Responsible Use policy (School Board Policy 8.33) and the Use of Social Media policy (School Board Policy 6.43). I agree to comply with these policies and understand that violations may result in losing my access privileges. In addition, violations may result in disciplinary action including termination of employment and/or appropriate legal or criminal action being initiated against me.

Employee Signature:_____ Date_____

Supervisor's Signature:_____ Date_____

IV. Student/Parent Contract

Student/Parent Network Responsibility Contract
School Board Policy 8.33
Please print all information

User's full name:_____

School:_____ Grade_____

STUDENT AGREEMENT

I understand and will abide by the Terms and Conditions of the Electronic Systems Responsible Use Policy. Violations may result in the restriction or suspension of my access privileges. In addition, violations may result in school disciplinary action and/or appropriate legal or criminal action being initiated against me.

Student Signature:_____ Date_____

PARENT

(Also required if student is under the age of 18)

As the parent or guardian of this student, I have read the terms and conditions of the Electronic Systems Responsible Use Policy. I understand that this access is designed solely for educational purposes and the School District has taken reasonable precautions to supervise and filter Internet usage. I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold the district responsible for information acquired or contracts made on the network. Further, I accept full responsibility for supervision of Internet usage by my child outside of the school setting. I hereby give permission to establish network privileges for my child and certify

that the information contained on this form is true and correct to the best of my knowledge and belief.

Parent Signature_____Date_____

Parent Name (Please print) _____

Parent Work Phone: _____

V. Consequences for Inappropriate Use

A. Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages shall govern student discipline for student violation of this policy.

B. Suspension of access to the district's electronic communications system.

C. Revocation of the district's electronic communications system account(s); and or

D. Termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user

E. Possible criminal charges

F. Employee violation of this policy may result in disciplinary actions including termination of employment.

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

LAW(S) IMPLEMENTED: **1000.21, 1001.43, F.S.**

HISTORY: **ADOPTED:**

REVISION DATE(S): 12/05/2022

RESPONSIBILITIES OF PARENTS 8.339

The parent or guardian of a child transported at public expense shall have the following responsibilities:

(1) To require the child to be at the bus stop in the morning five (5) minutes prior to the time as provided in the bus schedule

(2) To provide necessary protection for the child in going to and from the bus stop when adequate shelter is not provided

(3) To accept joint responsibility with school authorities for the proper conduct of the child

(4) To make a reasonable effort to understand and cooperate with school personnel responsible for student transportation

(5) Any parent or guardian of a physically handicapped child shall have the following responsibilities:

(a) To provide the necessary assistance to the child while he/she is in route to and from the bus stop, and provide the necessary supervision of the child at the bus stop.

(b) To provide the necessary medical documentation as referenced in School Board Policy, 8.13.

(c) Where physical impairment of the child makes him/her unable to get on and off the bus without assistance, to provide the necessary assistance for helping the child get on and off the bus

(d) To provide instructions in writing to the bus driver as to any special symptoms or non-medical care which the child may need while on the bus.

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

LAWS IMPLEMENTED: **1006.06, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04
FORMERLY: 7.10, 8.33

MANAGEMENT INFORMATION SYSTEM 8.340+

The District shall develop and maintain an integrated information system for educational management. The Superintendent or designee shall ensure that compatibility exists with the state comprehensive management information system. Procedures and guidelines shall be developed to ensure that adequate management information support needs are met.

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

LAWS IMPLEMENTED: **1001.11; 1008.385, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0014**

HISTORY:
ADOPTED: 04/05/04
REVISION DATE(S):11/07/05, 09/12/07
FORMERLY: NEW

SPECIAL USES OF SCHOOL BUSES 8.349

(1) In addition to the transportation of students to and from school, school buses may be used for educational, non-educational, or extra curricular field trips if such are conducted as a part of the regularly organized program of the school. The trips must be approved by the principal and under the supervision of a member of the instructional staff of the school. If a trip requires more than one vehicle, a county owned or approved commercial vehicle must be used. Procedures for implementation of this policy are found in the District's Transportation Department Standard Operating Procedures and School Bus Operations Handbook.

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

LAWS IMPLEMENTED: **1001.41, 1006.21(F), 1006.22, 1006.24, F.S.**
6A-3.017(1)(C), SBEAR

HISTORY: **ADOPTED:**
REVISION DATE(S): 1/90, 1/91, 11/93, 9/94, 11/96, 04/05/04
FORMERLY: 7.12, 8.34

PURCHASE AND SALE OF TRANSPORTATION EQUIPMENT 8.350

(1) New school buses will be purchased through the state pool purchase plan in the number and size designated by the School Board.

(2) Where possible, other transportation equipment and supplies shall be purchased in accordance with bid prices established or, by the State Board, or by the division of purchasing of general services unless the same quality of merchandise can be purchased otherwise at a lower price.

(3) Purchase of used transportation equipment – Where school funds are to be expended for used transportation equipment, the purchase must be authorized by the Commissioner of Education and the following requirements must be met:

(a) The School Board shall certify that an emergency exists< or that for some good and specified reason such purchase would be in the best interest of the district schools

(b) A proposal for the sale of the used equipment shall be secured from the owners, and the equipment shall be appraised by three qualified appraisers as required by rules of the State Board.

(c) The School Board may no pay a price higher than the appraised value and may reject any and all proposals.

(4) Sale or disposal of transportation equipment – District owned transportation equipment purchased entirely or in part with funds provided by the state may not be sold within a period of five years from the date of purchase.

STATUTORY AUTHORITY: **1001.4, F.S.**

LAWS IMPLEMENTED: **6A-3.005, 6A-3.006, 6A-3.007, SBEAR**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 7.14

PURCHASE AND STORAGE OF PARTS AND SUPPLIES 8.360

(1) All purchases of transportation supplies, parts and equipment shall be made in accordance with the School Board's duly adopted policy relating to purchases.

(2) The Superintendent shall establish an over-all limitation as to the amount of parts inventory, which will be allowable.

(3) There shall be an annual accounting of all parts purchased and an inventory of parts and supplies at the garage or elsewhere.

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

LAWS IMPLEMENTED: **6A-1.017(1)(c), SBEAR**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 7.16

REPLACEMENT SCHEDULE 8.370

The Superintendent shall submit to the School Board his/her recommendations for a school bus replacement schedule with the objective of an annual replacement of approximately one-tenth of the school buses annually or such other replacement schedule as a supporting study justifies.

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

LAWS IMPLEMENTED: **1001.41, F.S. AND 6A-3.017(1)(d), SBEAR**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 7.23

COMPETITIVE FOODS AND VENDING MACHINES 8.390

The sale of food and beverage items to students in competition with the district approved food service program, including those classified as “Foods of Minimum Nutritional Value” listed in the Code of Federal Regulations 210, Appendix B, is prohibited. These items may be sold in secondary schools only with approval of the School Board, one (1) hour following the close of the last lunch period.

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

LAWS IMPLEMENTED: **1006.06, 1001.02, 1001.42, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-7.040**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04, 10/04
FORMERLY: 8.09

SALE PRICE OF MEALS 8.400

(1) Student meals – The School Board will periodically establish the sale price for the meal, except as board policy permits the service of a free and reduced price meal.

(2) Adult meals – The School Board will periodically establish the sale price of adult meals:

(a) Only school personnel and adults who are at school at lunchtime on school business may eat in the school food service department. Parents and other interested citizens may eat in the lunchroom on an infrequent and pre-arranged basis. Pre-arrangement shall be made only with the principal and the manager shall be informed in advance.

(b) Regular full-time and part-time or substitute food service employees shall receive lunch as part of their compensation.

(c) All other adults including principals, teaches, supervisors, custodians and infrequent visitors shall pay the prevailing adult meal price in cash.

(3) No meals may be sold to a student or to an adult on a credit basis unless deemed necessary by building principal or designee in cases of extreme emergencies.

(4) Only menu items will be prepared in the school kitchen and served daily. All students, staff, and employees shall be served the same menu.

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

LAWS IMPLEMENTED: **1001.42(14), F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 1/89, 04/05/04
FORMERLY: 8.16

SCHOOL NUTRITION SERVICES PROCEDURES HANDBOOK 8.410

A document entitled, *School Nutrition Services Procedures Handbook,* is adopted by the Board and herein referenced as a part of these rules.

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

LAWS IMPLEMENTED: **1001.42(16), F.S.**

HISTORY:

ADOPTED: 11/92
REVISION DATE(S): 04/05/04
FORMERLY: 8.27

ACQUISITION OF LAND FOR SCHOOL USE 8.420

(1) A determination by the School Board that real property is needed for school use shall be based on approved master planning data with concurrence of the Florida Department of Education. Two or more proposed locations shall be considered for each such acquisition unless extenuating conditions preclude such consideration. Extenuating circumstances shall be as follows:

(a) Availability of alternative locations because of prior land use commitments; the need to acquire land adjacent to an existing school site for purposes of expanding said site; or the purpose of establishing a new school center adjacent to an existing school center for implementation of programs that may be suitably carried out through common use of facilities for more than one school.

(b) Joint use of land, as part of a master plan, for educational purposes and community recreational and cultural purposes.

(2) The Superintendent, his/her designated staff member, and the School Board Attorney may negotiate with the owner to determine the purchase price of the land, if it is determined to be in the best interest of the School Board. It is the intent of the School Board to have such negotiations conducted amicably and brought to a final settlement to avoid court action whenever possible.

(3) If it is determined to be in the best interest of the School Board, two independent, qualified real estate appraisers shall be appointed to provide a standard narrative form of appraisal complete with supporting data. Final settlement shall not exceed the amount of the highest appraisal.

(4) If negotiations with the owner are not successful, the School Board will exercise its right of eminent domain, and proceedings shall be immediately filed in a court having jurisdiction and a date of value established on which to base the market value of the property.

(5) Topographical surveys and legal descriptions shall be obtained including meets and bounds description for all real property considered for purchase.

(6) Upon the decision of the School Board to acquire real property, a title search shall be initiated by competent, legal consultants or a title search company, and a policy of title insurance shall be required upon completion

of acquisition proceedings secured by surety satisfactory to the School Board.

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

LAWS IMPLEMENTED: **1001.42(16), 1013.36, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 9.07

NAMING OR RENAMING SCHOOLS AND SCHOOL FACILITIES 8.43+

The School Board shall be responsible for naming or renaming all Board owned facilities.

1) Definition
   The term *facility* shall include a building, library, media center, auditorium, performing arts center, gymnasium, athletic field, or other purpose designated area at a school or support services location owned and operated by the School Board of Baker County.

2) Facility Names
   a) A school or facility may be named after a person or persons, after a location, for an object such as a native plant or for a quality or attribute.
   b) Names should have broad acceptance in a multicultural society.
   c) If a facility is consolidated or demolished, the name may be reused.
   d) No corporate donors shall be able to purchase naming rights at any District facility.

3) Facility Names Committee
   a) The School Board shall establish a standing Facility Names Committee composed of representatives from the community, representatives of employee organizations, and students. The committee shall represent a cross-section of the community with ethnic diversity and gender representation. A member shall serve a three (3) year term. Ending dates of committee members shall be staggered.

   b) Representatives of the area in which the new or existing facility is located shall be appointed to serve on the committee during the period that the name of the particular facility is being selected.

   c) A chairperson shall be elected by the members of the standing committee.

   d) The committee shall consider all suggested names and submit a name to the Superintendent for School Board consideration.

4) The Superintendent shall establish procedures for naming or renaming facilities. Procedures shall include, but not be limited to, selection of the committee, selecting of the site-specific representatives, submission of names for the facility, criteria for selection of facility names by the committee, and the approval process. The Superintendent shall submit the procedures to the Board for approval.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.42, 1001.43, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: NEW

EQUAL ACCESS – AVAILABILITY OF SECONDARY SCHOOL FACILITIES TO STUDENTS FOR MEETINGS 8.450

In accordance with The Equal Access Act, the Board authorizes secondary school premises to be made available to students, who wish to conduct meetings during non-instructional time. Non-instructional time is defined as the time set aside by the school in the morning before actual classroom instruction begins or in the afternoon after actual instruction ends, exclusive of the optional periods offered by the Board. The use of secondary school premises for these meetings may be approved by the school's administrative staff in accordance with the following provisions:

(1) The meeting:

(a) Is voluntary and student-indicated.

(b) Does not materially and substantially interfere with the orderly conduct of educational activities within the school.

(c) Is not directed, conducted, controlled, or regularly attended by non-school persons.

(d) Does not require additional tax funds.

(e) Is not otherwise unlawful.

(2) The length of the meeting shall not extend beyond 4:30 p.m. unless extended by individual school policy.

(3) Admission fees are not charged during the course of the meeting.

(4) Application for use of secondary school premises shall be directed to the school principal in writing by the student initiating the request, and there shall be no sponsorship of the meetings by the school, the School Board, or its agents or employees.

(a) The term "sponsorship" includes the act of promoting, leading, or participating in a meeting.

(b) The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.

(c) Employees or agents of the school or School Board may be present at meetings only in a non-participatory capacity.

(5) Use of school premises shall not be denied on the basis of the number of participants or on the basis of the contents of the speech at such meetings, e.g., religious, political, philosophical; however, nothing in this rule shall be construed to limit the authority of the school, its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

(6) Denial by the principal of the use of school premises to any student-initiated group for the purposes of conducting a meeting during non-instructional time may be appealed to the Superintendent.

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

LAWS IMPLEMENTED: **The Equal Access Act, P.L. 98-377, 20 U.S.C. 4071**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/91, 04/05/04
FORMERLY: 9.13

USE OF BLUEPRINTS, DRAWINGS, AND/OR CONSTRUCTION DOCUMENTS 8.460

(1) Anyone, who is not an employee of the Baker County School Board, will be required to pay a deposit of $100.00 in order to check out locally owned blueprints, drawings, and/or construction documents.

(2) Monies deposited for checking out the above will be returned upon receipt of such materials in good condition.

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

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

HISTORY:

ADOPTED: 11/91
REVISION DATE(S): 04/05/04
FORMERLY: 9.14

TELECOMMUNICATIONS / NETWORK PLAN 8.470

In order to promote economy, the Superintendent or designee shall develop a uniform system for telecommunications. School personnel shall be informed of this system through a Network/Internet Acceptable Use Procedure and other manuals as deemed necessary.

Signed teacher, parent, student and employee contracts are required for network/internet access. The signed contract will be retained in student and personnel files.

Users who violate the Network/Internet Acceptable Use Procedures may be denied access to district computer resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through district disciplinary procedures applicable to the user. The district may suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of district or other computing resources or to protect the Baker County School Board from liability. The School Board may also refer suspected violations of applicable law to appropriate law enforcement agencies.

STATUTORY AUTHORITY: **815.01-07, 1001.41, F.S.**

LAWS IMPLEMENTED: **815.01-07,1001.42, F.S.**
ELECTRONIC COMMUNICATIONS PRIVACY ACT OF 1986 ECPA PUB. L. 99-508, OCT. 21, 1986, 100 STAT 1848, 18 U.S.C. § 2510 & § 1030

HISTORY:
ADOPTED:
REVISION DATE(S): 1/99, 04/05/04, 06/01/09
FORMERLY: 7.10

CONSERVATION OF RESOURCES 8.50+

The School Board of Baker County is committed to the conservation of resources, both natural and material. Resources shall include, but not be limited to, electricity, energy, fuel oil, gasoline, natural gas, propane, and refuse. All conservation initiatives shall be consistent with Florida statutes and *State Requirements for Educational Facilities.*

1) Resource Conservation Program.

   The Superintendent or designee shall develop a comprehensive resource conservation program which shall include short and long range plans to conserve resources, procedures to be observed by all staff members, an instructional program to be implemented at all grade levels, and a method of evaluating the conservation program.

2) Curriculum

   Resource conservation shall be incorporated into the curriculum at all grade levels and appropriate subject areas. The curriculum shall address the economic, environmental, and social impact of resource conservation.

3) Facilities and Equipment

   a) New facilities shall be determined prior to construction or renovation of buildings or replacement of major equipment.

   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.

4) 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.

5) 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.

6) 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.

7) 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 based on the analysis of cost savings and utilization of resources.

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

LAWS IMPLEMENTED: **403.7032, 1001.43; 1013.23, 1013.44, F.S.**

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

HISTORY:

ADOPTED:
REVISION DATE(S):09/20/10
FORMERLY: NEW

PARENT ORGANIZATIONS AND SCHOOL SUPPORT GROUPS 9.010

Each school principal is encouraged to cooperate with parent and school support groups in the District. The school principal shall be responsible for forming and assisting organizations which are desired and necessary for the school program; such organizations shall be kept active by the school principal for the duration of their need and encouraged to maintain accurate financial and activity records.

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 2.27

PUBLIC INFORMATION 9.020

Because the schools belong to the people who created them by consent and who support them by taxation, it is the declared intent of the School Board:

(1) To keep the citizens adequately informed through appropriate channels of communication on policies, programs, problems, needs and the planning of the school system and to carry out this policy through its own efforts and the office of the Superintendent.

(2) To seek the advice and opinion of the people of the School District.

(3) To require each school and the District staff members to cooperate in keeping the public informed of all newsworthy events which would be of interest or concern to the citizens of the District and which would promote the welfare of the school system; provided, that any news release by a particular school be approved by the principal, and that any release relating to the District as a whole shall be approved by the Superintendent.

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

LAWS IMPLEMENTED: **1001.43; 1001.51, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 2.01

SCHOOL REPORTS 9.030+

(1) 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.

(2) Reports shall follow a uniform District-wide format that is easy to read and understand.

(3) Schools may include other information in the report about the school's progress and other related school information.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1000.21, 1001.11, 1008.25, 1008.345, F.S.

HISTORY: **ADOPTED:**
REVISION DATE(S): 04/05/04, 11/08/06
FORMERLY:

USE OF FACILITIES 9.040*+

All school facilities are intended primarily for educational purposes and for the benefit of children. No other use shall interfere with these purposes. The Principal/Cost Center Supervisor shall approve or disapprove the use of school facilities as long as the district or school enters into a shared use agreement with the governmental entity or group that defines the roles, responsibilities, terms, and conditions for community use of a school-owned facility for recreation or other purposes. He/she shall be responsible for safeguarding such facilities. In addition, he/she shall see that the School Board policies are observed, that proper forms are executed, and that required payments are made. The Superintendent of Schools has the right to waive the rental fee for the use of facilities. A damage fee is required for all events.

(1) Use of school facilities without charge

(a) School facilities may be made available for any district educational purpose with the approval of the principal of the school. The use of any ancillary building will require the approval of the supervisor of the specified cost center.

(b) School facilities may be made available without charge to national youth groups, e.g. scout groups and other identified patriotic groups operating under a County organization as required by 34 C.F.R. §108.9 (Boy Scouts Act); provided that such group is properly supervised and sponsored by some educational organization. District use agreements shall be executed with the County organization for all schools or for an individual school.

(c) School facilities shall be made available for civil defense use upon notification of the principal of the school affected or supervisor of the ancillary buildings.

(d) School facilities shall be made available to the Board of County Commissioners for voting places in any election with the approval of the principal who shall make arrangements so that the election will not interfere with the operation of the school.

(e) School facilities may be made available during out of school hours for any governmental function with the approval of the Principal/Cost Center Supervisor.

(2) Use of school facilities with a charge being made

(a) School facilities may be made available for specific, temporary, short-term purposes to organizations, which are civic, religious, or established community service groups upon the payment of the established fee and verification of insurance in the name of the organization using the facilities and naming the school board as the additional insured.

(b) Where school food service kitchen facilities are used, the principal shall require that such facility be operated under the supervision of the school food manager or designee for the period of use as provided in these rules.

(c) Any request for the use of school facilities shall be initiated with the Principal/Cost Center Supervisor. Upon approval of the request, the proper forms and insurance verification shall be sent to the Risk Management Coordinator. Checks for the rental of facilities shall be made payable to the designated school or cost center.

(3) Prohibited use of school facilities - School facilities may not be used for any of the following purposes:

(a) Any meeting that is closed to the public

(b) High-risk events such as circuses, mechanical riding devices, all motor races, etc.

(c) Programs involving any form of gambling or other illegal activity

(d) Programs that are in violation of any School Board policy

(e) Any organization or party which believes in or teaches, directly or indirectly, the overthrow of the government of the United States of America or of Florida by force or violence.

(4) Governmental agencies - The development of joint school and community facilities shall be through mutual agreement between the governmental agency and the School Board as prescribed by law.

(5) Loaning of equipment - The principal may loan equipment for the general welfare or benefit of the district's educational purposes. However, Temporary Loan of Equipment Form MIS-L188, Rev. 11/94, shall be completed and filed with the Director of School Plant Services prior of such loan. Approval of the Superintendent shall be obtained prior to

loaning large equipment; i.e., vehicles, etc. No equipment may be loaned from the Maintenance Department without prior approval of the Superintendent. Under extraordinary or special circumstances, exceptions to this rule may be recommended by the Superintendent to the School Board. The Superintendent has the authority to waive the use of facilities guidelines in emergency situations.

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

LAWS IMPLEMENTED: **106.15, 509.032, 509.232 1001.33; 1001.43; 1001.51; 1013.10, F.S.**

HISTORY: **ADOPTED:**

REVISION DATE(S): **1/90, 11/94, 11/95, 1/03, 04/05/04, 08/20/12, 01/21/2025**
FORMERLY: 9.01

ADVERTISING IN SCHOOLS 9.050

School facilities shall not be used for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency or individual organization; nor shall School Board employees or students be employed in such a manner. The following are exceptions:

(1) School officials, with the Superintendent's approval, may cooperate with any governmental agency in promoting activities in the general public's interest or may cooperate in furthering the work of any non-profit community-wide social service agency; provided, that such cooperation does not restrict or interfere with the educational program of the school and is non-partisan and non-controversial.

(2) A school may use film or other educational materials, which contain advertising. The film or material shall be carefully evaluated by the school principal for classroom use to determine whether the film or material contains undesirable propaganda.

(3) The Superintendent may announce or authorize to be announced any lecture or community activity of particular educational merit.

(4) Demonstrations of educational materials and equipment shall be permitted with the principal's approval.

(5) Secondary schools may utilize the inside fence of football and baseball fields for commercial advertising to support school programs. The principal shall maintain approval rights on the content and form of such advertising. Money collected from these commercial advertisements shall be deposited into the proper internal account.

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

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

HISTORY:

ADOPTED:
REVISION DATE(S): 11/92; 04/05/04
FORMERLY: 2.14

DISTRIBUTION OF LITERATURE AND MATERIALS TO STUDENTS 9.060

(1) Literature or materials, which originate from out-of-school sources, shall be approved by the Superintendent or designee prior to distribution to students.

(2) Materials originating from sources outside the school system for posting shall not be posted without the approval of the Principal.

(3) Students may not be used to take home materials pertaining to school bond or other political elections, or which promote for-profit businesses and/or organizations.

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

LAWS IMPLEMENTED: **1001.43; 1006.08, F.S.**

HISTORY:

ADOPTED:
REVISION DATE(S): 04/05/04
FORMERLY: 2.16

VISITORS 9.070

Any person entering the premises of a school shall report to the principal or his/her supervisory designee and make known the purpose of the visit.

1) This policy does not apply to routine deliveries or scheduled maintenance visits.

2) 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.

3) 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 principal's office and be issued a visitor's badge at the time they arrive on the campus.

4) Any person who enters or remains upon District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes.

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

LAWS IMPLEMENTED: **1000.21, 1006.07; 1006.145, F.S.**

HISTORY: **ADOPTED:**
REVISION DATE(S): 12/90; 04/05/04, 01/02/07
FORMERLY: 2.16, 2.17

RELATIONS WITH GOVERNMENTAL AUTHORITIES 9.080

(1) When possible, the Board will cooperate with local, state and federal organizations or agencies; however, such cooperation shall not be at the expense of district level or local school programs.

(2) The Superintendent may initiate or accept proposals and requests for cooperative endeavors; major final action shall be subject to Board review and approval.

(3) Community relations of a continuing nature may be temporarily approved by the Superintendent if they involve no cost to the system, and will neither disrupt the school system nor involve substantial use of facilities or personnel.

(4) Formal agreements shall require advance Board approval. The Board shall also review and approve major cooperative agreements or arrangements between other school districts, colleges, universities, correctional schools or other educational organizations.

(5) Guidelines related to joint activities and requests for cooperation shall address costs, which may be incurred, the extent of school personnel involvement, and prior agreements or arrangements with the same or similar organizations.

(6) Long range facilities planning shall be coordinated with other governmental agencies as required by law.

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

LAWS IMPLEMENTED: **1001.51; 1013.33; 1013.36, F.S.**

HISTORY:

ADOPTED: 11/95
REVISION DATE(S): 04/05/04
FORMERLY: 2.33

BAKER COUNTY EDUCATION FOUNDATION 9.090

The Baker County School Board authorizes the district to establish a foundation fund in the name of *Baker County Education Foundation* subject to the provisions of Florida Statutes.

(1) The Board of Directors of the Baker County Education Foundation shall be approved by the School Board.

(2) The Board of Directors is allowed to use the property, facilities, and personnel services of the district; however, such use must be in keeping with the district's policies regarding the use of facilities and grounds.

(3) The School Board shall oversee the activities of the organization and shall provide for budget and audit review.

(4) Such organization must be organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, programs of the Baker County School District.

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

LAWS IMPLEMENTED: **1001.43; 1001.453, F.S.**

STATE BOARD OF EDUCATION RULE: **6A-1.0013**

HISTORY:

ADOPTED:
REVISION DATE(S): 11/91; 04/05/04
FORMERLY: 2.37, 9.10

TITLE I PARENT INVOLVEMENT 9.099

The Baker County School Board provides parents of students being served in Title I programs an opportunity to participate in the design and implementation of the district's Title I project. Consultation with these parents will be ongoing throughout the school year.

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

LAWS IMPLEMENTED: **1001.43, F.S.**
P.L. 103-382, TITLE I, IASA

HISTORY: **ADOPTED:**
REVISION DATE(S): 11/95; 04/05/04
FORMERLY: 2.33, 9.09

DISTRICT PARENT ADVISORY COUNCIL 9.110

A District Parent Advisory Council is established for parents of students in Baker County Schools.

(1) The Council will be composed of representatives from each school and will include parent(s) of identified LEP/ESOL students.

(2) The purpose of the Council is to provide parents an opportunity to have input into the policy and decision-making process of the school system. It will also provide a means of two-way communication for parents within the district and the district administration.

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

LAWS IMPLEMENTED: **1001.452, F.S.**
1990 ESOL Consent Decree/Agreement

HISTORY: **ADOPTED: 11/93S**
REVISION DATE(S): 04/05/04
FORMERLY: 2.41

COMMUNITY SERVICE 9.150+

1. The Superintendent shall develop a program of community involvement to enable students to meet the community service requirements for the Florida Academic Scholars award or other scholarship program.

2. A community service activity shall be a service or benefit provided by the student to meet an identified need in the community. The activity should also provide a learning opportunity for the student.

3. An activity must be

   A. Fulfilled in a safe environment;

   B. Conducted outside the time allotted for the instructional program on a school day;

   C. Approved in advance by the school principal.

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

LAWS IMPLEMENTED: **1001.43, 1009.534, F.S.**

HISTORY:

ADOPTED: 12/07/09
REVISION DATE(S):
FORMERLY: NEW

SCHOOL CONCURRENCY 9.200+

The School Board shall adopt and maintain a school concurrency system in conjunction with the county and local municipalities. The role of public school concurrency is to ensure that the capacity of schools is adequate to support growth and development at the adopted levels of service. Concurrency provides coordination of the planning and building of new schools with land development.

1. Interlocal Agreement

   The School Board shall enter into an interlocal agreement with Baker County and the municipalities within the county for school facility planning. The interlocal agreement shall establish specific ways in which School Board and local government plans and processes are coordinated. The agreement shall include but not be limited to the following:

   A. Coordinated procedures for implementing school concurrency;

   B. A public schools facilities element;

   C. Level of service standards to be applied consistently to all schools of the same type by the School Board and local governments with the exception of interim standards that may be adopted for specific schools;

   D. School concurrency service areas that utilize available school capacity and make efficient use of new and existing public schools consistent with the level of service standards.

   E. A process for the development of siting criteria for the location of public schools;

   F. The requirement that the public school capital facilities program meets the financial feasibility requirements of law and rule.

   G. A process for determining proportionate-share mitigation to offset the impact of proposed development that would cause the level of service standards to be exceeded;

   H. Provision for monitoring and evaluating the school concurrency system; and

   I. Provision for amending the agreement.

2. Application for School Concurrency Determination

   A. The district shall establish procedures for a developer to submit an application for school concurrency determination. The impact of the residential development on the school system shall be evaluated.

   B. The application shall be forwarded to the local government to determine if the proposed project is appropriate in relation to the local government comprehensive plan and land development regulations.

3. Concurrency Review Fees

   A. The School Board shall establish fees to offset the cost of reviewing the impact of proposed residential developments for school concurrency. The nonrefundable fee shall be paid to the School Board of Baker County, Florida.

   B. The School Board shall establish a fee for negotiation and determination of proportionate-share mitigation.

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

LAWS IMPLEMENTED: **1001.43, 1013.33, 1013.35, 163.3164, F.S. 163.3180, 163.3177, 163.3177**

DEPARTMENT OF COMMUNITY AFFAIRS RULE(S) **9J-5.003, 9J-5.025**

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: NEW